

**Administration Committee – Budget Hearings
October 7, 2014
Minutes**

Call to order: Chairman David 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 posted in accordance of the Wisconsin Open Meeting Law and the facility is handicap accessible.

Approve agenda: Motion by Paszak/Mott to approve today's agenda as presented. All ayes; motion carried.

Committee members present: Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

Others present: Ken Klein (Library Board), Supervisor Tom Kelly, John Bilogan (Forestry), Supervisor Jack Sorensen, Brenda Behrle (Clerk of Court), Judge Michael Bloom, Deb Shawl and Kathy Belliveau (Circuit Court Branch I & II), Larry Mathein (Medical Examiner), Kyle Franson (Register of Deeds), Mike Romportl (Land Information), Luann Brunette (Buildings & Grounds), Mark Newman and Keith Fabianski (Jail/Sheriff's Department), Lynn Probst and Tamara Feest (Human Service Center), Karl Jennrich and Denise Hoppe (Planning & Zoning), Lisa Charbarneau (LRES), Dana Demet and Kari Zambon (Tourism Council), Jonathan Anderson (media) and Kerri Ison.

Library Board: Klein was present to discuss the 2015 Library Board proposed budget. Funding is based on circulation but circulation is dropping even though other services, such as computer use, have increased. Contributions from the County are set per State Statute and are based on a three-year average. Eagle River did not submit a 2015 request for funding and concern was raised regarding the impact it will have on the 2016 budget. The Library Board plans to visit with each library in 2015 to find cost savings. Lengthy discussion was held regarding the increase for the Minocqua Library budget and reimbursement to the Tomahawk Library.

- Motion by Hintz/Jensen to approve the 2015 Library Board proposed budget as submitted. Discussion followed regarding the audit process and circulation rates. All ayes; motion carried.

Forestry: Bilogan and Sorensen were present to discuss the 2015 Forestry proposed budget. Forestry Committee proposed adding 2.5% of stumpage revenue into the Land Purchase account. This was done in the past but was discontinued and balance was used to balance the budget. Funds would be used to purchase land County Forest blocks. Lengthy discussion followed regarding use of the general fund for land purchases, submitting as a capital improvement project expense, benefits of purchases (i.e. stumpage revenue), availability of 50% funding for land purchases from the WI Stewardship Fund, easements, encroachments, etc. Sorensen noted if this doesn't pass it will reduce the tax levy by \$36,250.

- Motion by Cushing/Paszak to remove \$36,250 from the Forestry budget (county land purchase). Discussion followed. Ayes-four, nay-one; motion carried.

Bilogan noted an increase in the parks budget due to fund a capital improvement project (\$28,000 each year) to repave the Almon Park parking lot in 2019. This project was recommended by the CIP Committee. Bilogan discussed other budgets, stumpage revenue, current trends and reimbursement to towns. Discussion followed. Mott complimented Bilogan and Sorensen on work done addressing concerns with the Town of Lynne. Paszak noted

Forestry and Highway work together on construction projects and Bilogan noted it is working well.

- Motion by Cushing/Mott to approve the 2015 Forestry proposed budget as amended. All ayes; motion carried.

Clerk of Courts: Behrle was present to discuss the 2015 Clerk of Courts proposed budget noting the decrease in revenues. Discussion followed regarding penal fees, complex forfeitures, deferred agreements, payment plans, etc. Behrle noted the fees are set by State Statute and the County only keeps a small percentage of the fees—the rest goes out of county.

- Motion by Jensen/Cushing to approve the 2015 Clerk of Courts proposed budget and forward to the full County Board for consideration. All ayes; motion carried.

Circuit Court Branch I & II: Judge Bloom, Shawl and Belliveau were present to discuss the 2015 Circuit Court Branch I & II proposed budgets. Sorenson noted the two branches each have their own budgets but can transfer funds to each other at the end of the year, if needed. Bloom discussed impacts on the budget such as guardian ad litem appointments, evaluations, billing cycles for such services, etc.

- Motion by Cushing/Mott to approve the 2015 Circuit Court Branch I & II proposed budgets and forward to the full County Board for consideration. All ayes; motion carried.

Medical Examiner: Mathein was present to discuss the 2015 Medical Examiner proposed budget in detail. Changes include reduced mileage/training and conference fees, and increased revenues. Discussion followed.

- Motion by Cushing/Hintz to approve the 2015 Medical Examiner proposed budget as presented. Discussion followed regarding the Forest County contract and the potential contract with Vilas County. All ayes; motion carried.

Register of Deeds: Franson was present to discuss the 2015 Register of Deeds proposed budget in detail. Discussion was held regarding the continuing appropriation accounts which are restricted funds. Discussion was held regarding the social security number redaction project noting remaining funds have been allocated for software maintenance, etc. Romportl noted fees are saved each year towards a larger project but can only be used for land records modernization. Discussion followed regarding revenues.

- Motion by Cushing/Paszak to increase line 51710.413200 (real estate transfer tax) from \$105,000 to \$110,000. Discussion followed. All ayes; motion carried.
- Motion by Hintz/Cushing to approve the 2015 Register of Deeds proposed budget as amended. All ayes; motion carried.

Other budgets (continued): Sorenson reviewed the 2015 Revolving Loan Fund, Debt Service, Airport Construction Fund and Health Insurance Trust proposed budgets. Lengthy discussion followed.

- Motion by Cushing/Jensen to approve the other 2015 budgets as discussed. All ayes; motion carried.

ITS: Grube was present to discuss the 2015 ITS proposed budget and provided a listing of scheduled projects and funding sources. Discussion followed.

- Motion by Cushing/Hintz to move \$6,867 (or accurate balance) from 101.342007 to the general fund. All ayes; motion carried.
- Motion by Cushing/Paszak to apply \$7,000 from the general fund to the tax levy. All ayes; motion carried.

Lengthy discussion followed regarding future projects, central communication, procurement and departmental needs. Discussion followed regarding Sheriff's Department software maintenance fees and Cloud subscriptions which will impact future budgets.

- Motion by Hintz/Cushing to approve the 2015 ITS proposed budget as amended. All ayes; motion carried.

Recessed for lunch at noon; reconvened at 1:30 p.m.

Capital Improvement Program (CIP): Hintz reviewed history of the CIP. Jensen reviewed the Committee's summary provided in the budget packet. Discussion followed on the recommendations.

Newman and Fabianski (Jail) were present to discuss improvements needed to the jail and shared photos of equipment that needs to be replaced such as cabinets, doors, laminate deteriorating and jail pod desks. Additional booking space is needed to help expedite the process. Repairs and replacement will help with efficiency, safety and reduce liability concerns. Total cost for request is estimated at \$17,500. Lengthy discussion followed. Committee questioned using 2014 funds to cover the cost of the project as it is anticipated the department will be under budget at the end of the year. Committee members agreed to wait after all budgets are heard to make any decision regarding the CIP requests.

Human Service Center: Probst and Feest were present to discuss the 2015 Human Service Center proposed budget. A summary worksheet was provided and reviewed in detail. Discussion followed regarding new programs and additional grant revenue. Cushing noted the facility is funded by Oneida, Forest and Vilas Counties, based on population.

- Motion by Jensen/Cushing to approve the 2015 Human Service Center proposed budget and forward to the full County Board for consideration. Discussion followed regarding reserve balance and estimated 2014 year-end balance. All ayes; motion carried.

Planning & Zoning: Jennrich and Hoppe were present to discuss the 2015 Planning and Zoning proposed budget. Jennrich estimates a budget shortfall for 2014 and have subsequently decreased the 2015 revenue estimate by \$10,000. He also noted the shoreland zoning ordinance must be revised by October 2016 and fee schedules will be revisited during that process. He discussed the state-mandated private sewer program and the attached costs.

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

Veterans Service: Walters was present to discuss the 2015 Veterans Service proposed budget noting an increase which is largely due to personnel costs.

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

LRES: Charbarneau was present to discuss the 2015 LRES proposed budget noting an error in budgeting for employee recognition.

- Motion by Cushing/Mott to transfer \$1,000 from 51430.521201 (legal services) to 51430.512019 (employee recognition). All ayes; motion carried.

Charbarneau noted the County has changed the Section 125 plan benefits provider for 2015 for various reasons. Due to this change, both companies will be paid as the current provider must be closed out (expense was not included in the budget).

- Motion by Cushing/Paszak to decrease revenue of 51431.474113 (125 Administrative fees) by \$7,000. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the 2015 LRES proposed budget as amended and forward to the full County Board for consideration. All ayes; motion carried.

Budget discussion: Property values, property tax, school tax were discussed.

Tourism Council: Demet and Zambon were present to discuss the 2015 Tourism proposed budget. A budget summary was provided. Marketing efforts were highlighted noting Oneida County ranked 15th out of 72 counties in 2013 based on visitor spending (for every dollar spend the return is \$6). Lengthy discussion followed.

- Motion by Cushing/Hintz to approve the 2015 Tourism proposed budget. All ayes; motion carried.

Adjournment: Motion by Cushing/Mott to adjourn at 4:09 p.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair