

**Joint meeting of the Administration Committee/Labor Relations Budget Hearings
October 11, 2017
Minutes**

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

Call to order: Chairman Hintz called the meeting to order at 8:33 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 Jensen/Cushing to approve today's agenda. All aye; motion carried.

Update by Smith with where the 2018 budget stands after day one. Smith showed the budget without the proposed new positions and with the proposed new positions.

Corporation Counsel: Smith reported that Corporation Counsel is over budget by \$1,500.00 in the Law Library. Desmond reported that the Law Library budget should be decreased from \$19,500.00 to \$18,500.00. Desmond reported that the Law Library budget will decrease within the next few years due to cancelling subscriptions that are not being used as much as previously. Motion by Cushing/Hintz to accept Corporation Counsels budget, taking \$1000.00 out of the law library, and forward onto the full County Board. All aye; motion carried.

County Board: Smith explained that the non-personnel budget decreased by \$300.00 and that amount was transferred to the County Clerks budget.

Motion by Jensen/Cushing to accept the County Board budget as presented, including the increase in per diems, and forward onto the full County Board. Fried stated that he would like to remove the per diems from this budget until going paperless has been implemented. Hintz would prefer to leave it in the budget and allow the County Board to make that decision when the resolution goes through. Four ayes, one nay (Fried); motion carried.

Commissions: Smith explained that the budget has stayed the same in every area except per diems which increased \$4065.00 due to the proposed increase to per diems.

Motion by Cushing/Mott to approve the budget for commissions and move forward to the County Board. Fried expressed the same concerns as expressed under County Board. Four ayes, one nay (Fried); motion carried.

Central Postage: Smith reported that there is an increase of \$1500.00 due to a Maintenance agreement of \$1500.00 that has not previously been budgeted for.

Motion by Cushing/Hintz to approve the central postage budget and forward it onto the full County Board. Fried expressed concern with the purchase of equipment that requires a maintenance agreement and looking at leasing which includes maintenance agreements. All aye (Mott stepped out and was not present for vote), motion carried.

Central Telephone: Smith explained that all of the costs that are in this budget are allocated back to departments and has a zero balance. Mott returned.

Motion by Jensen/Hintz to accept the Central Telephone as presented and forward onto the County Board for review. All aye; motion carried.

District Attorney: Smith reported that the District Attorney budgeted an additional \$300.00 in overtime wages plus fringes. District Attorney also budgeted an additional \$1500.00 in the Victim Witness budget to accommodate a murder trial and Smith would recommend that expense be funded from the Contingency Fund so that it is not permanently added to the budget. There are going to be decreases in revenue in 2018 and that has been shown in the budget. They have also requested LTE funds but that was not presented at Committee. Cushing would like to have the \$1500.00 taken out and treated as a one-time contingency expense. Discussion regarding the overtime wages of the victim witness coordinator.

Motion by Jensen/Mott to accept the District Attorneys budget, removing the \$1500.00 from Victim Witness budget, and forward onto the full county board. All aye; motion carried.

Central Duplicating: Smith reported that all of the costs in this budget are also billed back to the department. Motion by Cushing/Mott to approve the Central Duplicating budget and forward onto the full County Board. All aye; motion carried.

Finance: Smith explained that the non-personnel budget is being increased \$960.00 to include some training and conference attendance; this has not been budgeted in the past. Motion by Cushing/Mott to accept the Finance Department budget with the small increase to attend conferences and forward onto full County Board for approval. All aye; motion carried.

Independent Audit: Smith reported that this budget includes the audit and the actuarial study that needs to be completed every other year. Smith reported that the accounting audit is \$41,000.00 and the actuarial study is \$5000.00. The \$5000.00 is an every other year expense so it won't be budgeted in 2019. Discussion regarding bidding out the audit.

Motion by Jensen/Cushing to accept the independent audit and forward onto the County Board for review. All aye; motion carried.

Cost Allocation Plan: Smith reported that there is an individual that completes the individual cost plan and it was anticipated that this would increase \$4000.00, however, it has been determined that this increase will not occur. Motion by Mott/Cushing to approve the Cost Allocation Plan and forward to the County Board. All aye; motion carried.

Central Purchasing: Smith reported that all office supplies are purchased through the finance department and billed back through each department. There is a slight increase in this budget due to personnel increased costs. Motion by Mott/Jensen to approve the central purchasing and move it onto the County Board for approval. All aye; motion carried.

Sundry General Government: Smith reported that accrued compensated absences come from this budget. This is a continuing appropriation budget. This is currently funded to cover PTO for one year. Motion by Cushing/Jensen to approve the Sundry General Government budget and forward to the County Board for approval. Discussion regarding how this budget is used and the purpose. All aye; motion carried.

Department on Aging: Smith reported that the levy amount was reduced by \$4500.00 due to personnel decreases. Jacobson reported that around 79% of her budget comes from sources other than the tax levy. Discussion regarding the Specialized Transportation Grant that is administered through the Department on Aging and where that money goes. Fried questioned if any of the transportation money is retained by the Department on Aging or is it all sent to the Transit Commission. Jacobson reported that approximately \$22,000.00 is retained by the Department on Aging for volunteer drivers. Discussion regarding home delivered meals and the cost.

Motion by Cushing/Mott to approve and accept the Department on Aging budget and forward it to the County Board for their consideration. Discussion regarding ADRC and how this will affect the Department on Aging budget. All aye; motion carried.

10:12 a.m. - Recess

10:24 a.m. - Reconvene

Airport: Smith reported that the airport allocation is the same as in the past. Smith asked the committee to look at how the allocation payments are made. Currently in February the County makes a 65% allocation payment and the remaining 35% is paid in July/August. Smith would like the committee to change it to a quarterly allocation payment. Brauer gave a handout giving an overview of the total 2018 Airport budget.

Motion by Cushing/Hintz to approve the Airport budget as presented and to include in that motion to pay quarterly in 2018 and to pass onto the County Board for approval. Discussion regarding the air quality concerns at the airport, Mott thanked Joe Brauer for being proactive in fixing those concerns. All aye; motion carried.

Information and Technology Services: Smith reported that ITS has a CIP project and not included in the IT budget is \$9600.00 for an on-going expense that would result from the CIP project, if that CIP is approved the \$9600.00 will

need to be included in his budget. Flint reported that he has been working on trying to make certain that his budget amounts reflect the actual amount that is spent. Discussion regarding revenue accounts and how that revenue is made. Discussion regarding continuing appropriations budget and what has been spent from each line item. Discussion regarding the \$9600.00 needed for the CIP project and where that money would come from if it is approved. Flint stated that he doesn't have that money available in his budget and would have to increase his budget by \$9600.00 if that CIP project is approved.

Motion by Jensen/Cushing to approve the Information and Technology Services budget and forward it onto the County Board. All aye; motion carried.

Forestry: Smith reported that 2017 stumpage revenues are projected to come in over budget. The Forestry Committee and LRES Committee have recommended a 2.5% increase in wages for two positions that have been red-circled and those are not included in the 2018 proposed budget. Bilogan gave a handout explaining the forestry budget revenues and expenses. Smith reported that the bottom line for Forestry is that they will be turning back \$28,973.00 less in 2018 than in 2017. Smith reported that Forestry has a continuing appropriation budget for forestry equipment that is normally funded at \$20,000.00/year from the levy and they are requesting an increase of \$5000.00 to that continuing appropriation account. Smith reported that Forestry budgeted an additional \$350.00 for safety equipment/department shirts for staff that hasn't been budgeted for in the past.

Motion by Cushing/Mott to add \$5500.00 to the stumpage revenue for 2018 and approve the Forestry budget.

Discussion regarding equipment costs and revenue projections. All aye; motion carried.

Smith asked what the committee would like to do regarding the 2.5% increase, which is an increase of \$3859.00 to the budget.

Motion by Fried/Mott to include the 2.5% wage increase in the Forestry budget and increase the stumpage revenue to match that increase. Discussion regarding the wage scale and how often comparisons are looked at comparable positions. Four aye, one nay (Jensen); motion carried.

Capital Improvements Program: Smith gave an analysis of the general fund. The current fund balance will cover all of the proposed projects through 2020. Discussion regarding the proposed 2018 CIP projects. Jensen stated that he believes all of the projects currently listed as A and AB should be approved. Jensen would like to see the road projects decreased to \$450,000.00 from \$500,000.00 and would like to see the amount taken from the Tax Levy decreased to \$100,000.00 and the other \$100,000.00 would be taken from the general fund.

Motion by Jensen/Cushing to adjust the County Roads CIP project to be \$350,000.00 from the general fund balance and \$100,000.00 from the tax levy with the remaining \$100,000.00 to go back into the tax levy. All aye; motion carried.

Motion by Jensen/Hintz to move the fuel system upgrade for \$85,000.00 from 2018 to 2019. All aye; motion carried.

Motion by Fried/Cushing to remove the \$27,351.00 for the Second Internet Connection from the 2018 CIP projects. All aye; motion carried.

Discussion regarding electronic voting. Fried would like to see this considered more for going paperless. Hintz would like to see this proposal changed to including paperless in the title. Mott would like to see what the savings would be if we were to go paperless.

Motion by Cushing/Jensen to remove \$35,000.00 for electronic voting with iPads from the CIP project to do list for 2018. Four aye, one nay (Mott); motion carried.

Motion by Hintz/Fried to approve remaining CIP Projects and forward to the County Board for approval with \$1,241,062.00 coming from the general fund and \$338,000.00 coming from fund balances. All aye; motion carried.

12:34 p.m. - Recess

1:00 p.m. - Reconvene

Circuit Court Branch I and II: Smith reported that both departments have an LTE position salary budget increase of \$5763.00 for each budget and they are not able to find that elsewhere in their budgets. This position also hasn't had a raise in the last 15 years and that will need to be addressed if this position is going to attract qualified candidates.

Motion by Fried/Cushing to approve Branch I and II budgets as presented with the wage increases and send to County Board for approval. All aye; motion carried.

Cushing left meeting.

Regional Reference Library: Motion by Hintz/Mott to approve the Regional Reference Library budget as presented. All aye; motion carried.

Cushing returned.

Debt Service: Smith reported that this loan was paid off last year and the Human Service Center is repaying us. Smith reported that the only debt we have is the Expera loan and as long as they continue to repay that loan there is no levy money needed for this budget.

Motion by Cushing/Jensen to approve the debt service as discussed and forward it to the County Board. All aye; motion carried.

Airport Construction: Smith gave an explanation of this budget and that it is also a pass through budget.

Motion by Hintz/Cushing to approve the Airport Construction budget as presented. All aye; motion carried.

Health Insurance Trust: Smith explained that this was an account that was setup to pay the \$12,000.00 to retiring employees and it is no longer needed. There is a balance remaining that is required to be used towards health insurance. Smith stated that they are using \$75,000.00 from this budget to fund Health Insurance and will continue to use this money until it is gone.

Motion by Cushing/Jensen to approve the Health Insurance Trust budget and forward to the County Board for their consideration. All aye; motion carried.

1:24 - Recess

1:30 - Reconvene

2:00 p.m. - Mott excused

Human Service Center: Smith stated that in 2017 the budget allocation for the Human Service Center was \$1,505,900.00 and next year the family care payment will be \$374,900.00 and this needs to be removed from the 2018 budget bringing the Human Service center allocation to \$1,130,868.00 for 2017. Smith explained that there has been some miscommunication between Vilas, Forest and Oneida Counties as to what percentage of the Human Services Budget each county would be responsible for; this will cause an increase in the Oneida County share to \$1,175,948.00 an increase of \$45,080.00. Discussion as to how the percentage amount came about, how long it has been in place and what Oneida County is legally required to contribute to the Human Service Center based on the wording in the contract.

Motion by Jensen/Cushing to adjust the Human Service Centers budget to a total of \$1,175,948.00 which is a difference of \$45,080.00. Discussion regarding the ambiguity in the contract and plan to amend the contract. All aye (Mott absent); motion carried.

Land Information: Smith reported that there is a request to increase a Land Information position from 50% to 100%, which is an increase of \$29,053.00 to be taken from contingency if approved. Romportl reported that his non-personnel budget decreased \$1005.00. Discussion regarding North Central Regional Plan Commission and the necessity of them to the Land Information Office and other offices.

Motion by Cushing/Hintz to approve Land Information budget as presented and take up the personnel issue on Friday. All aye; motion carried.

Further discussion regarding Land Information's request for an increase to the Land Information Aide position. Romportl reported that in 2012 they reviewed 2900 property listings and they are on track to review 800 more documents for 2017.

2:52 Mott returned

Register of Deeds: Smith reported that Register of Deeds decreased his non-personnel expenses by \$1950.00.

Motion by Jensen/Cushing to accept the Register of Deeds budget as presented and forward onto the full County Board. Discussion regarding the increase in revenues in the Register of Deeds office and the fee structure. All aye; motion carried.

County Clerk/Insurance: Smith explained that in the elections budget it currently states that election clerks wages will be \$5000.00, however, that number should be \$500.00 for next year. The revenue for intergovernmental charges should state \$1500.00. Motion by Jensen/Fried to approve the County Clerks budget with adjustments as discussed and forward to the County Board for review. All aye; motion carried.

Motion by Fried/Cushing to approve the County Clerk Insurance budget as presented and forward to the County Board. All aye; motion carried.

Reserve for Contingency: Smith reported that the property tax is at 11,903,747.00 and that will increase or decrease based on library and ambulance budgets. Smith explained the other line items in this budget and where she budgeted for increases and decreases. Discussion regarding revenue from sale of county land, currently budgeted at \$21,500.00.

Motion by Cushing/Mott to increase the sale of County Land 483110 from \$21,500.00 to \$50,000.00. All aye; motion carried.

Motion by Hintz/Mott to increase the interest earned estimate from \$140,000.00 to \$150,000.00. All aye; motion carried.

3:11 p.m. – Recess

3:32 p.m. - Reconvene

Economic Development: Roger Luce gave a presentation regarding the Economic Development budget which has a proposed increase of \$33,000. Luce gave an overview of the projects that the Economic Development Corporation has been a part of and the economic impact this has had on the county. Discussion regarding the budget request from Economic Development. Luce expressed a need to have an additional \$100,000 to go towards broadband towers. Motion by Jensen/Cushing to adjust the Economic Development budget to 89,950 and continue the discussion tomorrow. All aye; motion carried.

4:24 p.m. Motion by Cushing/Jensen to adjourn. All aye; motion carried.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair