

**Administration Committee -- Budget Hearings  
October 8, 2012  
Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Sonny Paszak, Jerry Shidell and Denny Thompson.

**Others present:** Candy Sorensen, Bonnie Wilcox, Ken Kortenhof, Paul Spencer, Mary Rideout, Judge Bloom, Judge O'Melia, Kathy Belliveau, Deb Shaw, Kris Ostermann, Diane Jacobson, Maria Cox, Mike Romportl, Carl Jennrich, Denise Hoppe, Billy Fried, Luann Brunette and Tyler Young.

**Call to order:** Chairman Hintz called the meeting to order at 9 a.m. in the County Board Room of the Oneida County Courthouse noting the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

**Approve agenda:** Motion by Paszak/Thompson to approve the agenda as presented. All ayes; motion carried.

**Closed Session:** Motion by Cushing/Paszak to enter in to closed session pursuant to Section 19.85(1)(e), Wis. Stats., for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Topic: wages. Discussion followed.

**Open Session:** Motion by Thompson/Mazak to return to open session at 10:02 a.m. Roll call vote: Cushing-aye; Thompson-aye; Paszak-aye; Hintz-aye; Shidell-aye. Motion carried. No action was taken in closed session.

**2013 budget preview:** Sorensen provided brief budget summary and reviewed information in packets provided. Based on submitted budgets, there is a 2.5% increase in the tax levy for 2013. Equalized value decreased 3.5% in 2012; there is a 6% increase in rate/\$1,000 in equalized value. The County is currently \$101,000 under the levy limits. Sorensen also provided information about new savings for 2013 and recurring operating costs and income streams. Sorensen recommended that funds from the general fund be applied to the ambulance fund to keep levy as high as possible. The Finance Committee has the authority to create a restricted fund for specific purposes. Discussion followed. By transferring \$250,000 to the ambulance fund, the county will need to decrease the budget by \$117,606 for 2013. Chairman Hintz proposed a goal of no increase in the levy and possibly find additional savings to decrease the levy.

Motion by Cushing/Thompson to apply \$250,000 from general fund to the 2013 budget. Discussion followed. Roll call vote: Cushing-aye; Thompson-aye; Paszak-aye; Hintz-ayes. Shidell-nay. Motion passed.

**District Attorney:** Bonnie Wilcox was present to discuss the District Attorney Office budget. Discussion followed. Motion by Cushing/Thompson to accept the District Attorney's budget as presented. All ayes; motion carried.

**Emergency Management:** Ken Korten Hof provided a summary sheet comparing 2011/2012 noting the overall budget is \$46,894 less than 2012. Discussion followed regarding ambulance services for contracted municipalities. Shidell noted counties are not required to provide ambulance service but it is required by townships. Discussion continued. Paszak questioned the potential of additional savings by partnering with the Sheriff's Department. Korten Hof noted Emergency Management has a number of duties mandated by the State which require a trained person and are working effectively as possible and work with the Sheriff's Department when appropriate.

Korten Hof noted a RFP was sent out through the Transition Committee and Public Safety Committee to look at different cost savings regarding ambulance service. RFPs were received from Ministry Health Services and Paratech, a private company from Milwaukee. Korten Hof scored each RFP based on scope of work, cost and implementation. Ministry scored 94% and Paratech 94.7%. The Public Safety Committee reviewed both proposals noting and accepted the Ministry Health Services proposal and will move forward with a five-year contract. Motion by Paszak/Thompson to approve the Emergency Management budget for 2013 as presented. All ayes; motion carried.

**Social Services:** Paul Spencer provided brief overview of the department budget and major decision items put into developing the 2013 budget. He noted county funds are always spent last. His goal is to absorb all budget cuts and new program costs within the existing budget allocation and further reduce county tax levy. Lengthy discussion followed regarding Chapter 55 Protective Placements. Spencer presented a decrease of \$89,600 for 2013. Motion by Thompson/Paszak to approve the 2013 Social Services budget as presented. Hintz suggested cutting \$30,000 from the Chapter 55 Protective Placement line item. Discussion followed. All ayes; motion carried.

**Circuit Court Branch I and II:** Judge Bloom, Judge O'Melia, Kathy Belliveau, and Deb Shawl were present to present the budget for Circuit Court. Discussion was held regarding Law Clerk services, noting it is a shared program: 2/3 Oneida County; 1/3 Vilas County. Sorensen noted line items transfers are allowed between Branch I and Branch II. It was noted it is difficult to budget for medical, guardian ad litem and mediation services and past experience was used to build the budget. Discussion followed. Motion by Shidell/Paszak to approve the Branch I and Branch II 2013 budgets as presented. All ayes; motion carried.

**County Board:** Sorensen reviewed 2013 budget for County Board. Discussion followed regarding ITBEC allocation to promote international trade for Wisconsin noting it is a voluntary contribution. Motion by Shidell/Thompson to eliminate line item 531204 in the amount of \$2,500. Lengthy discussion followed. Cushing suggested having the Chair of the northern region to speak about ITBEC at the November County Board meeting. Roll call vote: Cushing-nay; Thompson-aye; Paszak-abstained, Hintz-nay; Shidell-aye. Motion failed. Motion by Cushing/Thompson to approve the County Board 2013 budget as presented. All ayes; motion carried.

**Commissions and Committees:** Sorensen reviewed 2013 budget for Commissions and Committees which includes per diem for all Commissions and Committees except Social Services, Highway, Department on Aging and Library Board. Discussion followed. Motion by

Cushing/Paszak to approve the Commissions and Committees 2013 budget as presented. All ayes; motion carried.

Recess at 12:04 p.m. until 1:15 p.m.

Reconvened at 1:15 p.m.

**Treasurer:** Kris Ostermann presented the 2013 Treasurer's budget. Shidell questioned the cost of the second mailing of tax statements. Ostermann provided documentation supporting the need for the mailing. Lengthy discussion followed regarding mailing and tax payment processing. Motion by Shidell/Thompson to approve the Treasurer's 2013 budget as presented. All ayes; motion carried.

**Northwoods Rail Transit Commission:** Sorensen presented line item for \$500 for administration of the Northwoods Rail Transit Commission to retain, promote and enhance rail service in the nine counties within the consortium. Discussion followed. Motion by Paszak/Cushing to fund the Northwoods Rail Transit Commission and add it to the 2013 budget. All ayes; motion carried.

**Central Postage/Central Telephone/Central Duplication/Central Purchasing/Finance Department/Independent Audit/Cost Allocation Plan:** Motion by Cushing/Shidell to approve the 2013 budgets for Central Postage, Central Telephone, Central Duplication, Central Purchasing, Finance Department, Independent Audit, Cost Allocation Plan as presented. All ayes; motion carried.

**Department on Aging:** Jacobson provided handout detailing the Department on Aging 2013 budget request noting 22.31% of the Department budget comes from the tax levy. The 2013 request is a 5.34% reduction to the county tax levy. Discussion followed. Motion by Shidell/Thompson to approve the 2013 Department on Aging budget as presented. Lengthy discussion followed. All ayes; motion carried.

**Sundry General Government and Regional Reference Library:** Sundry general government includes PTO payouts and other interest. Regional reference library includes membership in the WI Valley Library Service and inter-library loan program. Motion by Shidell/Cushing to accept the 2013 Sundry General Government and Regional Reference Library budgets as presented. All ayes; motion carried.

**Libraries:** Jan Baer (President, Rhinelander District Library Board) and Ed Hughes (Director, Rhinelander District Library Board), presented the 2013 library budget. Baer indicated payments to libraries in other counties is an uncontrollable line item as Act 20 requires libraries provide citizens to services regardless of residence -- libraries are entitled to compensation for providing those services. Baer reviewed the billing process. The budget also includes a request to increase budget for \$4,545 to include an additional day for courier stop for the inter-library loan program. Motion by Shidell/Thompson to eliminate the \$4,545 request to increase courier service. All ayes; motion carried. Motion by Cushing/Paszak to approve the 2013 Library budget as amended. All ayes; motion carried.

**North Central Regional Planning Commission:** Discussion was held regarding the 2013 budget allocation for North Central Regional Planning Commission. It is understood that Oneida County pays “retainer” fee for NCRPC services. Shidell questioned whether the County receives a reduced rate when services are utilized and whether a refund is issued if services are not used. Some Committee members believe the County is billed for projects in addition to the yearly fee. Discussion followed. Thompson noted municipalities receive some small services for that retainer such as traffic count surveys. Motion by Shidell/Thompson to eliminate \$46,000 for North Central Regional Planning Commission and drop the County’s membership. Discussion followed. Committee members would like to know the ramifications for canceling membership and what projects are in line to be done. Roll call vote: Shidell-aye; Cushing-aye; Thompson-aye; Paszak-aye; Hintz-aye. Motion carried.

**Reserve for contingency:** Sorensen noted this is a mechanical accounting of transfers and reviewed each line item. Motion by Cushing/Thompson to increase the estimated sales tax revenue to \$3,650,000 for 2013. Discussion followed. All ayes; motion carried.

**Land Information:** Romportl spoke to the North Central Regional Planning issue He believes it is a benefit. NCRPC hosts the website for land information maps. The department has used NCRPC extensively in the past and have rarely been charged additional fees. The County has also used them for Newcom project and for the redistricting earlier this year and they also transferred all of the old zoning maps for the City which are now hosted by the LIO system.

Romportl discussed the 2013 Land Information Department budget noting a decrease in levy funding by \$8,178. In 2012 a departmental reorganization was completed, reducing a 100% support staff to 50% and reclassification of two other positions. A large project for 2013 is to develop elevation/contour mapping which hasn’t been done since the 1960s. This will assist the public with floodplain issues, trail designs, development of subdivisions, communication towers, building projects, etc. and will be funded by fees and continuing appropriation accounts. Lengthy discussion followed. Motion by Cushing/Paszak to approve the 2013 Land Records budget as presented. All ayes; motion carried.

Recess for 5 minutes.

**Planning and Zoning:** Carl Jennrich and Denise Hoppe were present to discuss the 2013 Planning and Zoning Departmental budget. In 2012 a permit specialist position was not filled and a full-time position was reclassified to an LTE position. In past years, offsetting revenues have decreased to 30% and staff has been reduced from 19 full- time employees to 10, plus one LTE. Jennrich does not believe the department will meet the estimated revenues for 2012. He discussed possible changes to fee structures and the possibility of implementing a fee for the state mandated septic maintenance program. Shidell wondered if an upgrade in technology would provide efficiencies to reduce staff. Lengthy discussion followed. Motion by Cushing/Thompson to approve the 2013 Planning and Zoning budget as presented. All ayes; motion carried.

**Buildings and Grounds -- Closed Session:** Motion by Cushing/Thompson to enter into closed session pursuant to Section 1985(1)(d), Wis. States., “Considering strategy for crime detection or prevention.” (Topic: Courthouse security). Roll call vote: Cushing-aye; Thompson-aye; Paszak-aye; Hintz-aye; Shidell-aye. Motion carried.

Motion by Shidell/Thompson to return to open session. Roll call vote: Cushing-aye; Thompson-aye; Paszak-aye; Hintz-aye; Shidell-aye. Motion carried.

Motion by Cushing/Paszak to increase the courthouse security line item by \$63,500 and increase continuing appropriation courthouse remodeling line item from \$100,000 to \$163,500. All ayes; motion carried.

Brunette and Fried were present to discuss the Buildings and Grounds 2013 budget. Shidell questioned whether snow plowing can be outsourced. Sorensen clarified that this line item is for Musson's service of removal around the Courthouse. Shidell questioned overtime costs. Brunette noted snow removal attributes to most of overtime as the Department is in charge of all sites including the Courthouse, Health & Aging building, Law Enforcement Center, WPS building and River Street storage facility. Fried noted the Committee is currently working on privatizing snow removal at the Health & Aging Building. Brunette also noted a tower maintenance technician incurs overtime if there is an issue with communications equipment. Discussion followed regarding the cost of WPS building, ergonomic equipment and capital equipment. Brunette requested an increase of \$41,193 in line item 531702 to continue rent at the Airport for UWEX/Land Conservation for one year. Motion by Cushing/Thompson to increase line item #531702 by \$41,193. Discussion followed. It was noted the Airport revenue line item should be reduced by 50% of offset the increase. All ayes; motion carried. Motion by Cushing/Paszak to accept the Buildings and Grounds budget as amended. All ayes; motion carried.

**Adjourn:** Motion by Cushing/Paszak to adjourn at 5:12 p.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair