

**Administration Committee – 2015 Budget Hearing
October 6, 2014
Minutes**

Committee members present: Chairman David Hintz, Ted Cushing (8:55 a.m.), Robb Jensen, Bob Mott and Sonny Paszak.

Others present: Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Lynn Grube (ITS), Margie Sorenson (Finance), Roger Luce (Oneida County Economic Development Corporation), Tim Brown (UWEX), Paul Osterman (Northwoods synKro), Mary Rideout (Social Services), Brian Desmond (Corporation Counsel), Luann Brunette (Buildings & Grounds), Sheriff Grady Hartman, Chief Deputy Dan Hess and Jill Butzlaff (Sheriff's Department), Ken Korten Hof (Emergency Management), Mike Romportl (Land Information), Mary Bartelt (County Clerk), and Kerri Ison (recording secretary).

Call to order: Chairman Hintz called the meeting to order at 8:31 a.m. in the County Board Room on the second floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with WI Open Meeting Law and the facility is handicap accessible.

Approve agenda: Motion by Mott/Paszak to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried. Hintz noted "other budgets" will be discussed as time permits. He also urged committee members/staff to share ideas as better decisions are made when time is allowed for discussion.

Approve minutes: Motion by Paszak/Mott to approve the minutes of 9/17/14 as presented. All ayes; motion carried.

Out-of-county/state travel requests: Ison presented out-of-state travel request for Carl Meyer (OCHD) to participate in the Mid-America Regional Public Health Leadership Institute (10/27-30/14; 4-5/2015 and 9/2015) in Chicago. Cost to attend is \$3,225; however Meyer received a \$3,000 scholarship to attend. Additional \$225 is requested for car rental and fuel to be covered by OCHD budget. Motion by Paszak/Jensen to approve the out-of-state travel request as presented. All ayes; motion carried.

Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:

- Desmond presented Memorandum of Understanding with PNCC for exchange of information for assistance with OCHD. The County Risk Manager recommends a waiver of insurance for the MOU. Motion by Hintz/Paszak to approve a waiver of insurance for the PNCC memorandum of understanding as recommended by the Risk Manager. All ayes; motion carried.

Ordinance Amendment 1.37: Desmond presented Ordinance Amendment 1.37 pertaining to the disposal of abandoned property. Currently the ordinance requires the County to retain abandoned property for a minimum of one year, however WI State Statutes only require abandoned property to be held for 30 days prior to disposal. The amendment changes language to reflect the WI State Statute. Language has also been changed to instruct the Sheriff to provide a list of goods to each department prior to auction to see if a department has use of any item. Discussion followed. Motion by Jensen/Paszak to forward Ordinance Amendment

1.37 to the full County Board for their consideration. All ayes; motion carried. Label as consent agenda item.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed vouchers and purchase orders in detail. Motion by Cushing/Mott to approve the vouchers and purchase orders for the County Clerk as presented.

Treasurer:

- Ostermann reviewed vouchers in detail. Motion by Cushing/Paszak to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Ostermann presented Designation of Public Depositories resolution, listing all financial institutions the County will be doing business with over the next year. Discussion followed. Motion by Cushing/Jensen to approve Designation of Public Depositories resolution and forward to full County Board for consideration. All ayes; motion carried. Label as consent agenda item.
- Ostermann presented resolution delegating investment authority to the Finance Director. Lengthy discussion followed. Motion by Jensen/Paszak to approve the resolution delegating investment authority and forward to the full County Board for consideration. All ayes; motion carried. Label as consent agenda item.

ITS:

- Grube discussed vouchers in detail. Discussion followed regarding telephone savings and billing procedures. Motion by Jensen/Mott to approve ITS vouchers as presented. All ayes; motion carried.
- Grube discussed line item transfers in detail. Motion by Cushing/Paszak to approve the line item transfers as presented. All ayes; motion carried.

Finance:

- Motion by Cushing/Jensen to approve Finance bills as presented. All ayes; motion carried.
- Committee members were provided the general investment summary for the period ending 8/31/14 for review.
- Motion by Cushing/Mott to approve the line item transfers for Tourism, Sheriff's Department, Social Services and Department on Aging. All ayes; motion carried.

Oneida County Broadband Application: Hintz noted the Technology Committee recommended that OCEDC form the Oneida County Technology Committee to take over role of technology improvements for the County. During last year's budget hearings, the County designated \$23,000 for this purpose. Luce provided application information for a WI Public Service Commission broadband expansion grant for under-served and un-served populations and is requesting that \$10,000 of those funds be allocated to the project. The deadline to submit proposals is 10/13/14 with awards being announced 60 days after that. Commitments from the school districts, Town of Minocqua have been made and are awaiting response from Howard Young and Ministry Health Care.

Brown discussed proposed project areas (towers already exist) including Squirrel Hill, Minocqua; Timber Ridge Road, Minocqua/Hazelhurst and Willow Road, Tripoli. Osterman discussed the service Northwoods synKro provides, noting service can be month-by-month with no activation fees and cables do not have to be installed underground as placement of equipment is on existing towers. Lengthy discussion followed.

Motion by Jensen/Mott to approve \$10,000 for the Oneida County Broadband application. Discussion followed. All ayes; motion carried.

2015 budget preview: Sorenson reviewed budget preview handouts including 2015 budget summary cover page, history of tax levy changes, and explained levy limits. Sorenson reviewed the preliminary changes to gross tax levy for 2015. Discussion was held regarding wages and health insurance. It was noted the starting point is \$486,350 over the levy limits.

- Motion by Cushing/Hintz to apply \$250,000 from the general fund to reduce the tax levy. Discussion followed regarding wages. All ayes; motion carried.
- Motion by Cushing/Jensen to change the wage increase proposal to mirror CPI at 1.6%, reducing the wage increase from \$292,000 to \$200,000. Discussion followed. All ayes; motion carried.

Discussion followed regarding a setting a goal (i.e. getting to levy limits, a zero increase to the tax levy, etc.). Discussion followed regarding capital projects, history, reversal of actions taken during budget hearings at County Board, etc.

Review of handouts continued including sales tax, general interest earnings, fees, stumpage sales, penalty and interest of property taxes, personnel changes to budget, summary of CIP, review and the history of general fund. Discussion was held regarding designated and undesignated fund balances.

Social Services: Rideout reviewed the 2015 Social Services proposed budget handout noting the tax levy remains the same as 2014. Highlights include: absorbing cost of AODA assessments as HSC did not reapply for grant, using regular staff for energy assistance program, increase in Chapter 55 Protective Placements (replace funding cut in 2014), increase in out-of-home care settings, increase in advertising and training to hire/retain qualified social workers. Rideout discussed specific accounts and projects estimating that \$389,000 will be returned to the general fund at the end of 2014. Discussion followed.

- Motion by Cushing/Paszak to reduce the 2015 Social Services proposed budget by \$35,000. Discussion followed. Cushing/Paszak to amend motion to reduce the 2015 Social Services proposed budget by \$50,000. Discussion followed. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the 2015 Social Services proposed budget as amended and forward to the full County Board for consideration. All ayes; motion carried.

Corporation Counsel: Desmond was present to discuss the 2015 Corporation Counsel proposed budget. Discussion followed.

- Motion by Jensen/Paszak to approve the 2015 Corporation Counsel proposed budget as presented and forward to the full County Board for consideration. Discussion followed. All ayes; motion carried.

Buildings & Grounds: Brunette was present to discuss the 2015 Buildings and Grounds proposed budget. Discussion followed. It was noted \$6,000 for the next three years was submitted as a capital improvement project but is now included in the departmental budget.

- Motion by Paszak/Cushing to approve the 2015 Buildings and Grounds proposed budget presented and forward to the full County Board for consideration. All ayes; motion carried.

Recessed for lunch at 12:08 p.m.; reconvened at 1:15 p.m.

Other budgets: Sorenson reviewed the 2015 County Board/Committees and Commissions proposed budgets. Discussion followed.

- Motion by Cushing/Mott to approve the 2015 County Board/Committees and Commissions proposed budgets and forward to the full County Board for consideration. All ayes; motion carried.

Sorenson reviewed the 2015 Central Postage and Central Telephone proposed budgets.

- Motion by Jensen/Paszak to approve the 2015 Central Postage and Central Postage proposed budgets and forward to the full County Board for consideration. All ayes; motion carried.

Sheriff's Department: Sheriff Hartman, Chief Deputy Hess and Butzlaff were present to discuss the 2015 Sheriff's Department proposed budget and provided several handouts for review. Lengthy discussion followed.

- Motion by Cushing/Hintz to transfer \$52,618 from the radio project continuing appropriation account to the general fund. Four ayes; one nay – motion carried.
- Motion by Jensen/Cushing to apply \$50,000 from the general fund to the levy. Discussion followed. All ayes; motion carried.

Discussion followed regarding the fund balance for the records management project.

Committee requested the Sheriff's Department reduce expenses by an additional \$21,000 and to return on Wednesday with an itemized list of reductions.

Discussion followed regarding the proposed purchase of a new armored vehicle. The state has offered an \$114,000 grant towards the purchase of a new ART. The CIP Committee recommendation is to apply \$100,000 from the general fund and apply the proceeds from the sale of the current vehicle to the remaining balance needed to make the purchase.

- Motion by Cushing/Paszak to approve the 2015 Sheriff's Department proposed budget pending the requested \$21,000 decrease. All ayes; motion carried.

Emergency Management: Korten Hof was present to discuss the 2015 Emergency Management proposed budget. A summary handout was provided for review noting the increase to the 2015 budget is due to personnel expenses. Lengthy discussion followed regarding continuing appropriations, state aids, the impact of the City ambulance service had on revenue, recovery rate on service, volunteer service providers, and services provided, etc.

- Motion by Cushing/Paszak to approve the 2015 the Emergency Management proposed budget and forward to the full County Board for consideration. All ayes; motion carried. Lengthy discussion continued regarding ambulance service.

Other budgets (continued): Sorenson reviewed the 2015 Central Duplicating, Finance Department, Independent Audit, Cost Allocation Plan, Central Purchasing, Sundry General Government, Regional Reference Library, and North Central Regional Planning proposed budgets.

- Motion by Cushing/Jensen to approve the other proposed budgets as discussed. All ayes; motion carried.

Cushing excused at 3:00 p.m.

Land Information: Romportl was present to discuss the 2015 Land Information proposed budget. A large part of the project budget is a result of land records fees collected by Register

of Deeds. Past County policy has been to save fees for land records modernization projects and software maintenance expenses. Fees are also used for projects in Register of Deeds and Planning & Zoning for various projects. Discussion followed regarding current and future projects.

- Motion by Paszak/Mott to approve the 2015 Land Records proposed budget as presented. All ayes; motion carried.

Other budgets (continued): Sorenson reviewed the 2015 Reserve for Contingency proposed budget in detail. Lengthy discussion followed.

- Motion by Jensen/Paszak to approve the 2015 Reserve for Contingency proposed budget as presented and forward to the full County Board for approval. All ayes; motion carried.

County Clerk: Bartelt was presented to discuss the 2015 County Clerk proposed budget. Discussion followed regarding election expenses and the reduction made by the Administration Committee. In the past, funds were allocated each year to offset large elections expenses (i.e. Presidential in 2016, recalls, etc.). Discussion followed.

- Motion by Hintz/Mott to increase the election budget to \$40,000 (+\$12,288). All ayes; motion carried.
- Motion by Mott/Paszak to approve the 2015 County Clerk proposed budget as amended and forward to the full County Board for consideration. All ayes; motion carried.

Bartelt discussed the 2015 Insurance and Risk Management proposed budget in detail. Discussion followed regarding the safety program, reporting of accidents and including statistics in annual reports.

- Motion by Paszak/Mott to approve the 2015 Insurance and Risk Management proposed budget and forward to the full County Board for consideration. All ayes; motion carried.

Economic Development: Luce was present to discuss the 2015 Economic Development proposed budget. Discussion followed regarding increased revenue through Revolving Loan Fund administrative fees and increased marketing expenses. He also reviewed the draft of the 2015 OCEDC Work Plan in detail.

- Motion by Paszak/Mott to approve the 2015 Economic Development proposed budget as presented. All ayes; motion carried.

Adjournment: Motion by Jensen/Paszak to adjourn at 4:44 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair