

COUNTY BOARD STAFF/FINANCE COMMITTEES
August 15, 2014

Call to Order. County Board Staff Committee Chair Podzilni called the joint meeting of the County Board Staff Committee and the Finance Committee to order at 8:00 A.M. in Conference Room N-1/N-2, fifth floor, Courthouse – East.

Committee Members Present County Board Staff Committee – Supervisors Podzilni, Arnold, Brill, Bussie, Kraft, Mawhinney, Peer, Sweeney and Thomas. Finance Committee – Supervisors Mawhinney, Fox, Kraft, and Podzilni.

Committee Members Absent: Supervisor Beaver.

Others Present: Supervisor Richard.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Oja, Finance Director; Ben Coopman, Public Works Director; Ron Burdick, Airport Director; Lori Williams, Parks Director; Duane Jorgenson, Assistant to the Public Works Director.

Approval of Agenda. Supervisor Arnold moved approval of the agenda as presented, second by Supervisor Peer. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Adoption of Minutes of July 11, 2014, July 18, 2014 and July 25, 2014. Supervisor Bussie moved approval of the minutes for July 11, 2014, July 18, 2014 and July 25, 2014, second by Supervisor Mawhinney. ADOPTED.

Review and Discussion of Preliminary 2015 Budget Projections and Program Information – Public Works. At this time Chair Podzilni turned the meeting over to Ben Coopman.

Mr. Coopman introduced his staff: Ron Burdick, Airport Director; Lori Williams, Parks Director; and Duane Jorgenson, Assistant to the Public Works Director.

Mr. Coopman said the Public Works Department is made up of three divisions, Highway, Airport and Parks.

Mr. Coopman said Highway Division includes: Assistant to the Director of Public Works, financial/clerical, field operations, fleet operations, and secretary. Mr. Coopman said there is approximately 255 centerline miles or 545 lane miles in the State Trunk/Interstate Highway System; approximately 215 centerline miles or 420 lane miles in the County Trunk Highway System; and approximately 630 centerline or 1,260 lane miles in the Town Roads.

Mr. Coopman said proposed construction projects for 2015 are: CTH F from Janesville Limits to USH 51, 1.8 miles for a cost of \$553,000; CTH H from USH 14 to CTH M (south), 4.5 miles for a cost of \$1,381,000; CTH Y from Janesville Limits to Milton Limits, 2.0 miles for a cost of 590,000; engineering for CTH A from USH 14 to Walworth Co. line, 10.0 miles for a cost of \$125,000; and engineering for CTH MM from USH 14 to CTH M, 6.5 miles for a cost of \$125,000. The combined total for these projects is \$2,774,000.

Mr. Coopman said the Administrative Summary is: Revenue for 2014 is \$325,300 and for 2015 is \$371,300; Expenses for 2014 is \$1,142,672 and for 2015 is \$1,250,973. Maintenance and Construction Summary is: Revenue for 2014 is \$4,998,812 and for 2015 is \$2,493,941; Expenses for 2014 is \$6,499,602 and for 2015 is \$7,136,946. The Highway Levy for 2014 is \$1,500,790 and for 2015 is \$4,643,005.

Mr. Coopman said the Highway Levy Cost by Activity for 2015 is: \$3,146,662 for 2014, including \$10,000 for Bridge Aid; \$6,420,968 for 2015, including \$60,000 for Bridge Aid.

Mr. Coopman said he sees the following challenges of the Highway Department in the future: increase in hours of service on USH 14-East, due to changes made at the State; the expansion of STH 26; an increase in WisDOT maintenance funding; CTH G Mega Project; CTH BT; I-39/90 widening and upgrades, this is an eight year project; additional staff, which should be budget neutral; more equipment, which will be a high initial investment; more infrastructure in the form of garages and salt sheds; and if they can even meet the increased demand.

Mr. Coopman said the challenges with the changes to I-39/90 are: there will be many more lanes and complex layouts; more staff needed, including supervisors; longer hours of service in the winter, the State wants staff available 24/7; night hours for routine maintenance; more equipment and related garages; more salt sheds due to increased salt use; and WisDOT's willingness to pay.

Mr. Coopman said, to meet these challenges, we will need to undertake an operational audit to look at machinery operation, evaluate our businesses, examine staffing, and study the need for buildings. He said other options will need to be explored such as Lean Government.

Mr. Coopman turned the meeting over to Ms. Williams.

Ms. Williams said the park reservations are on track to exceed last years. The majority of the reservations are for Sweet Allyn and Beckman Mill parks.

Ms. Williams said the Boat Launch Fees for 2008 were 9,087; for 2009 were 15,998; for 2010 were 16,484; for 2011 were 17,166; 2012 were 17,605; for 2013 were 17,966; and through June 30, 2014 they were just updated and are at about 15,000.

Ms. Williams said the budget areas for the Parks Department are: Administration, consisting of administrative salaries and costs; Operating and Maintenance consisting of operation and maintenance for 18 parks, 2 wildlife areas and 3 trail ways; Capital Projects include new or replacement park facilities and land acquisition.

Ms. Williams said the Parks budget is as follows: Revenues for 2014 are projected to be \$147,368, and the 2015 request is \$48,793; Expenses for 2014 are projected to be \$621,854, and the 2015 request is \$557,595; the Tax Levy for 2014 is projected to be \$474,486, and the 2015 request is \$510,291. She said the 2015 decrease in expenses reflects the end of the Dam payment of \$50,000, and includes \$35,000 for the POROS Plan. The revenue does not include the transfer of or carry forward of funds.

Ms. Williams said the 2015 Proposed Capital Projects include: Turtle Creek roof replacement at \$50,000; Carver Roehl Park bathroom replacement and site work at \$50,000; and the paving of the Happy Hollow Park parking lot at \$275,000; for a total cost of \$375,000.

Ms. Williams said the decrease for the 2015 tax levy is a result of the completion of the payments for the Indianford Dam of \$50,000, and a decrease of \$35,000 due to the POROS Plan's completion. She added that a request to move the Community Coordinator salary to the general budget is an attempt to maintain a balance in the ATC fund account.

Ms. Williams said some of the 2015 Budget highlights are: the implementation of a County Woodcutting/Harvesting Policy to add \$5,000; the completion of the POROS Plan to remove a \$35,000 cost; the completion of the Indianford Dam payments for a decrease in cost of \$50,025; and the total Community Coordinator cost projected to be 100% funded out of the operating budget for an increase in cost of \$37,859.

Mr. Coopman turned the presentation over to Mr. Burdick.

Mr. Burdick said the Airport Department has 1 FTE Airport Specialist, 1 FTE Airport Maintenance Crew Leader, and 3 FTE Airport Maintenance Workers. Airport revenue is: 33% leases, 32% rent, 23% operational and 12% non-aviation. Operational revenue is obtained from landing and fuel flowage fees; lease revenue from building owners, rent revenue from t-hanger rent; and non-aviation revenue from farm land and golf course leases. We are looking at total Airport revenue for 2015 to be \$340,840, which is slightly down from 2014.

Mr. Burdick said the Airport budget expenses consist of: Administration and Maintenance, which encompasses salaries, public liability insurance, training, office supplies, utilities, maintenance supplies, airfield lighting, equipment repairs, machinery lease, and capital improvements, for a total of \$840,486 for 2014. Tax levy for 2014 is \$466,933.

Mr. Burdick said the 2015 Budget Request includes a total of \$903,094 in expenses, revenue of \$340,840, and a total tax levy of \$562,254, which is an increase over the 2014 levy.

Mr. Burdick said the 2015 tax levy request would need to be reduced by \$95,321 to achieve a 0% increase. He said a few options that could reduce the 2015 estimated tax levy: 1) Raise fuel flowage fees from \$.08 to \$.09 per gallon for an estimated revenue increase of \$8,000, which will impact all Airport users. The higher fees could cause pilots and corporate aircraft owners to stop for fuel at other airports in the area with lower fuel fee costs and landing fees. 2) Reduce vegetation control by not mowing roadways, entrance roads, Airport Park, and mowing only the required safety areas within the airport operations area. In 2013 the equipment cost for

mowing was \$32,200. This would impact the appearance of the Airport, increase hazardous wildlife activity, provide cover for loafing, roosting, escape, and reproduction, and would be an ideal habitat for rodent and insect populations that attract raptors, gulls, other bird species, and predators such as coyotes. This could be a safety hazard. 3) Reduce winter maintenance for snow and ice control, limit overtime, closing non-essential runways and taxiways, limit access to ramps and facilities, and limit snow removal on roads and parking lots. The total overtime expended in 2013 for snow removal was 500 hours. When fully staffed (assumes 5 employees), our overtime bill rate for 2013 was \$305 per hour. This would adversely affect the airport businesses and users. 4) Reduce pavement re-marking, which is approximately \$8,000 per year. This action would adversely affect the visibility of the pavement markings. 5) Reduce or defer pavement repair and crack sealing, which would save an estimated \$12,000-\$15,000. Deferring repairs for a year or two may save dollars in the short term, future repairs could be more costly because the cracks may widen beyond the effectiveness of the minor sealing operation.

Mr. Burdick said the 2015 Capital Improvement Projects are: Survey and clear runway approaches with the local share cost of \$2,500; and Wildlife Hazard Assessment Update with the local share cost of \$300.

Supervisor Kraft asked if there is a tenant for the restaurant. Mr. Burdick said he and Mr. Otterstein are working on a RFP and have a couple interested parties.

Mr. Smith said when Ms. Oja gave her general overview she did not have the levy preliminary figures, which is .9% new construction or \$500,000. He said we will be going out for deferred financing again this year for the Job Center, and the ATC and PACE funds are dwindling.

Next Meetings: On August 29, 2014 at 8:00 A.M. the Sheriff's Office will be presenting and the meeting will be held in the Sheriff's Office conference room. This will be the final pre-budget meeting.

Adjournment: Supervisor Arnold moved adjournment at 9:34 A.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEES.