

**MEETING OF ADMINISTRATION COMMITTEE
AUGUST 14, 2023
Minutes**

Committee members present: Chairman Billy Fried, Ted Cushing, Tom Kelly, Russ Fisher and Steven Schreier.

Call to order: Chairman Fried 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.

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

Public comment – None

2024 Rhinelander-Oneida County Airport Budget – Leitner reported that for 2024 the Rhinelander Airport is requesting the same amount as 2023 which is \$197,081. Leitner reported that this is the same amount as the last 10 years. Leitner reported that the airport has increased fees to the private sources utilizing the airport to help make up the necessary funds to run the airport. Leitner spoke about the improvements that will be made to the airport in 2024. Discussion regarding increasing funds with the private carriers to cover the budget that is provided by Oneida County and the City of Rhinelander. Motion by Fried/Kelly to forward the Airport Budget Request to the Budget hearings in October. All aye; motion carried.

2024 Oneida County Tourism Council Budget – Krystal Westfahl, Let's Go Minocqua; Sherry Huelett, Tomahawk Chamber of Commerce; Jackie Sharp, Three Lakes Chamber of Commerce were present to give the 2024 Oneida County Tourism Council Budget. Westfahl gave an overview of the Oneida County Tourism Council purpose and how it serves all of Oneida County and not only members of the Chambers of Commerce. Westfahl stated that the request for 2024 is \$135,758.00. Westfahl reported that last year the Tourism Council received \$85,000 with \$80,000 coming from the tax levy. Discussion regarding the increase in the budget. Westfahl reported that a number of the grants that are received need matching funds from the Tourism Council and if the full budget is not approved some of the grants would be lost. Schreier questioned if some of the budgeted items would only be a 2024 ask and would be dropped from future budgets, for example, the \$45,000 requested for New Trails/Fulfillment Piece and Trails Website Updates. Westfahl stated that the \$45,000 budget item is a one-time expenditure. Schreier questioned if the one-time asks could be grouped together for a request for funding from the ARPA funds. Fisher encouraged the Tourism Council to ask for more funding from each of the tourism groups that receive the funding from the room tax rate.

Motion by Fried/Schreier to reduce the Tourism Council request by \$45,000 and forward to the budget hearings in October. This will reduce the budget to \$97,500. All aye; motion carried. Motion by Schreier/Cushing to forward a request for \$45,000 for the Tourism Council for New Trails/Fulfillment Piece and Trails Website Updates and forward to the CIP Committee. All aye; motion carried.

2024 Oneida County Library Board Budget – Pat Pechura presented the 2024 Library Board budget requests. Pechura presented a list of services that are provided to residents by area libraries. Pechura reported that for 2024 the library board is asking for \$451,747 which is an increase of \$16,097 from 2023. Pechura gave an overview of the budget increase request and reminded the committee that the library budget does not count towards to the levy limits. Discussion regarding electronic readers and the impact that has had on library usage. Fried encouraged the Library Board to be prepared to discuss the requested increase from the County Libraries in October. Motion by Fried/Schreier to forward the library budget as presented to the budget hearings in October. All aye; motion carried.

2024 Oneida County Humane Society Budget – Sue Otis, Oneida County Humane Society, was present and reported that the budget request for 2024 is \$43,900 to provide animal control services for Oneida County municipalities. Motion by Fried/Kelly to forward the Humane Society request of \$43,900 to the budget hearings in October. All aye; motion carried

Bug Tussel Update – Fried reported that the final entity name to include in bonding resolutions has not been determined. Fried reported that Jeff Verdoorn and Pete Otis are working to meet with Scott Holewinski regarding a broadband committee and Holewinski will bring a recommendation to the county board at a future meeting.

2024 Oneida County Economic Development Commission Budget – Verdoorn was not able to be present, however, provided a written budget request for the Administration Committee. Schreier questioned the increased request of \$51,200 in order to provide staff to manage broadband projects going forward. Discussion regarding this request and if that would be allowed through the bonding. Smigielski cautioned the committee on anticipating the \$51,200 in revenue from Bug Tussel. Pete Otis reported that it is anticipated that there will be revenue of \$100,000 from Bug Tussel and a portion of those revenues should be used to fund a position to help manage the broadband projects.

Motion by Fried/Kelly to forward the Oneida County Economic Development Commission Budget request and forward to the October budget hearings. Schreier expressed concern with a revenue source being listed when that revenue is an unknown. Motion by Fried/Schreier to amend the Oneida County Economic Development request and remove the revenue from the bond. All aye; motion carried. Fried called the amended motion; all aye; motion carried.

10:30 – Recess

10:37 – Meeting Reconvened

2024 Human Service Center Budget – Tamara Feest, HSC Director and Keith Hazelton, Finance Director were present and provided a budget request. Feest reported that the request for 2024 is \$975,709 which is the same allocation that was made in 2023 and is a decrease of \$200,000 from 2022. Feest gave an overview of the budget request. Fried asked what the fund balance for the HSC is. Hazelton reported that the total fund balance is \$5.6 million which is roughly 30% of the budget. Hazelton reported that there are some restrictions to how some of the fund balance can be used and the unrestricted fund balance is \$4.4 million which is 28% (3.4 months) of the annual budget. Fried expressed a desire to see the HSC fund balance returned to the counties and if additional funds are needed the HSC could come back to the county for additional funds like all county departments need to do. Feest reported that they are anticipating that some of the surplus will be returned to the counties once the audit has been completed. Hazelton reported that approximately \$220,000 will be returned to Oneida County if it is approved at the HSC Board meeting this week. Cushing expressed concern that the county hasn't responded with an updated agreement. Schreier suggested that the committee look at a historical average to help determine what should be held in the HSC Reserve and the remaining amount returned to Oneida County and the other counties. Schreier stated that a spend down philosophy may need to be looked at regarding the fund balance. Fried requested that the HSC bring back a 10 year average for overages and be prepared for changes being made to the budget. Motion by Fried/Schreier to forward the request from the Human Service Center to the budget hearings in October. All aye; motion carried.

2024 ITS Budget – Rhodes reported that there is an increase of approximately \$15,000 in non-employee related services. Discussion regarding the budget increase and the CIP projects that are budgeted into 2023. Rhodes reported that there is a \$10,000 increase in other professional services. Discussion regarding the copier leasing contract, Rhodes said the contract is being finalized. Motion by Fisher/Cushing to approve the ITS Budget request as presented and forward to the budget hearings in October. All aye; motion carried.

2024 Treasurer Budget – Ostermann presented the 2024 budget request for the Treasurer's Office. Ostermann reported that she increased the postage budget for 2024 and increased the budget for hotel costs. Ostermann reported that the main increase in 2024 is for employee wages and health insurance. Motion by Cushing/Kelly to forward the Treasurer's Budget request to the October Budget hearings. All aye; motion carried.

2024 Finance Budget and Centralized Business Units – Smigielski presented the finance budget and centralized business units. Smigielski gave an overview of the budget requests and the centralized business units. Smigielski reported that there is no increase to the finance budget for 2024 due to a drop in the health

insurance at retirement and a decrease in the employee head count for 2024. Motion by Fried/Schreier to forward the Finance Department budget request to the budget hearings in October as presented. All aye; motion carried.

2024 County Clerk Budget and County Board Budget – Hartman presented the County Board and County Clerk budgets. Hartman reported that the main increase is in employee wages and health insurance. Hartman reported that there is a \$50,000 carryover for the election budget. Hartman reported that the insurance budget hasn't been created yet as there are numbers that are needed from other departments. That budget will be brought forward at the budget hearings. Motion by Schreier/Cushing to approve the County Clerk and County Board Budget and forward to the Budget Hearings. All aye; motion carried.

2024 County Board to go Paperless Capital Improvement Project – Fried stated that he requested this topic to look at going to tablets for the County Board and to help with the cost of copies and postage. Discussion regarding a starting point for looking at this option. Fried would like approval from the committee to work with the IT and County Clerk's Office to submit a CIP. No concerns were expressed by committee members.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on September 11th at 9:00 a.m. Future topics: Bug Tussel Update, Economic Development Corporation Budget.

Adjourn – Fried adjourned the meeting at 12:08 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk