

**Administration Committee/Budget Hearings
October 12, 2016
Minutes**

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

Others present: Jack Flint and Marie Thompson (ITS); Mike Romportl (Land Information); Kyle Franson (Register of Deeds); Krystal Westphal and Kari Zambon (Tourism Council); Linda Conlon and Marta Koelling (Health Department); Michael Schiek and Denise Briggs (District Attorney); Sheriff Grady Hartman, Dan Hess and Jill Butzlaff (Sheriff's Department); Luann Brunette (Buildings and Grounds); Margie Sorenson and Darcy Smith (Finance), and Kerri Ison.

Call to order: Chairman David Hintz called the meeting to order at 8:30 a.m. in the County Board Room, second floor 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.

Chairman Hintz thanked the Committee for filling in during his absence yesterday afternoon. He noted is pleased with progress of the hearings and that final numbers on health insurance should be available next week.

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

Information Technology Services: Flint thanked Thompson for her work and knowledge on the budget. A budget summary was provided and reviewed in detail. Additional recommended items are listed in order of priority but are not in the budget request. Discussion followed regarding the open records compliance policies (social media and web pages) discussed at an Administration Committee meeting earlier this year noting records must be archived for seven years. This is an annual expense -- ITS will cover cost in 2017 but beyond that, each department that uses this media will be responsible for the cost. Lengthy discussion followed regarding web pages being accessible to visually impaired. Discussion followed regarding telephone, software licensing and maintenance, office supplies, continuing appropriation accounts. Motion by Mott/Cushing to reduce the budget by \$11,768 bringing it down to zero percent compliance. It is understood that the department may come back to Administration later in the year if necessary. Lengthy discussion followed regarding subscription services, consultants, bundling service, priorities, departmental requests and programmer workload. Flint is still working on his three-year plan. All ayes; motion carried. Motion by Jensen/Hintz to approve the ITS budget as amended and forward to County Board for consideration. All ayes; motion carried.

Land Information: Romportl reported Internet and network stability has greatly improved and departments have benefited greatly due to changes made by ITS. Discussion was held on tax deed expenses. The State provides a grant to counties and Oneida County is designating those funds to GPS. It is collected through Register of Deeds recording fees and return to the County through the grant. Romportl estimates the grant will be \$50,000 in 2017. Discussion followed regarding professional services. Continuing appropriation accounts are restricted. Motion by Cushing/Mott to approve the Land Information budget as presented and forward to County Board for their consideration. All ayes; motion carried. Romportl noted Land Records and Register of Deeds fees help fund maintenance fees for programs/projects.

Jensen thanked Romportl, Flint and Sorenson for committing time to the Efficiency Team.

Register of Deeds: Sorenson noted fees in continuing appropriation are restricted. Franson provided handout summarizing revenues, noting conservative estimates. He voiced his concern regarding the increase in revenues requested by this Committee based on averages. Discussion followed. Motion by Cushing/Hintz to increase transfer fee revenues to \$145,000 and ROD charges to \$250,000. Discussion followed regarding allocation of fees for Register of Deeds/Land Information projects. Romportl noted other departments benefit from these projects as well. All ayes; motion carried. Motion by Cushing/Mott to approve the Register of Deeds budget as amended and forward to County Board for consideration. All ayes; motion carried.

Break 9:55 a.m. Reconvened at 10:05 a.m.

Tourism Council: Zambon discussed non-licensed private home rentals. She noted the Tourism Council is working on new video and photos for website. The Council is also working with Land Information on getting a working recreational app which enables access to trail maps. Westfall reviewed statistics from the 2016 marketing report to date. Discussion followed regarding broadband coverage effect on tourism, collaboration of efforts, indirect relationship with Oneida County Fair and estimated sales tax. Motion by Mott to increase the Tourism Council budget by \$3,000. Motion failed due to lack of a second. Discussion continued. Motion by Jensen/Fried to reduce the advertising budget to be equal to last year's amount. It is understood the Tourism Council may request additional funds based on needs at a later date. Ayes-four; nays-one. Motion carried. Sorenson reviewed the process for requesting additional funding during the year. Lengthy discussion followed regarding history and use of the contingency fund. Motion by Jensen/Hintz to approve the amended Tourism budget and forward to County Board for review and approval. Ayes-three; nays-two. Motion carried. Discussion followed.

Public Health: Conlon provided history and overview of all line items within the budget noting revenues have decreased over the years. Estimated grant funds for 2017 is approximately \$19,000 above 2016. Staffing positions are done or exhausted when funding is exhausted. Revenue has decreased over the years. This budget is a zero increase in non-personnel line items. Motion by Cushing/Jensen to approve the Public Health budget and forward to County Board. Discussion followed regarding duplicated/collaborative services and grant scope. AODA/Mental Health coalition works with Human Service Center. Sorenson noted Conlon and staff have a risk management budget. She also works with the nurse hotline and department heads regarding worker's compensation claims. All ayes; motion carried.

District Attorney: Schiek discussed costs for expert witnesses, law clerk and membership dues. There are currently 2.5 attorneys in the office. Discussion followed regarding open records issues. He believes the 10-week law clerk program is invaluable as they can file briefs, argue motions and participate in trials with another attorney present. It helps the office and also provides experience to the participants. Motion by Mott/Cushing to approve the District Attorney's budget and pass it on to County Board. All ayes; motion carried.

Capital Improvement Program: Sorenson highlighted the CIP summary. She noted the projects with grades A-BC are currently included in the budget (C's are not included). Any

adjustments will not affect the tax levy but will affect fund balances and the general fund. Discussion followed on each item.

- Discussion followed regarding the Clerk of Courts counter renovation and the difference in cost based on materials used.
- Discussion followed regarding ITS equipment updates versus what is in the ITS budget for smaller/broken items. Request is for replacement of seven year old computers.
- New World update refresh – hardware updates in anticipation of implementation and update of new version.
- Office 2016: one time cost to upgrade versus Office 365 at a cost of \$32,000/year (general fund). Estimated end of life 5-6 years.
- Update lighting – all facilities: Brunette requested additional funds for staff to do some of the change outs, an increase in overtime by \$5,000 and \$10,000 for contractor to complete the work in the historic part of the Courthouse. Funds will be reallocated from the Treasurer counter renovation which was reduced by \$25,000 to offset cost of lighting project. Motion by Cushing/Mott to increase the update lighting by \$15,000 to \$59,624. All ayes; motion carried.
- LEC additional booking station: \$20,000 in jail assessment fees/\$20,000 of general fund.
- LEC jail holding cells and bull pen: general fund.
- Courthouse repair of exterior: continuing appropriation account within the Buildings and Grounds budget. Grant monies are not available.
- Electronic voting for county board was graded as a “BC” and Jensen provided his reasoning for supporting it. Discussion followed. Flint requested bids ranging from \$18,000-\$27,000 which does not include I-pads. Motion by Jensen/Mott to remove electronic voting from 2017 CIP and the Administration Committee will continue to look at options. All ayes; motion carried.
- Health and Aging parking expansion: Brunette noted this project was put on hold due to requested roof edge construction last year. The project has been cast forward twice. Maintenance of the lot is approximately \$3,000/annually and there was an agreement with the City to pave the lot to direct storm water runoff. Paving would also increase efficiency in snow removal. She also noted there is a fund balance of approximately \$11,000. Motion by Fried/Mott to fund the Health and Aging facility parking lot project to come from the general fund, not to exceed \$49,000. Discussion followed regarding prioritizing the lighting project over the parking lot, as there is an estimated payback of two years without labor. Discussion followed funding additional ITS projects in 2017. Discussion followed regarding bundle/borrow in 2019-2020. Ayes-three; nay-two.

Recessed for lunch at 12:15 p.m. Reconvened at 1:30 pm

Return of Specified Departments:

Sheriff's Department: Sorenson noted the general fund was used for the records management project, thus any balance will roll back to the general fund. Staff noted there is approximately \$7,000-\$10,000 in outstanding bills on the project. Discussion followed regarding inmates paying for medications and rate increase in rate for pay-to-stay which was implemented last year.

Buildings and Grounds:

- Brunette spoke with the District Court regarding the Clerk of Courts counter renovation project and reported that ballistic material is not mandated. However, it has been requested by staff and recommended by local law enforcement. The counter will be

redesigned to accommodate terminals for e-filing, ADA accessible counter, and additional doorway to flow traffic. Courthouse security fund balance will be used to cover the cost of the project. Fried reminded the Committee of the closed session instructions regarding discussing security.

- Brunette requested a reduction in cost for the Treasurer counter renovation project (\$55,000 to \$30,000) based on material used. Courthouse security fund balance will be used to cover the cost of the project. Discussion followed regarding increased security and working with people using communication skills to diffuse the situation. Fried reviewed background on the projects. Lengthy discussion followed. Brunette noted these recommendations were made by court security and a study conducted by the US Marshall's years ago. Each department will be visited on a case by case basis.

Motion by Cushing/Hintz to approve \$1,109,755 for capital improvements in 2017 as discussed and \$250,000 operating expenses. Discussion followed regarding accuracy of amount. Motion and second withdrawn.

Motion by Fried/Jensen to approve the following capital improvement projects: replace servers older than 2010 (\$50,380), road construction (\$250,000), desktop/prINTER updates (\$51,784), Exchange Email upgrade (\$72,101), New World hardware refresh (\$137,746), Office 2016 (\$92,120), update lighting all facilities (\$59,624), Medical Examiner vehicle (\$40,000), Clerk of Court counter renovation (\$35,000), LEC booking station (\$40,000), LEC jail holding cells and bull pen (\$64,000), Treasurer counter renovation (\$30,000), Courthouse repair of historic façade and block (\$120,000), Health and Aging facility parking expansion/paving (\$60,000) and apply appropriate department fund balances with the remainder to come out of the general fund. (General fund total: \$886,755). All ayes; motion carried

ITS: Flint noted he will apply \$11,768 from continuing appropriation accounts to his budget per Sorenson's advice.

Break 2:30 p.m. Reconvened at 2:45 p.m. Cushing excused at 2:40 p.m.

Review of entire 2017 budget:

- Budget status: currently \$48,658 under levy limits. Sorenson suggested adding \$25,000 to the vacancy reduction budget as discussed earlier, leaving a balance of \$23,658 under the levy limits. Sorenson recommended applying this balance to the contingency fund to reach levy limits to max out the levy limits.
- Discussion followed regarding health insurance and potential changes.
- Fried distributed results of survey of suggestions made by employees in relation to the budget shortfall in 2016. Discussion followed. Jensen would like to review suggestions at an upcoming Administration Committee meeting.
- Fried discussed the Oneida County Fair continuing appropriation. The Administration Committee voted to fund the fair at \$16,000 not included continuing appropriation. Discussion followed regarding future funding and the sustainability of the project. Mott reminded the Committee of the agreement with the City and their desire to have a commitment in order to install updated electrical infrastructure. Lengthy discussion continued. Fried felt we should review intergovernmental agreement with the City in relationship on a number of things (i.e. Humane Society, Fair). Discussion followed.

Motion Jensen/Fried to add to the contingency fund \$23,658 for a total levy change of \$464,982 -- a 2.95% increase in the gross levy and forward to the County Board for consideration. Discussion followed. This is an increase of \$6.00/100,000 value home (\$3.82 is due to ambulance). All ayes; motion carried.

Next meeting: Friday, November 4, 2016 at 9:30 a.m.

Adjournment: Motion to adjourn by Hintz/Jensen to at 3:18 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary

David Hintz, Chair

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