

MEETING OF ADMINISTRATION COMMITTEE
OCTOBER 10, 2023
Minutes

Committee members present: Chairman Billy Fried, Ted Cushing, Tom Kelly, Russ Fisher and Steven Schreier.

Call to order: Chairman Fried called the meeting to order at 8:38 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 Schreier/Kelly to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Bug Tussel Project Tower Sites – John Sweeney gave an update on the Bug Tussel Project Tower Sites. Sweeney presented an updated map with the proposed tower sites. Sweeney reported that the majority of the sites remain in close location to the original map that was presented, however, the tower originally proposed for McCord Road has been moved 4.5 miles north to Burrows Lake Rd. This change was made due to helicopters frequently needing to land near McCord Road for medical emergencies. Sweeney requested the committee approve the slight changes and the change from McCord Road to Burrows Lake Rd. Motion by Fried to approve the tower site changes as presented. Seconded by Schreier. Schreier requested that Sweeney contact the town impacted by this change to make certain that they are aware of the proposed changes to the tower locations. Sweeney stated that he will reach out to the Town of Lynne. All aye; motion carried. Schreier asked where the Broadband Committee stands. Fried reported that Chair Holewinski has been in contact with the OCEDC to work towards setting up the committee.

Continue 2024 Budget Hearings –
Social Services/ADRC

- Social Services and ADRC – Mary Rideout, Social Services Director, was present and gave an overview of the 2024 Social Services budget. Rideout reported that there was a position added to the department in 2023. Rideout reported that the move to 2080 hours had minimal impact on staffing in the department as the majority of the staff had previously been moved to 2080. Rideout gave an overview of out-of-home placements and the in-home services that were added to help maintain children in their homes instead of out-of-home placement. Rideout reported that overall the increase in tax levy is \$36,000.00 and gave an overview of the areas that were impacted by the increase. Rideout gave an overview of out-of-home care costs for the last 24 years. Rideout reported that a 10-year out-of-home care average is just under a million and that is how the budget is planned for. Rideout reported that while out-of-home care placement have decreased the cost of out-of-home care continues to rise. Discussion regarding the \$200,000 of general fund money that has been placed in a restricted account to be used if needed for out-of-home services. Discussion regarding the handout titled “2024 Budget – Decision Items – Items that could be reduced or cut to reduce levy request”. Rideout reported that there are a number of in home care services that could be reduced, however, the risk is that decreasing in home care costs may increase out of home care costs. Discussion regarding the funding for secure detention placements which used to come from the Sheriff's Office and has been moved to the Social Services budget. Discussion regarding the potential cuts outlined in the handout. Discussion regarding the study that was approved at the last County Board meeting regarding the Human Service Center. Rideout reported that the cost of that study has not been budgeted for and will likely need to come from the contingency fund. Motion by Fried to amend the Social Services budget to decrease In Home Children Youth and

Family programs by \$10,000 and reduce the out-of-home care line by \$10,000. Seconded by Cushing. Four aye, one nay; motion carried.

Fried questioned the next steps for the Human Service Center structure. Rideout reported that a bid document proposal has been created and once approved by Corporation Counsel it will be sent out to vendors. Schreier expressed that the cost of the study should be shared by the other counties. Rideout reported that there have been discussions with the other counties. Rideout anticipates that the cost could be around \$50,000. Smigielski suggested that this budget be tabled until after the Human Service Center budget and a portion of the rebate of over \$224,000 could be applied to cover this cost. Motion by Fried to approve the Social Services budget as amended and forward to the County Board for consideration in the 2024 Budget Hearing. Seconded by Schreier. All aye; motion carried.

- Veteran's Services – Fried reported that the Veteran's Services staff was unable to attend the meeting today and he excused their attendance. Smigielski presented the 2024 Veteran's Services Budget. Motion by Fried to approve the Veteran's Services Budget as presented and forward onto the County Board for consideration in the 2024 Budget Hearing. Seconded by Kelly. All aye; motion carried.

Board of Health

- Health Department – Smigielski reported that the Health Department overall request for 2024 Tax Levy is \$640,000 which is an increase of \$55,000 or 9.4% over the 2023 budget. Linda Conlon, Public Health Director, was present and gave an overview of the 2024 budget which includes an overall drop from \$3.1 to \$2.9 the bulk is due to changes in grant funding. Conlon gave an overview of the revenue vs expenses. Conlon reported that as wages and benefits increased in 2023 and 2024 the department has offset those costs by decreasing other expenses and increases in other revenue. Conlon reported that in 2024 they are budgeting for 69% of expenses to be personnel and 31% of expenses to be other expenses. In 2024 they anticipate 48% of the budget coming from grants, 22% to come from tax levy and 30% to come from revenues sources. Conlon reported that only 8 of the staff are paid for from Tax Levy and the remaining staff are grant funded. Discussion regarding how to fund the positions that are grant funded in the future as the COVID ARPA funds are eliminated. Conlon reported that there is a grant for community health specialist that wasn't budgeted for, however, it can only be used for very specific costs and would not decrease the tax levy request. Discussion regarding using a portion of the grant to offset tax levy costs for the administration staff. Conlon stated that the committee could decrease the tax levy by \$8000 with the belief that a portion of the grant could offset tax levy positions. Conlon also reported that they are beginning to charge for COVID vaccines and she believes that the revenue line for COVID could be increased by \$10,000, however, there would need to be an increase to an expense to offset the purchase of supplies. Motion by Fried to reduce the Public Health levy request by \$18,000 due to anticipated increased COVID vaccine and specific grant revenue not currently included in their proposal. Seconded by Schreier. All aye; motion carried.

10:33 a.m. – Recess

10:43 a.m. – Return to session

County Facilities

- Building and Grounds – Troy Huber, Facilities Director, and Lindsey Kennedy, Assistant Facilities Director, gave an overview of the budget. Huber reported that they are requesting a 12% increase to help cover the increased cost to supplies, fuel and personnel costs. Huber reported that the jail revenue – intergovernmental charges can be increased from \$48,000 to \$50,000. Huber gave an overview of the increases in the 2024 budget requests. Discussion regarding the increase in contractual services. Discussion regarding the overtime budget. Discussion regarding continuing appropriation accounts, the balance available and projected purchases using the accounts. Discussion regarding cutting the \$15,000 budgeted toward Project 16 – Flooring, decreasing the Capital outlay – Ergonomic Equipment from \$10,000 to

\$4,000 and decreasing the Project 12 – Courthouse Security from \$5000 to \$0. Fried questioned decreasing the equipment fund from \$25,000 to \$15,000. Discussion regarding decreasing the overtime budget by \$2500. Motion by Fried to increase the Board of Prisoner revenue by \$2000.00, reduce the funding requests as follows – reduce Ergonomic Equipment fund from equipment by \$6500, reduce the flooring funding by \$15,000, eliminate courthouse security funding of \$5000 and reduce the overtime expense by \$2500. Seconded by Cushing. All aye; motion carried. Motion by Fried to move the amended buildings and grounds budget to the county board for consideration of the 2024 budget. Seconded by Kelly. All aye; motion carried.

Planning and Development/Conservation and UW-Extension

- Land Conservation – Michelle Saudakus gave an overview of the budget request for 2024 which includes a decrease in grant funding and an increase of just over \$4000 in tax levy request. Discussion regarding revenue sources. Discussion regarding staffing levels and how they are funded. Motion by Fried to forward the Land Conservation Department budget as presented to the County Board for consideration. Seconded by Cushing. All aye; motion carried.
- Planning and Zoning – Karl Jennrich, Planning and Zoning Director, gave an overview of the Planning and Zoning department budget. Jennrich reported a decrease in LTE positions. Discussion regarding staffing levels and how the move from 1940 to 2080 has impacted the Zoning Department. Jennrich stated that the increased hours have helped to balance the increased workload over the last few years. Discussion regarding contractual services and the request for \$10,000. Discussion regarding the \$41,500 budget for the NCWRPC. Discussion regarding the tourist rooming house fees that are assessed and increasing them to help offset the cost. Discussion regarding increasing the revenues. Motion by Fried to amend public charges Planning and Zoning to increase the revenue public charges – Planning and Zoning from \$600,000 to \$650,000. Seconded by Schreier. All aye; motion carried. Motion by Fried to approve the amended Planning and Zoning Department budget and forward onto the County Board for consideration in the 2024 budget. Seconded by Kelly. All aye; motion carried.
- UW Extension – Amber Rehberg, UW-EX Coordinator, and Jessica Young, Office Administrator, were present and gave an overview of the budget. Discussion regarding the changes to staffing at UW-EX over the last few years and the staffing levels in the office. Rehberg reported that the proposed Other Professional Services contract amount was listed as \$64,746 and it should be decreased to \$54,746. Discussion regarding moving the UW-EX staff into a county building and eliminating the rental space at Nicolet. Fried questioned how to continue providing 4-H and teen court services while decreasing the UW-EX budget. Rehberg cautioned that attempting to cut anymore funding from the budget will significantly impact the level of services that are provided. Discussion regarding generating revenue within UW-EX. Discussion regarding changing the contract with the state and decreasing services that are provided through UW-EX. Rehberg stated that there could be cuts made to the contract eliminating some services. Schreier stated that he is against making any changes to the contract and the services that are provided. Cushing stated that he is against making any changes to the UW-EX services. Motion by Fried to amend the UW-Extension budget to change the contractual expense from \$64,746 to \$54,746. Seconded by Kelly. All aye; motion carried. Motion by Fried to forward the amended UW EX budget to the County Board for consideration of the 2024 budget. Seconded by Kelly. All aye; motion carried. Fried encouraged Rehberg to look at how to increase revenue and how else UW-EX can serve the county. Rehberg encouraged the committee to reach out to extension if there is a service that they are looking for.

Administration Committee

- Treasurer – Tara Osterman, Treasurer, gave an overview of the 2024 budget and the changes that were made. Discussion regarding revenues and health insurance. Motion by Fried to accept the Treasurer’s budget as presented and forward to the County Board for consideration of the 2024 budget. Seconded by Schreier. All aye; motion carried.

Adjourn – Fried adjourned the meeting at 1:20 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk