

MEETING OF ADMINISTRATION COMMITTEE
OCTOBER 5, 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 Cushing/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
Administration Committee

- Treasurer – Tara Osterman, Treasurer, was present and gave an overview of the budget request for 2023. Discussion regarding staffing levels in the Treasurer's Office. Motion by Cushing/Schreier to approve the Treasurer's Budget and submit to the County Board for approval. All aye; motion carried.
- Agencies
 - Library Board – Pat Pechura, Library board President and Erika Brewster, Demmer Library Director, were present and reported that the budget request for 2023 has been increased by \$2000 for the Three Lakes Demmer Library. Brewster gave an overview of the requested increase. Discussion regarding the other library requests and how funding works for libraries. Motion by Fried/Kelly to approve the budget presented by the library board and forward to the County Board. All aye; motion carried.
 - Airport – Matthew Leitner, Airport Director, was present. Motion by Fried/Cushing to approve the Airport Budget as presented and forward to the County board. All aye; motion carried.
 - North Central WI Regional Planning Commission – Dennis Lawrence, NCWRPC, was present and gave an overview of the budget request. The budget request for 2023 is a decrease of \$500 from \$42,000 to \$41,500. Discussion regarding what is covered in the membership fees and what the cost to Oneida County would be for land use plans, forestry planning, etc if the County were not a member of the NCWRPC. Lawrence explained that without that membership the county could contract for those services, however, it would not be eligible for state and federal cost sharing. Lawrence reported that the municipalities also benefit from the membership fee. Smigielski reported that currently this is paid for by a business unit in the Finance Department. Smigielski would like to see the funding be moved to the Planning and Zoning Department which would allow for better oversight. Discussion regarding grants that the NCWRPC helps agencies and departments in the county receive. Motion by Schreier/Cushing to move the NCWRPC budget to the Planning and Zoning budget, remove it from Finance and approve it as presented. All aye; motion carried.
 - Humane Society (Animal Shelter) – Sue Otis, Maggie Hogan, Karen Matchulat and Amanda Hayden were present. Smigielski reported that the Humane Society receives \$33,900 from tax levy and also receives a pass through from the County for dog licenses. Smigielski would like to see the dog license fees added to this business unit which will maintain the net request. Motion by Fried to adjust the bookkeeping as presented. All aye; motion carried. Discussion regarding dog license fees and increasing them. Motion by

Fried/Kelly to approve the amended Humane Society budget and forward to the County Board for consideration. Otis thanked the committee for allowing the Humane Society to come and speak about the contract number. Otis would like to meet with the Sheriff's Office and the Administration Committee regarding the contract regarding what services are offered. All aye; motion carried.

- Advertising and Tourism – Fried reported that the Tourism Counsel was not able to be present at the meeting today. Smilgielski reported that the request for this year is for \$100,000 with a \$5000 pass through for a net of \$95,000. Fried expressed that he would like to see this budget decreased by \$50,000, however, at a minimum see it decreased by \$15,000. Discussion regarding the reduction. Motion by Fried/Kelly to amend the tourism budget from \$100,000 to \$85,000 and move it onto the County Board. Fried, aye; Cushing, aye; Fisher, aye; Schreier, nay; Kelly, aye. Motion carried.

9:21 a.m. – Schreier excused

- Economic Development - Verdoorn was present and gave an overview of the 2023 budget. Verdoorn reported that the county provides 65% of the budget. Motion by Fried/Fisher to approve the Oneida County Economic Development budget and forward to the County Board. All aye; motion carried.

Resolution to request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of the hiring an emergency response consultant to the Sheriff's Office for the Broadband Expansion –

Discussion regarding the proposed resolution and how the funding will be used. Smigielski gave an overview of how this would be reimbursed. Motion by Fried/Cushing to approve the resolution as it pertains to the emergency response consultant to the Sheriff's Office for the Broadband Expansion and forward to the County Board. This will not be consent agenda. All aye; motion carried.

Resolution to request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of the hiring a broadband fiber consultant for the Broadband Expansion. Verdoorn gave an overview of what this would be used for. Motion by Fried/Kelly to approve the resolution using ARPA funds for the purpose of hiring broadband fiber consultant for the broadband expansion and forward to the County Board. All aye; motion carried.

9:38 a.m. – Recess

9:48 a.m. – Return to session

- Human Service Center – Tamara Feest and Keith Hazelton were present for budget proposal. Fried expressed concern with the lack of an updated contract and the issues that causes with providing accurate budget projections and services. Feest reported that this has been brought up with the Counties that are in the agreement and the Human Service Center did not hear back from any of the County Board Chairs. Discussion regarding the agreement. Fried questioned the OWI Court and where that funding went. Feest reported that this was a contract with the Department of Corrections and that funding will not be provided through DOC. Feest reported that this was not a mandated service. Discussion regarding the OWI Court. Fried stated that the request for HSC is \$1,175,709 and the last two years they have returned \$200,000 to Oneida County and Fried would like to see the budget request reduced by \$200,000 to \$975,709. Hazelton reported that he does not believe this will be consistent in the future and believes that out of home placements are on the rise. Hazelton reported that they also rely on the counties match for state funding. Hazelton reported that the state requires a minimum threshold match from each of the counties in order to award state grants. Discussion

regarding the state match and how the Human Service Center can return funds. Smigielski reported that the \$200,000 return that will be coming this year could be returned to the continuing appropriation account to help defray future costs of the Human Service Center. However, this would not leave funding for the Sheriff's Office to help defray the contract for mental health services for the jail. Fried expressed a concern with the fact that a service that has been provided to the County in the past is no longer being provided to the County without the budget being decreased. Motion by Fried/Schreier to reduce the Human Service Center by \$200,000 changing the request from \$1,175,709 to \$975,709 and forward to the County board. Discussion regarding the surplus and how to use that funding. Fried stressed that the Counties need to get together to discuss the contract, the services being provided and the funding. Cushing stated that if the budget is reduced by \$200,000 the surplus should not be returned to the County. Discussion regarding the language of the contract. Hazelton reported that the reserve fund balance is \$4.9 million which can be used to meet the state match threshold. Discussion regarding the contribution and using that to fund the HSC request. Roll Call vote: Fried, aye; Fisher, aye; Cushing, aye; Kelly, aye; Schreier, aye. Motion carried.

10:38 a.m. – Recess

10:50 a.m. – Return to session

- Finance Department/Central Purchasing/Postage/Duplication/Telephone – Smigielski gave an overview of the finance budget, telephone, central purchasing, postage, duplication, and telephone. Smigielski gave an overview of the staff positions and the need to hire a 3rd person. Discussion regarding the increase to personnel costs. Discussion regarding contracted services and the increase in telephone and duplication. Discussion regarding contracting services if the account technician position isn't filled. Smigielski reported that if that happens she will bring a line item transfer back to the committee to fund the contracted services from the personnel budget. Motion by Fried/Schreier to amend the Finance Department budget by \$10,000 by eliminating the intern position and forward to the County Board for consideration. All aye; motion carried.
- County Clerk/Insurance and Risk Management/County Board and Committees – Motion by Fried/Cushing to reduce 51110.511301 by \$4200 bringing it from \$25,200 to \$21,000. All aye; motion carried. Motion by Fried/Kelly to approve the amended County board budget and forward to the County Board. All aye; motion carried. Motion by Fried/Kelly to amend the Clerks budget in regards to line 493014 Continuing Appropriation by \$50,000 and eliminate the expense of \$50,000 for line 531901 with a net zero change. All aye; motion carried. Motion by Fried/Kelly to approve the Clerk's amended budget and forward to the county board. All aye; motion carried.
- Information Technology – Rhodes gave an overview of the ITS Budget and reported that the hardware and software maintenance as well as professional services continue to increase. Rhodes reported that the department supports and pays for IT services for all departments in the county. Discussion regarding the increases to the IT Budget and equipment needs. Discussion regarding continuing appropriations accounts. Motion by Fried/Schreier to transfer \$30,002 from 101.342005 Continuing appropriation – ITS Equipment R to revenue line item to be determine by ITS and Finance. All aye; motion carried. Discussion regarding the continuing appropriation account for copiers/other equipment. There currently is an appropriation account for Buildings and Grounds that contains \$42,750 (account 101.342034 PP Equip) that is solely used for copiers. Motion by Fried/Cushing to create a continuing appropriation account for ITS in the amount of \$42,750.00 for a revenue account. All aye; motion carried. Rhodes reported that once the Finance ERP is completed there will be budget areas that can be decreased, however, that is not something that can currently be cut.

Motion by Schreier/Fisher to reduce \$18,000 from the software maintenance line. All aye; motion carried.

Motion by Fried/Fisher to approve the amended ITS Budget and forward to the County board. All aye; motion carried.

12:08 p.m. – Lunch Recess

1:00 p.m. – Return to session

Smigielski reported that the committee has decreased the deficit to \$847,267.

- Debt Services/Trusts/Contingency & Transfers/Cost of Living Adjustments, Benefits Package and annual hours per year –
 - Smigielski reported that the debt service bond will be retired next year. Discussion regarding the transfers in and out proposed for 2023. Motion by Cushing/Fried to approve the debt service fund and forward to the County board. All aye; motion carried.
 - Discussion regarding the transition from 1950 to 2080. Cushing stated that the goal has been to get all employees from 1950 to 2080 and therefore needs to move forward and the committee needs to balance the budget in other areas.
- ARPA & CIP – Smigielski presented the summary for the CIP Projects and what is covered. Smigielski reported that general fund one-tie transfers in the amount of \$1,624,000 will cover 3 projects in Buildings and Grounds, 1 project in Highway, 2 projects in Land Information and 1 project for the Medical Examiner. There is a General Fund Loan in the amount of \$1,495,000 for the Highway Department (\$1,000,000) and Solid Waste Department (\$495,000). Smigielski reported that there are other funds being used in the amount of \$572,000 for Land Information (\$237,000), Highway (\$310,000) and Solid Waste (\$25,000). Smigielski reported that total for CIP is \$3,691,000. Motion by Fried/Cushing to accept the CIP recommendation as presented and forward to the County Board for the adoption of the 2023 budget. All aye; motion carried. Smigielski presented the summary for the ARPA Projects and what is covered. Smigielski reported that the CIP Committee approved the presented plans, however, departments would need to bring a resolution to the County Board for approval. Smigielski reported that there are new proposed projects in the amount of \$2,050,000 with \$669,000 left as not programmed. Fried reported that it has been suggested to eliminate the \$1.5 from ARPA Funds that were proposed for Broadband, however, that is a discussion for a future meeting. Motion by Fried/Fisher to approve the ARPA Project recommendations as presented and move it to the County Board for consideration with the 2023 Budget. All aye; motion carried.
- Contingency & Transfers/Cost of Living Adjustments, Benefits Package and annual hours per year –
 - Smigielski reported that there is currently \$6 million budgeted in Sales Tax Revenue. Smigielski reported that the WCA is forecasting for Oneida County \$6.6 million in sales tax. Discussion regarding the proposed increase. Motion by Cushing/Kelly to increase sales tax to \$6.4 million from \$6 million. Discussion regarding the sales tax projections. Roll call vote: Fisher, Aye; Cushing, Aye; Fried, Aye; Kelly, aye; Schreier, aye ; motion carried.
 - Smigielski reported that there is a revenue in the unemployment line item due to COVID funds being placed in there by the Wisconsin Unemployment Office.
 - Smigielski noted an error in the shared revenue accounts.
 - Smigielski reported that she is proposing a 2% interest revenue which would be revenue of \$310,000. Discussion regarding the change from the 2022 investments to the proposed 2023 investments.
 - Smigielski reported that there is funding in Contingency for Other Professional Services for \$80,000 and Contractual Programs for \$20,000 that are available for any unplanned legal bills, consultation fees that do not fall under other department budgets.

- 2023 Budget Review, Possible Changes and Approval -
 - Chief Deputy Hess reported that the Sheriff's Office has looked at vacancies and they would recommend creating a vacancy allowance in the amount of \$340,000. Discussion regarding how this would impact the budget. Smigielski reported that this would reduce the Sheriff's Office overall expenses which would decrease the deficit. Discussion regarding the impact this would have on the Sheriff's Office staffing. Discussion regarding vacancy dollars. Smigielski reported that this should be a one-time budget offer and in 2023 this will need to be looked at further. Motion by Fried/Kelly to amend the 2023 budget to create a \$400,000 vacancy allowance with \$310,000 allocated to the Sheriff's office and the remaining \$90,000 to other departments. Roll call vote: Fisher, Aye; Cushing, Aye; Fried, Aye; Kelly, aye; Schreier, aye ; motion carried.
 - Chief Deputy Hess reported that Sheriff Hartman reached out to Dane county and Oneida County will have the Dane County inmates through 2023 and therefore, the inmate line item can be increased by \$300,000. Motion by Cushing/Schreier to increase the Sheriff's prisoner revenue by \$300,000. All aye; motion carried. Motion by Cushing/Fried to approve the amended Sheriff's Office Budget and forward to the County board. All aye; motion carried.
 - Charbarneau reported that the health insurance renewal numbers are currently at a 6% increase, however, only 4% was budgeted in the department budgets and the remaining 2% has been budgeted for in contingency. Discussion regarding the health insurance plan. Fried expressed concern with additional cost of \$600,000 in health insurance.
 - Smigielski reported that the COLA increased was budgeted at 3.25%, however, the Wisconsin Employment Relations Commission index is currently at 7.17% with a difference of \$500,000 included in contingency which will allow for the 7.17% to be applied across the board in January 2023. Discussion regarding the WERC index and how that has been used in the past. Hess discussed what other businesses in the area offer for raises, health insurance and retention. Hess offered a suggestion of splitting the raise during the year with 4.5% in January and 5% in June. Jill Butzlaff spoke to employee retention and what other businesses in Oneida County offer. Butzlaff stated that the three departments that have the most vacancies are the Sheriff's Office, the Highway Department and Social Services and they offer important services to Oneida County. Total COLA budget is \$950,000 excluding the deputies.
 - Smigielski reported that currently the surplus is \$252,078.
 - Motion by Fried/Schreier to amend the interest income to \$210,000 reducing it by \$100,000. All aye; motion carried.
 - Motion by Fried/Schreier to transfer into contingency in 521910 Contractual Programs \$152,728. All aye; motion carried.
 - Motion by Fried/Schreier to take the amended 2023 budget as presented and amended and forward onto the County board for its consideration in November. Roll call vote: Schreier, aye; Kelly, aye; Fried, aye; Cushing, aye; Fisher, aye. Motion carried.

Public Comment - None

Future Meeting Dates – Fried reported that the October 13th public hearing has been cancelled. The next meeting will be Monday, November 7th at 9:00 a.m.

Adjourn – Fried adjourned the meeting at 2:59 p.m.

Respectfully submitted,
 Tracy Hartman, Recording Secretary
 Oneida County Clerk