

**Administration Committee/Budget Hearings
October 7, 2019
Minutes**

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

Call to order and announcements: Chairman Hintz 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. Hintz gave an overview of the budget hearings.

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

Approve minutes: Motion by Cushing/Jensen to approve the minutes of 9/9/2019 and 9/16/2019 as presented. All aye; motion carried.

Vouchers, reports, purchase orders, line item transfers

County Clerk: Motion by Mott/Fried to approve the Clerk's vouchers as presented. All aye; motion carried.

ITS: Motion by Cushing/Hintz to approve the ITS blanket purchase orders and voucher as presented. All aye; motion carried.

Finance: Motion by Mott/Fried to approve the Finance blanket purchase orders and vouchers as presented. All aye; motion carried.

Resolution - Designate Oneida County Public Depositories: Kris Ostermann explained the resolution. Motion Jensen/Cushing to approve the 2019 Designate Oneida County Public Depositories and forward it onto the full County Board for approval under consent agenda. All aye; motion carried.

Resolution - Auditor-Finance Director Investment Authority: Ostermann explained the resolution. Motion Cushing/Mott to approve the 2019 Delegate Oneida County Investment Authority resolution and forward it onto the full County Board under consent agenda. All aye; motion carried.

Resolution – Treasurer Cancelled Checks: Ostermann gave an overview of the resolution. Motion by Cushing/Hintz to approve the 2019 Treasurer Cancelled Checks and forward it onto the full County Board for approval under consent agenda. All aye; motion carried.

Budget Preview: Hintz encouraged all committee members to read through the notes that have been made regarding each department. Smith gave an overview of the 2020 budget. Smith reported that in 2019 it looks like there will be approximately \$1 million dollars returned to the general fund. Smith reported that sales tax are expected to exceed budget and she has proposed increasing sales tax revenue by \$100,000 for 2020. Interest is approximately \$600,000 over budget for 2019 and she has proposed increasing this budget item by \$100,000 for 2020. Gross prisoner revenue is anticipated to exceed budget by \$740,000. Stumpage is estimated to come under budget this year by approximately \$200,000. Social Services expenses are estimated to come over budget by \$252,000. Jail medical will be coming in over budget by \$175,000. District Attorney's Office is planning to be over budget by \$9,000. Vacancy review dollars were budgeted at \$225,000 and Smith is anticipating that it will have a shortfall of \$75,000. Discussion regarding vacancy review dollars and how they are used when there is a vacancy. Discussion regarding overtime using vacancy dollars and the cost of this to the County. Smith reported that there will not be any contingency dollars remaining in the 2019 budget. Smith reported that there was \$3.25 million used from the general fund in 2019. Two million dollars were used for CIP projects, \$49,000 was used for operating expenses, \$89,000 was approved for broadband and \$57,000 was used for jail improvements. Smith reported that there was also \$31,000 returned to the general fund from completed CIP projects that came under budget. Smith reminded the committee that in previous years budgets there \$250,000 used from the general fund and last year the budget only used \$49,000 from the general fund. Smith reviewed the documents that were provided in the budget binders. Smith presented the 2020 budget summary cover page that is used as part of the budget publication. Discussion regarding the expenditures and revenues for each proposed line item.

9:51 a.m. – Recess

10:00 a.m. – Return from Recess

2019 Budget Hearings:

Sheriff's Office/Emergency Management – Sheriff Hartman stated that there were not many changes to the budget. The main change in the budget is an increase of \$183,000 to medical services contract. There are a few other changes to the budget for an overall increase of \$137,271 in non-personnel expenses and an increase of \$45,108 in the overtime budget. Discussion regarding the cost of new squads and possibly looking at that being removed from the budget and making it a capital improvement project. Discussion regarding the need for an increase in overtime. Discussion regarding overtime, comp time and PTO Payouts. Sheriff Hartman explained the minimum number of personnel working requirement for Dispatchers, Jailers and Patrol Officers and the need to increase the minimum number working on each shift. Discussion regarding inmate revenue. Discussion regarding charging special events for deputies. Ken Korten Hof reviewed the Emergency Management budget and reported an overall budget decrease of \$30,963.00. Discussion regarding the Emergency Management budget. Discussion regarding staffing levels for ambulance services and the types of transports that are needed. Motion by Cushing/Jensen to accept the Sheriff's Office budget as presented and forward it onto the full county board for their consideration. Discussion regarding including inmate revenue as part of the Sheriff's Budget. Fried stated that the jail revenues have been consistent over the past three to four years. Discussion regarding increasing the revenue from state inmates. Motion withdrawn by Cushing and Jensen. Motion by Fried/Cushing to amend the Sheriff's Budget as presented to add \$300,000 additional jail revenue to their budget and pass the amended budget onto the County Board. All aye; motion carried.

Corporation Counsel – Desmond presented the law library budget for legal research fees which is \$18,500 and is used by Corporation Counsel, the Judges and the Law Clerk. Desmond also presented the Corporation Counsel budget which has a zero percent increase in non-personnel expenses. Discussion regarding moving Child in Need of Protection and services/Termination of Parental Rights cases to the District Attorney's Office. Discussion regarding outside legal counsel being hired for cases. Discussion regarding the staffing level needed in the Corporation Counsel Office. Steven Shreier spoke against shifting Child in Need of Protection and Services cases to the District Attorney's Office. Motion by Mott/Cushing to approve Corporation Counsel Budget and forward it onto the full County Board for approval. Discussion regarding outside legal counsel costs through the insurance carrier and the process that is used. Discussion regarding outside legal counsel costs due to Board of Adjustment cases. All aye; motion carried.

11:24 a.m. – Recess

11:30 a.m. – Return from Recess

Medical Examiner – Crystal Schaub presented the Medical Examiner's budget. Schaub explained the staffing budget and the other changes to budget. Discussion regarding the contract with Vilas and Forest Counties and public charges for death certificates and cremation certificates. Motion by Jensen/Hintz to accept the Medical Examiner's Office budget as presented and forward it onto the full County Board for review. All aye; motion carried.

11:40 a.m. – Recess for Lunch

1:00 p.m. – Return from Recess

Social Services – Mary Rideout and Heidi Chavez presented the 2020 Social Services budget. Rideout reported that they are \$208,312 short for 2020. Rideout explained the increases to expenses in 2020 and decreases in youth aids funding from the state. Rideout presented some options for balancing the budget, however, the Social Services Committee recommended that the \$250,000 that was reduced from the Social Services budget in 2016 is returned to the Social Services budget in 2020. Motion by Jensen/Hintz to take the \$100,000 from the Highway Capital Improvement Project and return it to the Social Services budget. Rideout informed the committee that they were recently informed by the State that they would be receiving an additional \$200,000.00 from the State for Children and Family Aids Allocation for Oneida County. Motion withdrawn by Jensen/Hintz. Discussion regarding the funding from the state and what the funding was intended to be used for. Rideout presented a proposal with how the Social Services department would like to be able to spend the increase in Children and Family Aids allocation of \$201,181 in 2020. Rideout presented a second proposal option if the County uses \$108,312 to help cover the deficit and allows social services to use \$92,869 to improve services within Social Services. Steven Schreier spoke regarding Social Services. Schreier stated that there are a lot of unknowns within Social Services that can impact future budgets. Motion by Fried/Hintz to return the \$100,000.00 to Social Services from the Highway Department, increasing revenue by \$201,181 and increasing expenses by \$92,000.00. All aye; motion carried. (The motion made at the end of the budget hearings for the actual budget included the correct amount of \$92,869.00) Motion by Fried/Hintz to amend the Social Services budget to reflect an \$8,000 reduction in mileage for 2020. Discussion regarding amending the budget based upon a vehicle purchase that hasn't been approved. Roll Call; Jensen, nay; Fried, aye; Mott, aye; Hintz, aye; Cushing, aye; motion carried.

Information Technology Services – Jason Rhodes presented the ITS budget and explained that they have requested an additional \$50,000 for Computer Hardware. This was previously a CIP, however, this year they are looking at moving it back to their operating budget. Discussion regarding if this should be in the operating budget or remain as a CIP.

Discussion regarding the software and maintenance costs and if they are needed. Rhodes reported that in the last year he has cut three different software programs due to not being needed. Motion by Cushing/Jensen to accept the ITS Budget as presented and forward it to the County Board for their consideration. Voice vote (4 aye, 1 nay); motion carried on voice vote.

Treasurer's Office – Kris Ostermann stated that overall they decreased non-personnel expenses by \$165 due to not having any legal notices being published next year. Motion by Jensen/Cushing to accept the Treasurer's Office budget and forward it onto the full county board for approval. All aye; motion carried.

Recess – 2:24 p.m.

Return from Recess – 2:45 p.m.

Planning and Zoning/Land Conservation – Karl Jennrich presented the Planning and Zoning budget and stated that there are no major changes for 2020. Jennrich stated that the largest budget change was in a reduction to employee auto allowance with a reduction of \$9821.00. Discussion regarding having a vehicle instead of paying mileage. Jennrich stated that there are a number of employees that would need access to the vehicle and would cause issues with usage. Discussion regarding recommendations from the Funding Opportunities Committee for changes to Planning and Zoning. Jennrich explained that there are a number of non-mandated zoning programs that could be eliminated, however, not all Planning and Zoning could be eliminated. The Planning and Development committee voted not to eliminate any planning and zoning programs. Jennrich stated that the committee also looked at Private Onsite Wastewater Treatment System Fees (POWTS). Jennrich stated that a number of Counties charge a fee for the maintenance postcards that are mandated by the state to be sent once every three years. Discussion regarding the fee and how it could be implemented. Michelle Sadauskas presented the Land Conservation budget. Discussion regarding the AIS position and the support from the lake groups throughout the county. Motion by Cushing/Mott to accept the Planning and Zoning and Land Conservation budget as presented and forward it onto the County Board for approval.

Finance – Smith presented the finance budget for 2020 and reported that there are no increases in non-personnel costs. Discussion regarding when the finance software will need to be replaced. Discussion regarding staffing levels in the Finance department. Motion by Cushing/Hintz to use \$250,000.00 from the general fund to support the 2020 budget. Discussion regarding the process. All aye; motion carried. Mtoion by Hintz/Cushing to accept the finance budget as proposed. All aye; motion carried.

Recess – 3:27 p.m.

Return from Recess – 3:45 p.m.

Library – Pat Pechura, Library Board president, presented the library budget to the committee. Pechura explained that the budget line item that is requesting an increase is Grants to the Oneida County libraries. Pechura explained that the Rhinelander District Library is requesting an increase of \$6958.00 for 2020. Pechura explained that the grants to institutions is a state mandated fund. Virginia Roberts, Rhinelander District Library Director, gave an explanation of the need for the increase to help fund the Senior Outreach/Books on the Go program. Discussion regarding revenues for the Rhinelander District Library. Smith explained that this is not subject to the Levy Limit restrictions. Susan Lammert, Town of Pelican, spoke in support of the senior outreach/books on the go program at the Rhinelander District Library. Jean Mejerle, Minocqua Library Board Secretary, spoke in support of the libraries and the benefits they provide to the communities. Mary Gadzalinski, Newbold resident, spoke in favor of the libraries and the audio books and large print books that are provided. Yvonne Klopak, Rhinelander resident, spoke in support of the libraries. Virginia Roberts read a letter of support from Ethel Craig. Erika Brewster, Three Lakes Library, spoke and reported on the population served by the Three Lakes Library. Tom Hurlburt, Rhinelander District Library, spoke in support of the senior outreach and the social aspect that it provides to the homebound patrons. Steven Schreier, Oneida County Board member, spoke in support of the libraries. Motion by Jensen/Cushing to accept the library budget and forward it onto the full county board for their consideration. Discussion regarding Library funding. All aye; motion carried.

Adjourn: Hintz adjourned the meeting at 4:16 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk