

MEETING OF ADMINISTRATION COMMITTEE
OCTOBER 4, 2022
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 8:30 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 Kelly/Schreier to approve today's amended agenda with the order of items at the Chair's discretion. All aye; motion carried.

Public Comment - None

Continue 2023 Budget Hearings – Fried reported that there was a handout distributed with updates to the budget following yesterday's hearing. Smigielski reported that the budget deficit began yesterday at \$1,700,539 and finished at \$1,532,539.

Social Services/ADRC

- Social Services and ADRC (includes Lakeland Retirement Foundation) – Joel Gottsacker, Assistant Social Services Director, and Heidi Chavez, Social Services Finance, were present. Smigielski reported that Social Services has increased all positions to 2080 in 2023. Chavez reported that there have been changes made in the budget due to additional grants received. Chavez reported that they eliminated a .6 position in the finance office in an effort to help balance the budget. Smigielski reported that there was a discussion with Mary Rideout and they have set aside \$500,000 of the general fund for a social services reserve account which will reduce Social Services request by \$200,000. This will help alleviate concerns about out of home care costs and will more accurately show the social services budget. Discussion regarding how the fund could be used. Schreier expressed that he would like to see the resolution specifically state that the fund is for out of home care specifically. Discussion regarding the fund.

Motion by Fried/Schreier to reduce the amount of the Social Services tax levy request by \$200,000 and amend their budget to reflect a use of continuing appropriation of the same amount. Discussion regarding making sure that the committees of jurisdiction are aware of this change to the budget. Fisher, aye; Cushing, aye; Fried, aye; Kelly, aye; Schreier, aye; motion carried.

Discussion regarding the changes to the ADRC budget and the Social Services budget created when the two departments were combined. Discussion regarding vacancies in the two departments. Chavez reported that they currently have one vacancy in social services and they would not recommend eliminating that position. Chavez also reported that this would not be 100% tax levy savings. Charbarneau reported that she has spoken with Mary Rideout and this position is needed at this time. Discussion regarding the funding provided to tri-county council and why this is a pass through from Social Services. Discussion regarding the coordinated service team which is funded by a \$60,000 grant with a \$15,000 tax match from the County. Discussion regarding TSSF which is completely grant funded and aims to keep children out of out of home care or return them home sooner. Fried questioned if there are other areas of the budget that are currently over budgeted to provide a safety net for Social Services. Chavez reported that aside from out of home care the remaining budget is budgeted based on previous years expenses. Discussion regarding the ADRC meal programs and the cost to Oneida County. Discussion regarding protective placements for the elderly population. Chavez reported that this is budgeted at \$60,000 and this amount will fluctuate every year.

Discussion regarding the ITS services moving out of Social Services and into the Information Technology Department.

Motion by Cushing/Schreier to accept the Social Services/ADRC amended budget and forward it to the County Board for consideration. All aye; motion carried.

- Veteran's Services – Javenkoski reported that the grant received by the state was increased in 2022 from \$10,000 to \$11,000. The veteran's Services office has requested less LTE hours for 2023 than in the past. The budget does reflect an increase in hours for the full-time position from 1950 to 2080.

Motion by Cushing/Kelly to accept the budget as presented and forward to the County Board. All aye; motion carried.

9:27 a.m. – Recess

9:32 a.m. – Return to session

Board of Health

- Health Department – Smigielski gave an overview of the funds used by the Health Department. Conlon gave an overview of the impact moving to 2080 hours for employees will have on the Health Department. Conlon expressed concern with the grant funded positions going to 2080 as the grant award wouldn't cover the administrative salaries. Conlon stated that the resolutions that are brought to the County Board all stated that the positions will be covered 100% by the grant. Discussion regarding the positions that would remain at 1950 (grant funded) and that would move to 2080 (tax funded positions). Conlon reported that keeping grant funded positions at 1950 would change the tax levy request that was made. Conlon reported that only 20% of the Health Department budget is Tax Levy. Conlon noted that there is a vacancy in Sanitarian Technician Positions and there is a vacancy in a Public Nurse position. Conlon reported that the Sanitarian Technician is fully funded by revenue and the Public Nurse position is largely paid by tax levy.

Mike Fugle spoke regarding moving only some employees from 1950 to 2080 and leaving certain employees at 1950. Fugle expressed concerns with making exceptions to the hourly changes. Discussion regarding the grant funded positions. Charbarneau reported that the health department grant funded positions specifically spell out that the position can be reduced in hours based upon the amount of grant funding available. Conlon will change the grant funded positions to 1950 and will provide an updated budget for Wednesday budget hearing. Discussion regarding the hours that can be billed to grants.

Discussion regarding the vacancy with the public health nurse. Conlon reported that leaving this position open would cause difficulty within the department. Conlon reported that there are not any tax levy continuing appropriation accounts. Conlon reported that she has been able to secure \$10,000 to help cover the cost of the community health assessment data analysis and survey.

Motion by Schreier/Kelly to reduce other professional services budget (54110.591901) from \$29,000 to \$19,000. Discussion regarding the cost, what is covered and what the benefit is to the county. All aye; motion carried.

Discussion regarding the ARPA funds that were recently allocated to the Health Department and COVID relief dollars that have been used to help balance the budget. Conlon reported that there has been an increase in revenue due to the Tourist Rooming House fees which have been used to help fund the Sanitarian Positions. Conlon reminded the committee that the fees associated with that have to remain in the Sanitarian Technician Positions. Fried asked if there is more opportunity for the health department to get funding/revenue for the immunizations that are given. Conlon reported that they don't have the staff to do both Flu and Covid vaccines and therefore they have had to contract the COVID vaccines out. Conlon has been looking at how

to help capture the COVID vaccine revenue in the future. Discussion regarding revenue for vaccines. Conlon reported that she could increase the Influenza revenue by \$5000.00 Motion by Fried/Schreier to amend revenue Public Health 54110.465108 public charges influenza from 148,000 to 153,000. All aye; motion carried.
Motion by Schreier/Kelly to approve the amended budget as presented today and forward to the County board. All aye; motion carried.

County Facilities

- Building and Grounds – Kennedy reported that the continuing appropriation account for equipment in the amount of \$42,750 is currently used by departments to purchase copiers/furniture/other equipment and could be eliminated. Discussion regarding the fund and clarified that there is no tax levy going into the account. Kennedy reported that account 101.342037 Major Renovations is an account that is used to help maintain the Courthouse. Funds from this account were used to help with the front stoop and a portion of the courthouse chiller. Kennedy reported that there is no tax levy going into this account. Kennedy reported that account 101.342058 Sidewalk Repairs is used for all county facilities for sidewalk repair or replacement. Kennedy reported that there is \$5000 in tax levy allocated to go into this account for 2023. Discussion regarding what would come from this account. Motion by Fried/Cushing to reduce account 51560.699264 from \$5000 in tax levy allocation to \$2500.00. all aye; motion carried.
Discussion regarding the remaining continuing appropriation accounts for buildings and grounds which includes ergonomic equipment, courthouse security, flooring and equipment. Discussion regarding decreasing the courthouse security tax levy request from \$10,000 to \$5,000. Motion by Fried/Kelly to lower the request for account 51560.699271 Project 12 Courthouse Security from \$10,000 to \$5,000. Roll call vote Fisher, aye; Fried, aye; Kelly, aye; Schreier, aye; Cushing not available to vote. Motion carried.
Huber reported that there are not any vacancies in the buildings and grounds department. Huber reported that there is an anticipated 17% increase for WPS or approximately \$34,000 along with an anticipated increase in fuel for vehicles. Huber reported that they are anticipating a savings due to the chiller updates at the sheriff's office and the courthouse, however, they did not decrease that budget. Discussion regarding the staffing levels. Motion by Fried/Fisher to approve the amended Buildings and Grounds budget as presented today. Discussion regarding the budget for garbage collection. All aye; motion carried.

11:14 a.m. – Recess

11:23 a.m. – Return to session

Planning and Development/Conservation and UW-Extension

- Land Conservation – Jennrich reported that the requested increase in this budget is \$904. Discussion regarding the positions and how they are funded. Michelle Saudaskas reported that of the \$386,000 budget only \$81,000 of that is funded by the tax levy. Discussion regarding the grants and what is covered with grant funding. Saudaskas reported that they were able to absorb the increase from 1950 to 2080 in hours with the grant funding. Discussion regarding fees that are charged for services. Discussion regarding creating a fee for AIS Coordinator work when working with lake associations. Discussion regarding sharing the AIS Coordinator position with other counties. Motion by Fried/Schreier to accept the Land Conservation budget as presented and forward to the County Board. All aye; motion carried.
- Planning and Zoning – Jennrich reported that there is an increase in the budget request for 2023, however, the majority of that is in moving staff from 1950 to 2080. Jennrich reported that permit revenues have steadily increased for the last 2-3 years. Discussion regarding revenues for 2022 and anticipated revenues in 2023. Discussion regarding sanitation revenues and Jennrich reminded the committee that 20% of that goes to Land Information. Discussion

regarding what revenues go into public charges for planning and zoning. Discussion regarding fee increases. Motion by Fried/Cushing to amend the revenue 56410.468300 to increase by \$15,000. All aye; motion carried. Fried questioned if there are vacancies in the Planning and Zoning department. Jennrich reported that the co-assistant Planning and Zoning director remains in the budget with the plan to convert that position into a zoning technician position if the positions remains in the budget and that would be proposed as a cost of \$96,000. Jennrich also reported that the program assistant position in Minocqua will be vacant as of Friday. Jennrich would like to see that position filled. Discussion regarding eliminating the position of Co-Assistant Director.

Motion by Fried/Schreier to amend the personnel of the Planning and Zoning department with the elimination of the Co-Assistant Director in the amount of \$96,000. All aye; motion carried.

Discussion regarding continuing appropriation accounts. Jennrich requested that the committee consider increasing the training/conference line item to \$5,000 to help train new staff.

Motion by Fried/Kelly to amend the Planning and Zoning budget 56410.531301

Training/Conference to increase requested amount from \$2500 to \$5000. All aye; motion carried. Jennrich reported that there is an LTE position for scanning and that position is budgeted at 1200 which could be reduced to 400 hours which would account for \$13,000 in wages.

Motion by Schreier/Fisher to reduce the LTE wages to 400 hour for a savings of \$13,000. All aye; motion carried.

Fried questioned Tourist Rooming House applications and if there is a duplication in services between Planning and Zoning and the Health Department. Jennrich gave an overview of how the TRH applications are handled. Jennrich reported that P&Z staff do not go to the sites unless a complaint is received. Fried also questioned how eliminating North Central Wisconsin Regional Plan Commission would impact the Planning and Zoning department and LWC department. Discussion regarding what NCWRPC does for these two departments.

Motion by Schreier/Kelly to accept the amended budget as presented today and forward to County Board. All aye; motion carried.

- UW Extension – Amber Rehberg, UW-Extension Director, and Merry Lehner, office manager, were present and provided the committee a chart documenting the funding for the Extension. Rehberg reported that UW-Extension receives \$258,000 from extension, \$197,742 from Oneida County and \$15,000 from grants and donations. Fried questioned if there are any positions vacant. Rehberg reported that the Community Development educator position that has been vacant since April. Rehberg also reported that the Foodwise Coordinator position is vacant, however, that position is not included on the Oneida County Budget. Rehberg reported that the contract for 2023 is listed in the budget as \$104,617, however, that should have only been \$97,760.

Motion by Fried/Schreier to amend the UW-Extionsion budget 521901 Other Professional Services from \$104,617 to \$97,760. All aye; motion carried.

Rehberg reported that there is currently a part-time position and an LTE position. For the 2023 budget year they have combined those positions to create one FTE position. Fried questioned combining with another county to help spread the costs out. Rehberg reported that Forest County also has a community development educator and combining those two positions may be an option, however, there are different concerns that would come from that. Fried stated that there is a vacant position with the community extension educator which would be a savings of \$44,900 to the County. Discussion regarding eliminating this position. Rehberg reported that the County would lose out on federal/state funding in the amount of approximately \$55,000. Motion by Fried/Kelly to amend the UW-Extension to reflect a reduction of \$44,900 to 521901 Other Professional Services which will reduce the budgeted amount to \$52,860. Discussion regarding Extension programming and how cutting this position

will impact the support provided to the Community. Roll call vote: Fried, aye; Cushing, aye; Fisher, aye; Kelly, aye; Schreier, nay. Motion carries.
Motion by Fried/Kelly to move the amended UW-Extension budget to the County Board for consideration. Three aye, one nay; motion carried.

12:40 p.m. – Cushing Excused
12:43 p.m. – Recess
12:53 p.m. – Return to session

Public Works

- Highway Department – Hegeman gave an overview of the positions in the Highway Department and how those are funded. Smigielski reported that in Fund 210 they receive \$1.6 million in property tax revenue. Smigielski reported that surplus for the Highway Department at the end of a year are not returned to the County and stay with the Highway Department. Fried questioned what the average surplus has been. Hegeman reported that is partially based on how hard the winter is and what type of overtime is worked. Hegeman also reported that is based on the cost of road repairs. Cooper reported that in 2021 there was \$1.4 million carried forward in the 210 Fund. Hegeman reported that the majority of that is not tax levy and comes from state contract and needs to be spent on certain allocated expenses. Hegeman reported that Bridge Aid is also included in that fund and can not be used for anything else. Fried questioned what is included in Fund 210 Contractual Services. Discussion regarding the funds and how they are used. Smigielski reported that the portion of the tax levy that supports the Highway Department and not bridge aid has been flat for years and has not gone up. Hegeman reported that there is construction built into the tax levy budget and that could be looked at for elimination, however, that helps to fund grant matches. Discussion regarding infrastructure dollars. Hegeman reported that Oneida county has been approved for two bridge replacements at around \$1.1 million and approved for two road projects for approximately \$1.7 million with the county needing to match 20% and inelligible to do any of the work on the projects. Motion by Schreier/Kelly to approve the Highway Budget as presented and move to the County Board for approval. All aye; motion carried.
- Solid Waste – Smigielski reported that the Solid Waste department does not receive any tax levy. Smigielski reported that there is not change in the head count for Solid Waste. Jolin reported that they have increased revenues this year due to increased tonnage in waste transfer. Jolin reported that there are no vacancies at this time. Jolin increased revenues in the transfer station from \$810,000 to \$1,000,000 with improvements made to the transfer station. Jolin stated that there are not any positons that could be eliminated. Discussion regarding the funding of Solid Waste. Fried questioned why the county contracts for waste disposal for buildings when there is a county solid waste department. Jolin reported that this is something that can be looked at again, however, at this time they don't have the staffing or the equipment. Motion by Fried/Fisher to approve the Solid Waste budget as presented and forward to the County board. All aye; motion carried.

Public Comment –

- Jim Winkler thanked the committee for the time dedicated to the budget process.

Adjourn – Fried adjourned the meeting at 1:35 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk