

**Administration Committee/Budget Hearings
October 10, 2017
Minutes**

Committee members present: Chairman Dave Hintz, Ted Cushing, Billy Fried and Robb Jensen.

Absent: Bob Mott

Call to order: Chairman Hintz called the meeting to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Jensen to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 9/20/17 as presented. All aye; motion carried.

Oneida County Humane Society services agreement and dog licensing fee. Maggie Hogan reported that they have spoken with a few of the towns regarding the loss of the dog licensing revenue and the amount they receive on dog licensing is negligible. The humane society would suggest that the spayed/neuter dog licensing be raised to \$5 and the intact dog licensing fee would be raised to \$10.00-\$15.00. Hogan reported that the humane society will be available 24 hours/day 7 days/week to pick up stray animals. Hintz requested that all towns be contacted to determine each town's feeling on all of the fees going to the humane society. Desmond and Hogan will draft a letter to all towns.

Vouchers, reports, purchase orders, line item transfers

County Clerk: Motion by Hintz/Fried to approve the Clerk's bills as presented. Discussion regarding National Association of Counties. All aye; motion carried.

Treasurer: No vouchers.

ITS: Discussion regarding vouchers. Motion by Fried/Jensen to approve ITS vouchers as presented. All aye; motion carried.

Finance: Motion by Cushing/Hintz to approve Finance bills as presented. All aye; motion carried.

Resolution Wisconsin Investment Series Cooperative Authorization: Kris Ostermann, Treasurer, explained the resolution to the Committee.

Motion by Cushing/Hintz to approve the resolution and forward to the full County Board for their consideration. All aye; motion carried.

Resolution: 2017 Designate Public Depositories: Kris Ostermann, Treasurer, explained the resolution to the Committee.

Motion by Cushing/Jensen to approve the resolution on County Depositories and forward to the full County Board for their consideration. Discussion regarding the list of depositories. All aye; motion carried.

Resolution: 2017 Treasurer Cancelled Checks: Kris Ostermann, Treasurer, explained the resolution to the Committee.

Motion by Fried/Cushing to approve the 2017 Treasurer's cancelled checks resolution and forward to the County Board for their consideration. Discussion regarding the process. All aye; motion carried.

Resolution: 2017 Auditor-Finance Director Investment Authority: Kris Ostermann, Treasurer, explained the resolution to the Committee.

Motion by Cushing/Fried to approve the resolution designating Darcy Smith as the Auditor-Finance Director and forward to the full County Board for their consideration as a consent agenda item. All aye; motion carried.

Resolution/Ordinance Amendment: Amending Chapter 3.10 Reimbursement for Expenses - Increase Per Diems for committee and County Board Meetings and Chairman's Annual Salary: Desmond stated that this resolution can always be approved by this Committee and then tabled at the County Board meeting if after budget hearings there is not any money available for this. Discussion regarding the resolution and the funding for it. Motion by Jensen/Cushing to approve the resolution amending Chapter 3.10 Reimbursement for Expenses, Increase per diems for Committee and County Board Meetings and Chairman's annual salary and forward onto the County Board for their consideration. All aye; motion carried.

Resolution to join Opioid Litigation: Discussion regarding the resolution and what it is about. Desmond explained the cost of approving this resolution in terms of work hours. Desmond stated that this is being spearheaded by the Wisconsin Counties Association working with the law firms Von Briesen and Crueger Dickinson. Desmond stated that he has been told that if Oneida County does not agree to this and there is a settlement then Oneida County would not be eligible for any of the funds.

Motion by Jensen/Cushing to approve the Resolution to join the Opioid Litigation and forward onto the full County Board for their consideration. Discussion regarding the contingency fee. All aye; motion carried.

Resolution/Ordinance Amendment: Amending Chapter 3.09 Purchasing: Desmond explained the resolution to the Committee.

Motion by Hintz/Cushing to approve the Resolution amending chapter 3.09 and forward onto the County Board for their consideration. All aye; motion carried.

2018 Budget Preview:

- Smith explained the handouts/binders to the Committee.
- Hintz reminded the Committee that it is the goal of the Committee to present a fair and appropriate budget to the County Board.
- Smith explained the 2018 Budget Summary Cover Page and where the largest changes to the budget occur. Smith explained that the increase in Public Safety is due to ambulances, the decrease in general government is due to the fact that she hasn't put Capital Improvement Program projects in there yet. The other change in the expenditures is in Health and Human services due to the fact that the family care transition will have a full year. Smith explained that debt services shows the Expera loan payment for \$638,630.00. Smith explained the revenues for 2018. Smith explained that the sales tax was budgeted at 4.25 million in 2017 but will come in around 4.4 million and therefore she has budgeted 4.4 million for 2018. Smith reported that the allowable levy limit in 2018 is \$16,328,826.00 which is an increase of \$107,610.00. Smith explained the areas of the budget that are not subject to the levy freeze (Ambulance, Libraries and Town Bridge Aid) and therefore as they increase the levy will automatically increase. Smith reported that with the budget as requested by the departments the current budget proposal is \$272,928.00 short without the application of the \$250,000.00 from the general fund. This amount does not include the extra positions and certain wage increases that have been requested.
- Smith presented a breakdown of the levy and how it is applied to the budget.
- Smith explained the items that are not included in the current budget for expenses but will need to be considered in the budget. Smith also explained items that are not included in the revenues; Expera loan interest, repayment of the Human Service Center. Smith explained that the Expera loan interest revenue isn't included in revenues, repayment of the loan from the Human Service Center and prisoner revenues. Smith explained why she does not recommend including these revenues in the budget.
- Smith presented a spreadsheet of the proposed increases to the budget that have been included in the budget that will be presented.
- Smith explained the contingency budget handout and items that are proposed to be taken from the contingency budget.
- Smith gave a handout explaining the new positions that have been requested and the costs related to those positions. Some of the positions have not been included in the proposed 2018 budget. Discussion regarding additional revenues that the departments are bringing in to help pay for the positions.
- Smith explained that the LRES Committee approved a 1% payroll increase. Jensen expressed concern with approving new positions and whether the County is taking care of its current employees.

10:26 a.m. – Return to session

County Treasurer: Smith explained that Ostermann reduced her income by \$200.00 and reduced non-personnel by \$622.00 with a net decrease to the levy request of \$422.00.

Motion by Jensen/Cushing to approve the Treasurer's budget as presented and forward onto the full County Board for approval. All aye; motion carried.

Sheriff/Emergency Management: Sheriff Hartman, Chief Deputy Hess, Jill Butzlaff and Ken Kortenhof were present to explain the budget requests.

Smith explained that EMS has some expenses that are not subject to levy limits and some that are subject to levy limits. Overall, EMS budget comes in at a zero change. There is an increase of \$93,001 to the levy. Discussion regarding the 2018 budget requests. Discussion regarding where additional levy money could be used if the board approves it. Motion by Cushing/Jensen to accept the Emergency Management budget as presented and forward it to the County Board meeting for full consideration. All aye; motion carried.

Sheriff Hartman stated that they are presenting a zero increase in operating expenses using revenue. Hartman explained that they started a GED program at the jail and currently have 10 inmates working towards getting their GED. Hartman explained increases to expense accounts and that they are requesting an increase in revenues by \$61,278.00 from inmate revenues to increase expenditures. Expected revenues from inmates are 1.8 million gross and 1.2 – 1.4 million net. Discussion regarding what cuts would need to occur if the state prisoner revenue were lost. Discussion regarding the request for the full-time mechanic position. Hartman stated that the projected expenses for mechanic work next year would be \$101,000.00 - \$105,000.00 and they believe that they can maintain that cost by having an in-house mechanic and be able to provide better service for the vehicles. Smith reported that this would be zero impact to the levy in 2018.

Motion by Jensen/Cushing to accept the Sheriff's budget and to forward it onto the full County Board for their review, including the Mechanics position at the expense of the Sheriff. All aye; motion carried.

Clerk of Courts: Brenda Behrle presented the Clerk of Courts 2018 budget. Clerk of Courts has increased the revenue amounts by \$2,000.00 and increased personnel costs \$4,141.00 for a net levy increase of \$2,141.00. Behrle explained that they are in the process of hiring a new clerk.

Motion by Jensen/Cushing to accept the Clerk of Courts budget and forward it onto the full county board for approval. All aye; motion carried.

Discussion regarding deficit money that is needed to balance the budget. Smith stated that if the committee approves all of the requested additional positions the committee needs to come up with \$155,794.00 (\$137,234.00 not included in the budget).

11:42 – Recess for lunch

1:15 – Reconvene

Bob Mott arrived for the meeting

Highway/Landfill:

Smith reported that the levy amount stayed the same for the Highway Department. They are using \$633,000.00 from fund balance. This also includes a change to a 40-hour work week for everyone other than management and office staff. Discussion regarding the Routine Maintenance Agreement's for work on the state roads and how that is affecting work on the County Roads. Discussion regarding management continuing to work 37.5 hours. Discussion regarding the mechanic position at the Sheriff's Office and how that will affect the highway shop. Stefonek stated that this change will help the highway shop as they will now have more hours with the mechanic at their shop. Discussion regarding how that change will affect that budget and Stefonek stated the change has been absorbed in their budget. Discussion regarding equipment fund and the aging equipment, the Barrientos report that was completed on the highway shop and the upgrades that need to occur in the shop and staffing needs to complete all necessary work. Stefonek stated that they can complete all necessary work as they are currently staffed, however, with current staff they are unable to take on extra work.

Motion by Cushing/Hintz to accept the highway budget as presented and forward it to the board for consideration in November. All aye; motion carried.

Smith reported that Solid Waste is not on the levy. Discussion regarding the Solid Waste fund balance and how they balance the budget with zero levy impact. They also pay \$25,000.00 to the county for rents and leases. Discussion regarding the plans to be in the black in 2018.

Motion by Jensen/Cushing to accept the Solid Waste budget as presented and forward it onto the full County Board meeting for approval. All aye; motion carried.

Social Services: Smith reported that with family care transition occurring Social Services has an increased levy request of \$71,000.00. They have decreased their staff level by 1 in 2017 and 3.6 in 2018, they will also have a \$40,000.00 decrease in revenue when the ADRC fiscal agent is transferred to WIPFLI. Discussion regarding out of home care and the impact this has on the Social Services budget. Mary Rideout, Social Services Director, explained a handout that covers out-of-home care costs, a historical budget overview, an overview of what money has been returned to the County. Discussion regarding family care, how that is affecting the budget and how Social Services uses the tax levy. Rideout reported that they have been awarded two grants this year. A dementia care grant for \$26,825.00 and the youth justice grant for \$100,000.00 that will help fund truancy initiatives. Rideout reported that as they learn more about family care and services that are available they have reduced their requested levy limit increase from \$71,000.00 to \$51,000.00. Social Services is also requesting two additional positions, Child Support Supervisor and Social Worker. The Child Support Supervisor position had previously been combined with the Economic Support Supervisor and Rideout feels that this will be better served by having two separate supervisors. Rideout reported that for the Child Support Supervisor position there is not any additional cost to the County. A portion of this position can be billed back to the State and the Federal Government and a portion of that will be covered by eliminating another position. The other position is for additional social worker and is needed due to increased case loads. This position will be partially funded from allocations from the State and \$32,630.00 will need to be funded by the County. Discussion with social services funding the \$32,630.00 and decreasing out of home placement budget with the understanding that if that budget goes over they can come back to request an increase.

Motion by Cushing/Mott to accept the social services budget with the understanding that they find the \$32,634.00 within their budget to add the social worker position and forward this onto the full County Board. Four aye, one nay (Jensen); motion carried.

Motion by Jensen/Hintz to include the Child Support Supervisor position to be included in the 2018 budget to be funded within the social services budget with the replacement of the account tech. All aye; motion carried.

2:50 – Ted Cushing is excused from the meeting.

Veterans Service: Smith reported that the Veteran's Service office received a small grant that will be able to be used towards salaries. Discussion regarding donations that are received and what they are used for.

Motion by Jensen/Mott to approve the Veteran's Service Office Budget and forward it to the full county board for their review.

2:54 p.m. – Recess

3:09 p.m. – Reconvene

Planning and Zoning/Land Conservation: Smith reported that for Land Conservation there is an overall increase of \$8831.00, however, they recently were awarded a grant for \$4065.00 more than they had budgeted and therefore their levy increase can be decreased by \$4065.00. Motion by Mott/Hintz to approve the Land Conservation budget as presented with the adjustment and pass it onto county board for approval. Smith reported that Land Conservation revenue will increase by \$4065.00 and expenditures will increase by \$5000.00. All aye; motion carried.

Smith reported that Jennrich increased the revenues by \$45,000.00 for 2018 and has requested an LTE position and two additional Zoning Technician positions. The position increases would cause a levy increase of \$52,870.00.

Discussion regarding what services are being affected by a lack of staffing, the affect NR115 will have on permitting and increased fees and how those increases will affect the staffing level. Discussion regarding how accurate the increased fees in the amount of \$105,000.00 are for 2018 and only adding one Zoning Technician for 2018 and reevaluating it in 2018.

Motion by Jensen/Hintz to approve the Planning and Zoning Department budget to include the LTE Project assistant, one Zoning Technician and auto allowance of \$4000.00 and forward to the County Board. Concerns expressed by Fried to decrease staffing requests by one position. No vote taken, new motion made superseding existing motion.

Motion by Jensen to postpone this agenda item until Thursday, no second, motion fails.

Hintz called the first motion by roll call vote: Jensen, aye; Fried, nay; Mott, nay; Hintz, aye. Motion failed.

Motion by Mott to approve the two positions as stated with revenue coming from increased fees to cover those two positions, no second, motion fails.

Motion by Jensen/Hintz to postpone the Planning and Zoning budget until Thursday including a review of the new positions. All aye; motion carried.

Medical Examiner: Smith reported that the Medical Examiner is requesting a part-time Chief Deputy position to start in July of 2018 for a cost of \$18,82.001 and the yearly cost after that would be \$37,639.00. The 2018 budget also included an additional \$1000.00 in call-pay and a decrease in expenses of \$50.00.

Motion by Mott/Jensen to approve the Medical Examiners budget as presented and pass it onto the full County Board. All aye; motion carried.

Public Health: Conlon presented the committee with a summary.

Motion by Fried/Mott to approve the Health Department budget as presented and forward onto the full County Board. Smith reported that there is an increase in levy of \$5100.00 for 2018. All aye; motion carried.

Discussion recapping the budget as it stands at the end of day one budget hearings.

Adjourn: Motion to adjourn at 4:34 p.m. by Jensen/Fried. All aye; motion carried.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair