

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
OCTOBER 4, 2021
Minutes**

Committee members present: Chairman Dave Hintz, Alan VanRaalte, Ted Cushing, Bob Mott and Billy Fried.

Call to order: Chairman Hintz called the meeting to order at 9:30 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 VanRaalte/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Cushing/VanRaalte to approve the minutes of September 7, 2021. All aye; motion carried.

Five-Year Auditor Contract Proposals – Finance Director Tina Smigielski reported that the Auditor Contract was set to expire after the last audit. Smigielski reported that she sent out a request for proposal and received 3 proposals for audits for Oneida County. Smigielski reported that the three proposals received were from Sikich, CLA and Baker Tilly. Smigielski reported that Sikich had the lowest proposal of all three firms. Smigielski introduced Anthony Cervini and other members of the Sikich team. Chairman Hintz, Supervisor Mott and Supervisor VanRaalte asked questions of the Sikich team. Cervini explained the audit process and the reasons they are able to come in under the other two proposals. Cervini gave an overview of additional services that are provided to the county. Smigielski reported that she has worked with all three of the firms that submitted proposals and feels that they are all qualified and she would be comfortable with any of the firms. Smigielski recommended that the proposal from Sikich be approved. Motion by Fried/VanRaalte to authorize the Finance Director to engage in the contract with Sikich for a 5 year term with terms presented at this meeting. Mott questioned what happens if after a year or two the committee believes that this contract is no longer good for the County. Motion withdrawn by Fried and VanRaalte. Motion by Fried/VanRaalte to accept the recommendation of the Finance Director and forward to the Corporation Counsel for review and then forward to the County Board to accept the 5 year contract from Sikich. Discussion regarding the contract. Cervini from Sikich reported that there is an annual engagement letter that can address any concerns the county may have. All aye; motion carried.

Private Onsite Wastewater Treatment System (POWTS) language for 2022 tax bill – Karl Jennrich reported that a POWTS maintenance fee was adopted by the County Board and the fee that was approved was \$5 every year. Jennrich reported that at this time there needs to be approval for the language that will be inserted on the tax bill. Jennrich presented a draft of the proposed tax bills with the language on the right side of the bill under Net Property Tax column. Jennrich reported that at this time there will be one fee per property, however, the original proposal was that each building would receive the \$5.00 fee. Discussion regarding having an explanation accompanying the tax bills. Motion by Cushing/Mott to approve adding the language POWTS for \$5.00 to the tax bills. All aye; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:
Finance

- Motion by Cushing/VanRaalte to approve the Finance vouchers, as presented. All aye; motion carried.

ITS

- Motion by Cushing/VanRaalte to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.

Treasurer

- Motion by Mott/Fried to approve the vouchers for the Treasurer's office. All aye; motion carried.

Resolution: Designate Oneida County Public Depositories, Resolution: Delegate Oneida County Investment Authority, Resolution: Treasurer Cancelled Checks – Ostermann explained the three resolutions. Motion by Cushing/VanRaalte to approve all three resolutions and forward them to the November County Board meeting as consent agenda items. All aye; motion carried.

County Clerk

- Motion by Mott/Cushing to approve the County Clerk vouchers as presented. All aye; motion carried.

General Investments Report – November – Discussion regarding the general investment report – Smigielski presented the general investments by account report. Smigielski reported that she has begun moving funds out of the WISC fund as it is not earning income. Smigielski will be bringing a proposal forward with changes to the investments. Fried stated that he would like to discuss investments at a future meeting.

2022 Budget Hearings

2022 Budget Executive Overview – Smigielski gave an overview of the County Budget and the budget is setup and the fund accounts that are used (general fund, special revenue funds, capital project funds, proprietary funds, debt service, trust & agency funds). Discussion regarding the financial summary and what funds are included in each section. Smigielski reported that total budgeted revenue for 2022 is budgeted at \$61,420,972 and total expenses budgeted are \$65,292,972. Smigielski reported that the revenues for 2021 sales tax were budgeted at \$4.6 million, however, they are projected to be \$5.4 million. Smigielski is recommending an increase in budgeted sales tax for 2022 to \$5.25 million. Smigielski reported that there is also an increase to property taxes with \$2.3 million above the levy for EMS which is an increase from the \$1.7 million previously budgeted. Smigielski reported that the next revenue fund is intergovernmental revenue and there is an increase of \$4.5 million due largely to the ARPA funds. Smigielski gave an overview of the Licenses and Fines revenues which show a nominal increase. Discussion regarding the POWTS funds, Smigielski currently has \$120,000 in the contingency fund for this fee. Smigielski gave an overview of the Public Charges and Intergovernmental Revenues which include a decrease of \$767,000 which is due to the loss of state inmate revenue. Smigielski explained that the miscellaneous revenues included \$2.2 million contingency funds applied. Smigielski gave an overview of the expenses. Smigielski reported that the estimated 2022 expenses for personnel are \$25.6 million which included wages, payroll tax, retirement and health and dental insurance. Discussion regarding how the health/dental have been budgeted in the past and changes that Smigielski would like to see in the future for budgeting purposes. Smigielski gave an overview of contractual expenses which included an increase in contractual spending and a \$250,000 increase in EMS contractual spending. Smigielski reported a minimal increase in supplies. Smigielski reported an increase in grants and contributions. Smigielski gave an overview of the headcount in Oneida County and where the changes occurred in staffing for 2022.

9:50 – Recess

9:54 – Return from Recess

Public Safety

- **Medical Examiner** – Crystal Schaub reported that the largest change in the ME Budget is the request that the assistant medical examiner be moved to a full-time position. Schaub reported that the extra cost will be offset by the revenues that are brought in by the department. Discussion regarding the revenues which show an increase of \$28,020 for 2022. Motion by Hintz/Cushing to approve the Medical Examiner's budget and forward to the full county board for approval. Discussion regarding the budget and if there are cuts that can be made. Motion by Fried/Mott to amend the motion to amend the pathology expense from \$65,000 to \$55,000. All aye, motion carried. Vote on amended motion; all aye, amended motion approved.
- **Sheriff's Office** – Sheriff Hartman was present and gave an overview of the budget. Hartman presented a document highlighting changes in the Sheriff's budget. Hartman reported that revenues were cut by \$129,251.00 due to the loss of state inmates. Hartman reported that medical expenses were only cut \$41,000 due to the addition of mental health services. Hartman reported that jail staff will be decreasing by one due to the loss of the state inmates. Hartman reported that there is a decrease in the Minocqua Dispatch. Hartman reported that he felt it was important to increase positions in the Nordeg Drug unit and he accomplished that by decreasing the Rec patrol position, however, he has also requested a \$50,000 increase in overtime and will be staffing those positions through overtime. Discussion regarding the Rec Patrol positions and how those positions have changed over the years and how the program will change in the future. Discussion regarding maintaining the Rec Patrol positions at a cost of \$170,000. Hartman reported that they are eliminating the DARE program in this budget. Hartman gave an overview of changes to the 2022 budget for ambulances which is an increase of \$527,000.00. Hartman explained that this is due to an increase of \$250,000 in the hospital subsidies and an increase of \$289,000 for equipment upgrades. Hartman gave an overview of the equipment upgrades for EMS. Discussion regarding the Sheriff's Office budget. Discussion regarding the increase of \$101,000 in expenses for the mental health services. Motion by VanRaalte/Hintz to accept the Sheriff's budget and move it onto the County Board for approval. All aye; motion carried.
- **Circuit Court Branch I, Circuit Court Branch II** – Jean Meyer, Judicial Assistant for Branch I; Patti Finlan, Judicial Assistant for Branch II and Amy Franzen, Register in Probate were present and presented the budgets for their respective departments. Meyer presented the budget for Circuit Court Branch I which includes an increase of \$9,300 for guardian ad litem services. Meyer reported that there has been an increase in GAL services for drug cases. Meyer reported that revenues have increased with debt collection. Meyer reported that overall there is a 0% increase in Circuit Court Branch I and Register in Probate. Motion by Fried/Cushing to increase the revenues individually by \$5000 in the Branch I and Branch II revenues in line item Guardian Ad Litem (461403) and forward the budgets onto the County Board. All aye; motion carried. Motion by Cushing/VanRaalte to increase the Register in Probate fees (461500) by \$3,000 and forward to the full county board for approval. All aye; motion carried. Motion by Mott/Fried to decrease the Branch II GAL expense by \$10,000 from \$55,000 to \$45,000 and forward to the County Board. All aye; motion carried.
- **Clerk of Court** – Brenda Behrle, Clerk of Courts, presented the Clerk of Courts budget for 2022. Discussion regarding the Clerk of Courts budget. Motion by Fried/Cushing to accept the Clerk of Courts budget as presented and forward it to the County Board for approval. All aye, motion carried.

- **District Attorney** – Mike Schiek, District Attorney, was present. Motion by Hintz/Cushing to approve the District Attorney’s budget and pass it onto the full county board for their consideration. Discussion regarding the decrease in state aid for the Victim Witness Coordinator. All aye; motion carried.
- **Corporation Counsel** – Mike Fugle, Corporation Counsel, presented the 2022 budget. Discussion regarding staffing levels for 2022. Fugle explained that currently there is a part-time attorney for Child Support, however, he would like to keep that position budgeted as full-time as staffing levels will be reevaluated in 2022. Motion by Fried/Mott to amend the Corporation Counsel budget proposal to add in \$1800 for the membership dues for 2022 and reduce the health/dental insurance by \$7000 to \$54,000 and forward to the full county board. All aye; motion carried.

11:30 – Recess

11:42 – Return from Recess

Land Records

- **Land Information** – Mike Romportl, Land Information Director, gave an overview of the budget. Romportl reported that in early 2021 Land Information and Register of Deeds combined a position and decreased the 2022 budget accordingly. Romportl reviewed the revenue from tax foreclosed properties. Romportl reported that overall there is reduction in the Land Information budget. Discussion regarding fees and the Land Information budget. Motion by Mott/VanRaalte to approve the Land Information budget and move to the full County Board. All aye; motion carried.
- **Register of Deeds** – Register of Deed Kyle Franson presented the 2022 budget. Discussion regarding proposed revenue for 2021 and 2022. Motion by Fried/Cushing to increase the ROD Budget Real Estate Transfer Tax to \$190,000 for 2022 and forward the budget to the County Board for approval. All aye; motion carried.

Forestry, Land & Outdoor Recreation

- **Forestry** – Paul Fiene, Forestry Director, presented the 2022 budget. Fiene reported that there is a parks continuing appropriation that currently has \$70,000 in it and the department put \$20,000 in the 2022 budget, however, that could be decreased if needed. Discussion regarding revenue and timber sales. Motion by Hintz/Mott to approve the forestry budget with a \$20,000 adjustment to the budget. All aye; motion carried.

12:10 p.m. - Break for lunch

1:10 p.m. – Return from break

Social Services

- **Social Services and ADRC (includes Lakeland Retirement Foundation)** – Mary Rideout, Social Services Director, presented the 2022 Social Services budget. Rideout reported that the Social Services budget is driven by out of home care cost and presented a chart showing costs from 1997 – 2021. Rideout reported that currently out of home care cost for 2021 are projected to be \$1.13 million. Rideout presented a chart of the needed tax levy for the last 10 and 20 year budgets. Rideout reported that they have cut \$95,000 of needed tax levy for the Social Services/ADRC budget. Discussion regarding the decrease. Rideout reported that there is funding in the Governor’s budget to help with out of home care costs and the committee could look at decreasing Foster/Group Home Care by \$30,000-\$40,000 based upon the assumption that the Governor’s budget will be approved. Discussion regarding ADRC budget and the Lakeland Retirement Center request of \$5,000. Motion by Fried/VanRaalte to amend the Social Services/ADRC to reduce the Foster/Group Home Care expense by \$30,000 and forward the budget to the full County Board. Discussion regarding the budget and the savings of \$95,000

recognized by combining the two departments. Smigielski stated that Social Services are requesting an additional position for the Dementia Care specialist which is combining the part-time ADRC position and the Dementia Care Specialist. Rideout reported that they are also requesting a child services support position that is budgeted for in the relief funding. All aye; motion carried.

- **Veteran's Services** – Tammy Javenkoski, Veteran's Service Director, presented the budget. Javenkoski reported that they will continue to get the \$10,000 from the state. Motion by Cushing/Mott to accept the Veteran Services budget as presented and forward to the full county board. All aye; motion carried.

Board of Health

- **Health Department** – Linda Conlon presented 2022 budget overview documents for the Health Department. Conlon reported that they are predicting a decrease of \$401,607 in grant funding for 2022, however, they have not received all of the grant funding for 2022. Conlon reported that they are requesting an increase in tax levy of \$5,743. Conlon reported that there is a large decrease in revenue due to the COVID vaccine. Conlon reported that as they were preparing the budget they attempted to keep the budget as close to 2020 as possible. Conlon presented the 2022 expenses for the health department. Mott questioned if there is an increase in the revenue budget for the Tourist Rooming House fees. Conlon reported that there is an increase of \$19,000 in revenue for the licensing of the Tourist Rooming House. Discussion regarding the increase in fees and the accompanying work load. Discussion regarding PFAS and the role of the Health Department with educating the public on how to fix contamination. Motion by Fried/VanRaalte to approve the Board of Health 2022 Budget as presented and forward to the County Board. All aye; motion carried.

2:12 - Recess

2:21 – Return to meeting

Planning and Development/Conservation and UW-Extension

- **Planning and Zoning/Land Conservation** – Michele Sadauskas, Land Conservation Director, presented the Land Conservation budget. Sadauskas reported that they did receive an increase for the State Aid-Wildlife Damage grant which was increased from \$28,000 to \$30,687 and there is a matching increase in expenses. Sadauskas reported that they have reduced hours for the LTE's for AIS in 2022, however, they are applying for a clean boats grant and will increase staffing if they receive that grant. Overall staffing has remained the same in 2022 for Land and Water conservation. Motion by Fried/Mott to approve the Land Conservation Department Budget as presented and forward onto the County Board for approval. All aye; motion carried.

Karl Jennrich presented the Planning and Zoning budget and reported that there is an increase in revenue in 2022 by \$35,000. There is also an increase in the other professional services budget by \$15,000. Discussion regarding the POWTS fee that will be included in the 2021 tax bills. Jennrich reported that they are anticipating \$120,000 in revenue for that fee in 2022. Discussion regarding where that fee will be budgeted. There has been a request for \$25,000 of the POWTS fee revenues collected to be put into a continuing appropriations account for future software upgrades and maintenance fees. Discussion regarding the POWTS fees. Motion by Mott/VanRaalte to move the POWTS revenue from the contingency budget and transfer \$95,000 to the Planning and Zoning budget and move \$25,000 to the ITS Land Records maintenance budget. Discussion regarding the revenue and how to document it in the budget. Mott/VanRaalte withdraw the motion. Discussion regarding the Tourist Rooming House applications and fees and the services provided by Granicus. Discussion regarding revenue. Motion by Mott/VanRaalte to increase Public Charges – Planning and Zoning by \$15,000 to \$565,000 and send the budget to

the County Board for approval. Discussion regarding the Granicus contract. All aye; motion carried.

Recess – 3:21 p.m.

Return from Recess – 3:27 p.m.

- **UW Extension (includes UW Fair)** – Amber Rehberg, UW Extension Director, was present along with Merry Lehner and Myles Alexander. Rehberg reported that there were no major changes in the budget, however, the rent was moved from Buildings and Grounds budget to UW Extension budget. Rehberg reported that approximately 60% of all professional staff salaries are paid by the state. Discussion regarding the rental space at Nicolet. Fried asked if there are portions of the services offered by UW-Extension that can be offered without UW-Extension. Discussion regarding the services offered by UW-Extension. Fried asked if there is another way to make the programs more affordable for the County by bringing in additional revenue or services that can be cut to help offset the expenses. Rehberg stated that they can charge for community classes, however, the goal of UW-Extension is to reach all income levels and there would be concerns that they wouldn't be able to reach all of the people they are attempting to reach. Fried questioned if UW-Extension can be shared with other counties helping to cut down on costs. Rehberg reported that there are some staff shared with Forest County and that could be looked into further. Discussion regarding collaboration between departments. Motion by Mott/VanRaalte to approve the budget and move to the County Board for approval. Discussion regarding reviewing budgets on Wednesday. VanRaalte reported that in order to qualify for Family First grants there must be a trauma informed care committee and in the future UW-Extension may be helpful in meeting that requirement. VanRaalte, Aye; Hintz, aye; Fried, nay; Mott, aye; Cushing, aye; Motion carried.

Discussion regarding moving forward with the budget. Fried requested that the Committee look at revenue.

Adjourn – Hintz adjourned the meeting at 4:10 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair