

**Administration Committee
October 11, 2018
Minutes**

Committee members present: Robb Jensen, Bob Mott, Billy Fried

Committee members absent: Ted Cushing, excused absence

Call to order and Chairperson's announcements: Supervisor Jensen called the meeting to order and announced that Chairman Hintz would be a few minutes late. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda for today's meeting (order of agenda items at Chairperson's discretion). Motion by Mott/Fried to approve the agenda with the order of items at the Chair's discretion. All aye; motion carried.

10:04 – Hintz arrival

Approve minutes of 10/1/2018, 10/2/2018 and 10/3/2018. Motion by Fried/Jensen to approve the minutes of 10/1/2018, 10/2/2018 and 10/3/2018 with changes. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

Human Resources Director – Blanket request for travel to the National Counties Association Meetings – Lisa Charbarneau explained her blanket travel request for the National Counties Association meetings and the Wisconsin Counties Association meetings. Discussion regarding whether this should be a blanket approval or a case by case basis. Motion by Mott/Jensen to approve the blanket request for the Resources Director to go to the National Counties Association meeting to be reviewed on an annual basis. All aye; motion carried.

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

Finance – Smith presented a voucher for October totaling \$9177.29 and the blanket purchase orders for \$918,664.12. Motion by Jensen/Fried to approve the Finance Department vouchers as presented. All aye; motion carried.

Municode and General Code proposals to publish Oneida County's Code of Ordinances – Desmond reminded the committee about the two proposals that have been submitted from Municode and General Code. Desmond reported that the IT Director has looked at the services and has stated that it would take time and resources for IT to provide the same services as is already available. Discussion regarding the proposal and the possible cost. Motion by Jensen/Hintz to proceed with the General Code proposal. Discussion regarding when this would begin. Motion by Jensen/Hintz to amend the motion to include cost being funded through 2018 contingency budget. Voice vote on the amendment – 3-1 (Mott nay); amendment passes. Voice vote on the amended motion 3-1 (Mott nay); Motion carried.

2019 Budget Adoption Strategy - Finalize 2019 Budget to be brought before the County Board – All department budgets/other budgets may be discussed/changed

Hintz presented a 2019 budget strategy that he would like the Committee to consider as decisions are made regarding the 2019 budget. Hintz recommended that the Committee maintain previously approved department and agency budgets, maintain 2.25% COLA, remove the \$210,000 for Carlson Dettman Study recommendations, remove the \$250,000 transfer from the general fund and fund the 2019 budget deficit of \$42,162 from the general fund.

Motion by Jensen/Hintz to decrease the expenditures that we have identified as reserve contingency for 2% market study from the budget. Discussion that this is the \$210,000 that was added for the Carlson Dettman study. All aye; motion carried.

Motion Jensen/Hintz to decrease revenues from the General Fund applied of \$250,000. Discussion regarding how this affects the current proposed budget leave the budget with a deficit of \$42,162. All aye; motion carried.

Hintz reported that as of right now the budget has a deficit of \$42,162. Discussion regarding the General Code proposal and the need to include that in the County Clerk's budget.

Motion by Mott/Hintz to increase the Clerk's budget by \$3,000 to cover the cost of General Code. All aye; motion carried. Deficit has increased to \$45,162.

Discussion regarding removing the UW-EX furniture purchase and if that should be kept in the operating budget or moved to a capital improvement budget. Discussion regarding how this would benefit the budget and if this is necessary.

Mott would like to see a committee formed to discuss how the County is going to continue to support the needed projects and for future financial planning. Discussion regarding whether that should be handled by the Administration Committee and a few departments that budget the large projects. Discussion regarding funding ongoing expenses with the limited allowable levy increase.

Smith stated that there were a few items after budget hearings that may need to be budgeted for in 2019 if positions are approved by LRES. Smith also reported that there is not anything budgeted for the red circled employees. Discussion regarding the amount to budget for red circled employees. Motion by Mott/Fried to budget for \$500/employee plus fringes for a total of \$3900. Fried clarified that this money would go into contingency and approved by LRES prior to being spent. All aye; motion carried.

Discussion regarding the UW Extension program assistant position. Motion by Hintz/Mott to remove the placeholder for the UW Extension Program Assistant position and handle it as it is normally handled. All aye; motion carried.

Smith discussed the ADRC Specialist, Account Technician and Disability Benefit Specialist position. These positions will have no impact on the levy as they are . Motion by Mott/Jensen to remove those positions from the Contingency Transfer Budget. All aye; motion carried.

Discussion regarding what revenues come back to the general fund at the end of the year. And what expenses will be taken out of the general fund at the end of the year. Smith reported that she is estimating a net decrease in the general fund of \$118,000 in 2018.

Motion by Fried/Jensen to take \$49062 from the General Fund to be used towards the 2019 operating budget. All aye; motion carried.

Jensen would like to see a future agenda item regarding future budget strategies. Discussion regarding future plans for increased spending for road construction.

Smith reported that the total 2019 actual tax levy will be \$16,646,281 if approved at the County Board. This would be a \$.03 increase/1000 over 2018.

Motion by Jensen/Mott to bring the finalized 2019 budget for consideration of the full county board. All aye; motion carried.

Public comment/communications - None

Dates and items for future agenda/meetings. The next administration meeting will be November 6th at 9:30 a.m. Fried requested that the committee meet more frequently to help with time. Fried would like to see a future meeting discussion regarding a way to keep a Committee updated on the timely completion of projects.

Chairman Hintz adjourned the meeting at 11:22 a.m.

Respectfully submitted,

/s/ tracy Hartman

Tracy Hartman, Recording Secretary
Oneida County Clerk

/s/ dave hintz

David Hintz, Chair