

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE
OCTOBER 5, 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 9:00 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.

Announcements – Hintz stated that built into the budget is a 5% health insurance carrier increase, however, the increase from the carrier is 4%. Hintz also stated that there is a 1.5% COLA adjustment that has been built into each department budget. Hintz stated that there will also be a discussion about CIP Projects. Hintz reported that as the levy stands right now there will be 5% increase, 1% with the capped levy and 4% with the increase to the non-levy limits areas such as EMS, library and bridge aid. Hintz stated that historically the committee has taken around \$300,000 from the general fund to help fund the budget.

Approve agenda: Motion by Cushing/VanRaalte to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Continue 2022 Budget Hearings –

Motion by Cushing/Mott to take \$300,000 from the general fund and apply that to operating expenses. Cushing/Mott amend motion to take \$400,000 from the general fund and apply that to operating expenses. All aye; motion carried.

Discussion regarding moving capital expenses to CIP projects so that the money will come from the general fund instead of the levy. Hintz requested that the committee bring ideas regarding revenue changes to the meeting scheduled for Wednesday.

County Facilities

- **Building and Grounds** – Troy Huber, Buildings and Grounds Director, presented the 2022 budget request. Huber reported that the non-personnel expenses went down. Huber reported that the rent budget went down due to the UW-Extension rent being moved to the UW-Extension budget.

Motion by Fried to move \$4500 in expense and levy to the Planning and Zoning budget for the Minocqua Zoning office. All aye; motion carried.

Huber reported that they are requesting an increase in the over-time budget due to the additional cleaning that needs to occur with COVID. Discussion regarding the over-time budget. Discussion regarding the buildings and grounds budget and the CIP Projects that are included in the budget. Discussion regarding how repairs at buildings are funded. Discussion regarding the buildings the Major Maintenance/Minor Renovation budget and the Buildings Maintenance budget.

Motion by Fried/Mott to take \$10,000 from the \$50,000 Major Maintenance/Minor Renovation budget. Discussion regarding maintenance that may need to be done. Kennedy reported that they save projects for the end of the year that are requested but not required so that they don't deplete that budget too early in the year. All aye; motion carried.

Huber reported that the elevator will need to be replaced/fixed in the next few years. Discussion regarding the elevator CIP for \$125,000. Discussion regarding a proposed car port/garage at the Department of Health and for social services. Discussion regarding paper/cleaning expenses. Motion by Fried/Hintz to approve the buildings and grounds budget as amended and forward it onto the County Board. All aye; motion carried.

9:57 a.m. – Recess

10:11 a.m. – Return to session

LRES

- Labor Relations and Employee Services – Postponed to Wednesday morning

Administration Committee

- **Treasurer** – Treasurer Tara Ostermann gave an overview of the Treasurer’s budget. Ostermann reported that there is a decrease in the LTE wages and the remaining budget had no significant changes. Motion by Cushing/Mott to approve the treasurer’s budget and forward to the County Board for consideration. All aye; motion carried.
- **Information Technology** – ITS Director Jason Rhodes reported that they are asking for a new position this year which will be a part-time network analyst and part-time office manager. Rhodes reported that the net in changes to the office is an additional \$20,000 needed to fund the new position. Rhodes reported that they are proposing an increase in the contracted programming fees as this has consistently been over budget. Rhodes reported that they are trying only outsource to emergencies and projects, however, at this time the contracted programmers are helping with day to day backups and other day to day workloads. Rhodes reported that they have received the final quote on the UPS replacement and once approved it will be 3-4 months before it is installed. Rhodes reported that they are also requesting an increase in the software maintenance line item. Discussion regarding the IT budget. Discussion regarding line items and where there may be areas that can be cut by the department. Discussion regarding the software maintenance budget and what is included in the \$223,000 budget. Discussion regarding the Computer Hardware budget increase from \$95,590 to \$275,590. Rhodes explained that this went through the CIP Committee and in the past has been approved as a CIP, however, this year the CIP Committee directed Rhodes to include this in the ITS Budget. Discussion what is included in this line item. Motion by Fried/VanRaalte to amend the ITS Budget and amend the contract programming/consult line item from \$80,000 to \$60,000 and forward the IT Budget onto the full county board. Discussion regarding the new position and how that should impact the contract programming/consult budget line item. Discussion regarding the computer hardware budget and how this was moved from a CIP to operating budget. All aye; motion carried.
- County Clerk/Insurance and Risk Management/County Board and Committees – County Clerk Hartman presented the County Clerk/Election Budget, Insurance Budget, county Board and Committee budgets. Motion by Cushing/VanRaalte to approve the County Clerk’s Budgets as presented and forward to the County Board for approval. All aye; motion carried.
- Finance Department/Debt Service & Trusts/Contingency & Transfers – Finance Director Tina Smigielski presented the central telephone, central purchasing and central postage funds. Smigielski discussed how these have been budgeted in the past and reported that these cost services should net to zero. Discussion regarding the wages for the Central

Purchasing employee. Smigielski would like see those wages charged back to the departments that use central purchasing. Smigielski stated that the funding that is currently in the central purchasing budget will be spread to the departments that use that function to offset the added expense. Smigielski presented the finance department budget and reported that there is an increase of approximately \$2000 for the intern. Smigielski reported that the Accounting and Auditing Budget can be decreased from \$51,000 to \$45,000 due to the accepted proposal by Sikich. Motion by Fried/VanRaalte to amend the Finance Department line item 51511 Accounting and Auditing Budget from \$51,000 to \$45,000 and approve the presented budget and move to the full county board for approval. All aye; motion carried.

Smigielski presented the contingency budget. Smigielski reported that the Accrued Compensated Absences for 2021 were budgeted for \$159,000 and has not been touched in 2021. Smigielski reported that she has zeroed out this budget for 2022. Smigielski reported that the CIP project transfers are shown on line item 59101 in the amount of \$2,870,000 and that will come from the general fund. Smigielski reported that for revenues she has budgeted \$13,583,636 for property taxes, \$121,100 for forest cropland/managed land, \$5,250,000 for sales tax, interest for taxes for \$320,300, \$143,000 for penalty on taxes, shared revenue of \$164,000, conservation aids of \$296,600, \$15,800 for exempt computers, \$73,800 for personal property aid, \$120,000 for sanitary maintenance, \$44,500 for local department charges and \$150,000 for interest earned. Smigielski reported that the sales tax for 2021 has already been met. Motion by Fried/Cushing to amend the County Sales Tax 412210 from \$5.25 million to \$5.5 million and that this is reported monthly to the Administration Committee. All aye; motion carried. Smigielski reported that she has proposed a decrease in the interest earned budget from \$300,000 in 2021 to \$150,000 in 2022. Smigielski reported that the interest budget for 2021 will not be met. Smigielski expressed concern with the proposed \$150,000 not being met in 2022. Discussion regarding the investments. Discussion regarding the Sanitary Maintenance Fee and what budget this should be tracked through. Discussion regarding a portion of the fees going to the IT Land Information Computerization Budget. Smigielski recommended that 20% be moved to the IT Land Information Computerization budget and 80% be moved to the Planning and Zoning Budget. Motion by Fried/Hintz to allocate the new Sanitary Maintenance fee 20/80 between the IT Land Information Maintenance Fee and the Planning and Zoning Department. All aye; motion carried. Smigielski reported that the Vacancy/Reduction budget is currently budgeted for \$265,000 and \$90,000 is for the Erdman Clinic and \$150,000 for the conversion from 1950 to 2080 and the remaining \$25,000 is for any additional wage changes that are not budgeted for in department budgets. Motion by Fried/VanRaalte to amend the Cost Allocation-Vacancy Budget 513901 to reflect a \$90,000 reduction lowering from \$265,000 to 175,000. All aye; motion carried. Smigielski reported that under the other professional services there is a budget amount of \$268,077 that includes \$50,000 for a study for an administrator, \$180,000 was included for ITS servers. Motion by Cushing/VanRaalte to eliminate \$180,000 from other professional services. All aye; motion carried. Discussion regarding the general contingency fund.

12:02 p.m. – Recess

1:00 p.m. – Return from Recess

Administration Committee Continued

- **Airport** – Matthew Leitner, Airport Director, reported that they are not looking for an increase this year from Oneida County. Leitner gave an overview of the airport budget and

the airport use. Leitner reported that the budget increases that the Airport needs are currently being handled through the users of the airport. There is the potential that the contribution from the County and the City could be decreased at some point, however, the FAA likes to see the dual support from the City and the County when determining federal contributions. Motion by Fried/Mott to approve the Airport budget request for 2022 and forward to the County Board for approval. All aye; motion carried.

- **Humane Society (Animal Shelter)** – Sue Otis and Karen Matchulat were present from the Humane Society. Otis presented the animal shelter budget and reported that they are requesting the same as in 2021. The ask from the Humane Society is for \$38,000 with approximately \$10,000 of that coming from dog license fees. Motion by Cushing/VanRaalte to accept the Humane Society Budget as presented and forward it to the County Board for approval. All aye; motion carried.
- **Economic Development** – Verdoorn reported that they are requesting the same budget in 2022 as in 2021 of \$96,950. Verdoorn gave an overview of the target activities for 2022. Discussion regarding the Economic Development Budget. Discussion regarding the services that are provided to the municipalities in Oneida County. Motion by Mott/VanRaalte to approve the Economic Development budget and pass it onto the County Board. Voice vote 4 ayes, 1 nay; motion carried.
- **Advertising and Tourism** – Collette Sorgel presented the tourism budget for 2022 and reported that they are asking for an increase of \$5,000. Sorgel gave an overview of the services provided to Oneida County during 2020. Sorgel presented a handout outlining the economic impact of the Oneida County Tourism. Discussion regarding tourist rooming houses and revenue that can be found through those. Discussion regarding improvements in the County for electric cars. Verdoorn reported that the governor announced last week \$25 million dollars to be used for infrastructure for electric cars and OCEDC will be working to get some of that grant funding. Discussion regarding decreasing the tourist rooming house requirements from a 7 day rental to allowing less than 7 day rentals. Motion by Cushing/Mott to accept the advertising and tourism budget as presented and forward it onto the County Board for approval. Fried clarified that this is using \$5000 in fees and \$14,000 from a continuing appropriation. Voice vote 4 ayes, 1 nay; motion carried.
- **North Central WI Regional Planning Commission** – Darryl Landeau, NCWRPC, was present and gave an overview of the budget. Landeau gave an overview of the services provided to the municipalities in Oneida County. Landeau reported that the rate to Oneida County is being reduced by \$500 from \$43,000 to \$42,500. Motion by Hintz/VanRaalte to approve the budget of the North Central WI Regional Planning Commission and forward it to the County Board for approval. All aye; motion carried.
- **Human Service Center** – Keith Haselton and Donna Schimek, Human Service Center, were present and gave an overview of the Human Service Center and the services that are provided. Haselton gave an overview of the budget and the revenues that are received by the Human Service Center. Haselton reported that there is a fund balance of approximately \$3.5 million. Fried questioned the mental health screening that is no longer being provided to the Oneida County Jail and costing the county \$101,000. Haselton reported that as the County reduces it's contribution to the Human Services Center the State contribution will also decrease. Fried asked if the Human Service Center can take over the contract for the mental health screening at the Jail which will keep the revenue from Oneida County the same and the state match can remain the same. Discussion regarding the Human Services budget. VanRaalte read an opinion written by Attorney Andy Phillips regarding services provided to the jail. Discussion regarding the jail assessments that need to occur and how they are being handled. Smigielski reported that the County received a \$200,000 return

from the HSC in 2021. Smigielski reported that this could be placed into a continuing appropriations account that can be used to help defray the cost of the mental health contract for the Oneida County Sheriff's Office jail screening.

- Motion by Hintz/Mott to use the unanticipated refund from the HSC and place it into a Continuing appropriations account at the end of 2021 to help defray the cost of the Oneida County Sheriff's Office for services provided in 2022 and 2023. Discussion regarding what the continuing appropriation account would be used for. Hintz/Mott amend motion to use the unanticipated refund from the HSC and place it into a Continuing appropriations account with the \$200,781.85 refund for services and the use to be determined by the Administration Committee. All aye; motion carried.

- Motion by Cushing/VanRaalte to accept the Human Service Center budget as presented and forward it onto the County Board for consideration. All aye; motion carried.

- Motion by Fried/Mott to use \$100,000 out of the recently created continuing appropriations account and move it to the Sheriff's Office for the contracted services. Discussion that the contracted services are specifically for the mental health screening at the jail. All aye; motion carried.

- **Library** – Smigielski reminded the committee that the \$432,015 is above the levy limit. Pat Pechura, Library Board President, introduced the Directors from the local libraries. Pechura gave an overview of the services provided by the libraries in Oneida County. Pechura reported that the ask this year is the same as in 2021. Motion by VanRaalte/Cushing to approve the library board as request and forward to the County Board for approval. All aye; motion carried. All aye; motion carried.

2:43 – Recess

3:00 – Return from Recess

Public Works

- **Solid Waste** – Lisa Jolin, Solid Waste Director, reported that the budget in 2022 will be balanced and hopefully will come out to the positive. Jolin reported that the demo site has had some difficulties and expenses have been over what was anticipated. Jolin stated that the demo site is waiting on approval from the DNR. Jolin reported that as soon as that opens the revenues will increase. Discussion regarding the Solid Waste budget. Motion by VanRaalte/Cushing to amend the budget to increase the cost allocation wages and fringes by \$2000. All aye; motion carried. Motion by Cushing/VanRaalte to accept the amended Solid Waste budget and forward to the County Board for consideration. All aye; motion carried.
- **Highway Department** – Smigielski presented the overall highway department budget. Fried questioned the increased Highway Budget. Discussion regarding Town Bridge Aid reimbursement. Jeri Cooper gave an overview of the town bridge aid and how that works with the towns. Discussion regarding the brine building and the increase in bids from 2020. Discussion regarding revenue from the state and how to maximize the revenue. Discussion regarding truck maintenance and purchasing new trucks. Motion by Cushing/VanRaalte to accept the Highway Budget as presented and forward to the County Board for approval. All aye; motion carried.

Public comment/communications: None

Adjourn – Hintz adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

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