

## FINANCE COMMITTEE MINUTES

---

COMMITTEE:	FINANCE/PERSONNEL
DATE:	OCTOBER 11, 2024
TIME:	8:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

---

### CALL TO ORDER

Lukas called the meeting to order at 9:07 a.m. and read the agenda.

### ROLL CALL

Present: Chaney, Decorah, Gretzinger, Lukas, Marvin, Skallerud, Weber

Absent: Dailey, Goode, Landru

Others Present: Nora Matuszewski, Danielle McLaughlin, Tracy Ferraro, Jeff Marvin, Rob Huettl (Teams), Amber Rehberg, Mark Chrisman, Darrel Wilson Jr., Annie Krawze, Stephanie Montgomery, Alex Walrath, Christy Conley, others not signed in

### APPROVE AGENDA

Motion by Weber to approve the agenda as presented, second by Chaney. All present voting (AYE). Motion carried.

### APPROVE MINUTES FROM THE OCTOBER 2, 2024 FINANCE/PERSONNEL COMMITTEE MEETING

Motion by Chaney to approve the minutes, second by Decorah. All present voting (AYE). Motion carried.

### PUBLIC COMMENT ON AGENDA ITEMS

None

### DISCUSSION/ACTION ON POSTING THE DIGITAL NAVIGATOR POSITION

Rehberg was present and she talked about the Digital Navigator Grant, which will run through August 2025. The current employee in the position has left for another position at the Wabeno School District, but, is willing to stay on part-time until a new employee is hired. After the grant runs out another grant was written by Human IT that will take over the administration and position for another two years. The County will not be involved with the position moving forward after August 2025 but, the new grant will keep it in Forest County for our residents.

Motion by Marvin to post the Digital Navigator position, Rehberg will do the posting and hiring, second by Gretzinger. All present voting (AYE). Motion carried.

### DISCUSSION/ACTION ON THE TRI-COUNTY ON DOMESTIC VIOLENCE RENT AGREEMENT

The Tri-County has seen budget cuts the same as the County and will no longer need the office space and asked to be released from the agreement they have with the County.

Motion by Gretzinger to allow the early termination of the agreement with Tri-County at the end of this month (October), second by Marvin. All present voting (AYE). Motion carried.

There was discussion about the office space and who will utilize it when they vacate. This will be put on a Building/Property meeting in the future.

#### DISCUSSION/ACTION ON THE 2025 IT (NAUNKCA) CONTRACT

The new contract was presented for 2025 and the hours were increased by 2 hours per week to accommodate the additional employees from the ADRC, there was also an increase to the contract hourly rate, which was increased to \$65.00 an hour.

Motion by Marvin to approve the new 2025 agreement as presented, second by Chaney. All present voting (AYE). Motion carried.

#### DISCUSSION/ACTION ON INDEMNIFICATION IN THE TOWER CONTRACTS

An email string was shown to everyone with a discussion with the County insurance carrier, which indicated the indemnification needs to be taken out of the contract in question.

Motion by Gretzinger to renew the contract without the indemnification, as suggested by the insurance company, second by Weber. All present voting (AYE). Motion carried.

The Clerk will notify Tower Attorney of the decision.

#### DISCUSSION/ACTION ON POSSIBLE CHANGES TO THE HEALTH INSURANCE FOR 2025

There was a discussion on the health insurance changes proposed by the insurance agent. The HSA that is funded annually could be moved to the HRA which would just move the out-of-pocket causing no increase to the employee. With the 13.3% increase this year the insurance agent has gone out to market but, the cost of funding the HSA would be higher than moving it to the HRA which by recommendation of the agent should be expended at 30%. The cost savings would be estimated to be around \$100,000.

Motion by Decorah to remove the HSA and move it to the HRA, second by Gretzinger. All present voting (AYE). The Clerk will run the budget with the change and when the committee meets again the cost savings will be shown to the committee.

#### DISCUSSION/ACTION ON APPROVING THE PROPERTY RENEWAL FOR 2025

The committee looked at the current deductibles, which included the vehicle deductibles on the renewal.

Motion by Gretzinger to approve the Property/Physical Damage at the current deductibles, second by Weber. All present voting (AYE). Motion carried.

#### DISCUSSION/ACTION ON THE 2025 BUDGET

- Previous changes: The Judge outlay was reduced to \$4,000 because it was thought per, Penny Carter the sound system could be repaired.
- The committee started looking at the budget with the LCC (39) account and with that brought in the Land Conservation Director (Littleton). She told the committee that the reimbursement for the department from DATCP was sent in for 2025 with the LCC Technician in the reimbursement and if the position is removed, they will lose funding. The committee decided to hire the LCC for 2025 because of the grant reimbursement. They discussed with her the schematics of the department with the Land Information and

## FINANCE COMMITTEE MINUTES

where the most of the time is spent for the director. She told them she will budget her time 50% in the Land Information and 50% in the Land Conservation because that is the accurate time she spends in each program; The LCC Technician is budgeted 100% in Land Conservation per the grant.

- The current Plat Book will be 6 years old in 2025 and there are around 100 left. The committee will work on a new plat book for 2025 with delivery date in the fall.
- The Register of Deeds revenue for Real Estate Transfer Fees were increased to \$45,000 and the revenues for the Register of Deeds Fees were increased to \$75,000; both because of past yearly revenues. Cleereman had spoken with the Clerk and told her she was okay with raising them but, did not want to be responsible if the revenues fell short. The expense for travel was reduced to \$500.00. The committee requested that the Miscellaneous expenses be changed to be more accurate to what the expenses are in that account. The \$11,175 in the Miscellaneous was for storage of the Deeds data off-site.
- The Sheriff and County Board Chair met and discussed the budget for the Sheriff Department and made the following changes: There was a discussion with the School District of Crandon and they were willing to pay for the officer that replaces the Liaison Officer when he is on vacation and they will pay for some of the time for the summer, this change increased the revenue for that position to \$115,387. The fuel expense was decreased to \$60,000, job posting expenses were decreased to \$500, Travel expense for Regular Deputies was decreased to \$6,000, Part-time deputy travel expense was eliminated, Vehicle Insurance Claims expense was reduced to \$12,500, Seized property Proceed expense was eliminated, Special Response Team expense was reduced to \$2,000, Vehicle Maintenance expense was reduced to \$20,000, K-9 Program expense was reduced to \$2,000 and Outlay was reduced to \$37,579 because the Sheriff Department would not need to additional vehicle this year.
- Tax Deeding reduced the Property Maintenance expense to \$10,000; Conley was there and told the committee they were looking at seizing some properties. The Title Search expense was reduced to \$7,000.
- The committee spoke to Amber Rehberg the UW-Extension Director and talked about the what the program offers and explained this would be a department that would have to be cut before they would cut any full-time employees because it is not a mandated program. She told the committee what they worked on during the year and that the department will not use all funding this year because of the loss of employees and not replacing one of them because the referendum did not pass. She was not sure if the committee would cut the UW-Extension and did not think it would be fair to hire someone. The committee flagged this budgeted item for elimination if they were unable to balance the budget.
- The Victim Witness Coordinator State reimbursement runs around 50%, which differs every year and is a mandated program. The State reimbursement revenue was set at \$21,800 and the Victim Surcharge was increased to \$6,000 because of past revenues. The District Attorney worked on the Victim Witness program and made some preliminary cuts before the meeting.
- Zoning revenues for Permits was raised to \$100,000 and the RV Permits revenues were raised to \$10,000 because of past revenues.

- The committee went on to the Aging budget and Gretzinger stressed the importance of the programs for feeding the aged population and was against any cuts to those programs. The committee brought in the Aging Director and asked about the van routes and if she is working to make sure that one person is not riding the van, to make sure that there is not waste there. She explained that she works to make sure there are more than one to two riders to take the van out. She also told the committee if there are not enough people to ride the drivers will let the people know and then they cancel that day.
- The Social Services Department will be a little unknown for 2025 until they get the new department up and running. The Director has eliminated one position and combined it with another to save some money for the County.
- The Health Department budget looked good with not much to cut.
- The committee spoke to the Highway and asked about the positions they had cut and told the Highway Commissioner to add one of the positions back into his budget. This change would only increase his budget by \$21,000 because there is a money coming from the state for these positions.
- The Clerk will work to input the Health Insurance change and all of the other adjustments to the budgets and bring final numbers for the committee at the next meeting. The next meeting will finalize the budget for public hearing.

#### DISCUSSION/ACTION ON THE 2025 BUDGET

#### FUTURE AGENDA ITEMS

- 2025 Budget Levy
- Health Insurance discussion/decision
- Next meetings set for October 15<sup>th</sup> at 4:30 p.m.

#### ADJOURNMENT

Motion by Skallerud to adjourn, second by Weber. All present voting (AYE). Motion carried. Meeting adjourned at 11:05 a.m.