

**MINUTES OF THE FINANCE AND INSURANCE COMMITTEE**  
**BUDGET HEARING MEETING**  
**Tuesday, October 11, 2011**

**MEMBERS PRESENT:** Chairman, Ted Cushing, Supervisors, John R Young, John Hoffman, Peter Wolk and David Hintz

**OTHERS PRESENT:** Margie Sorenson, Finance Director; Melodie Gauthier, Chief Deputy Clerk; Brian Desmond, Corporation Counsel; Ken Kortenhof, Emergency Management; Jeff Freese, Ambulance Manager – Howard Young; Roger Luce, Economic Development; Curt Krouze & Lu Ann Brunette, Building & Grounds; John Bilogan, Forestry; Lynn Grube, ITS; Nick Scholtes & Patty Wrycha, Highway; and Traci England, Medical Examiner

**1. CALL TO ORDER**

Chairman Cushing called the meeting to order at 8:30a.m. in the Oneida County Board Room of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

**Chairman Cushing stated: Notice is hereby given that a majority of the Oneida County Board of Supervisors may be present at this meeting of the Finance and Insurance Committee Budget Hearing to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Oneida County Board pursuant to State Ex Rel Backe v. Greendale Village Board, Wis 2<sup>nd</sup> 553, 494 N.W. 2<sup>nd</sup> 408 (1993), and must be noticed as such, although the board will not take any formal actions at this meeting.**

**2. APPROVE AMENDED AGENDA**

**MOTION/SECOND:** (Hintz/Hoffman) to approve the October 11th, 2011 Amended agenda. All “aye” on voice vote, motion carries.

**Continuing 2012 Budget.**

**Preview**

Sorenson stated she calculated the Sheriff’s Department changes from yesterday; October 10, 2011, budget meeting and the changes amounted to \$205,000. The starting amount today is \$544,000 over the levy limit.

The Highway Department has 2 positions that will not be filled, one person is retiring and one will move up within the department to fill that opening and in turn leave an opening.

Cushing and Hintz discuss laying-off redundant people and talked about the Efficiency Team Report stating if programs are cut, the staff should be cut. Also, discussed was cross-training from department to department. Sorenson states employees all have unique training in their departments and it would be hard to take an employee from another department and expect them to walk in another department and know another’s job, she states that departments work together a lot now helping each other.

Supervisor Young stated that Lisa Charbarneau, the HR Director’s idea was to take the Family Court Commissioners Secretary III position, which is part-time (50%), and

eliminate this position; put the Court Commissioner in Social Services and the secretaries at Social Services would perform the typing for the court commissioner's office. This move would save over-all \$22,025.58. Also discussed was departmental consolidation within the County. No action was taken at this time.

**9:00 a.m. Corporation Counsel – Brian Desmond**

Brian Desmond stated they are pretty much on the mark with their budget to what they will need in 2012. A question came up on Desmond charging out his time for other departments. Desmond states this is a bad idea due to the fact departments will try to be their own counsel to save money within their budget and this could cause trouble.

Discussion took place on reducing the budgeted amount for the secretary position that will be filled at a starting wage and benefits instead of what is budgeted for the 2012 Corporation Counsel budget.

**MOTION/SECOND: (Cushing/Hoffman) to reduce account (511102) wage under Corporation Counsel Secretary by \$6,000. All "aye" on voice vote, motion carries.**  
**MOTION/SECOND: (Cushing/Hoffman) to accept the Corporation Counsel Budget as amended. All "aye" on voice vote, motion carries.**

**County Board**

County Board membership dues increased by \$500. Total per year is \$7,700.

**MOTION: (Cushing/Hoffman) to increase (531203) membership dues by \$500 changing the 2012 budget from \$7,200 to \$7,700. All "aye" on voice vote, motion carries.**

**Other Budgets**

**Commissions & Committees**

Per-diems went down due to consolidation of committees (\$80,000 to \$55,500 budgeted for 2012)

**Central Postage**

**Central Telephone**

**Central Duplicating**

(Central postage, telephone and duplication are all charged out to departments.)

**Finance Department**

(Cut \$800 in non-personnel items)

**Independent Audit**

(Budget is down due to an actuarial study done every 2 years.)

**Cost Allocation Plan**

(Indirect cost study)- all central services charged out to departments)

**Central Purchasing**

(25% of payroll clerk's time and what is bought and charged-out to departments.)

**MOTION/SECOND: (Cushing/Hintz) to accept the County Board Budget, Commissions & Committees, Central Postage, Central Telephone, Central Duplicating, Finance Department, Independent Audit, Cost allocation Plan and Central Purchasing Budgets as presented and forward to County Board. All "aye" on voice vote, motion carries.**

9:50 a.m. Supervisor, Denny Thompson - arrives

**10:00 a.m. Emergency Management – Ken Kortenhof & Jeff Freese, Ambulance Manager – Howard Young**

Kortenhof reduced (523306) Ambulance, Clinic & Hospital Services (\$39,844) from \$917,484 to \$877,640. Also he suggested allocating 25% of the director's time to the ambulance budget (\$25,000), and charging the Insurance charges to ambulance budget (\$25,000).

Kortenhof predicts that after 2012 the Ambulance budget will level off for a number of years. More discussion took place regarding reducing the budget and working together with the city. Kortenhof feels more cuts will reduce the services to the community and that a study should be done on the Ambulance Service and any merging with the city. Cushing stated he don't want to cut services, he is just looking for a better way to do it, he stated "If we do what we always do... we will get what we always got"; "maybe it should be looked at from a different angle from someone totally outside". Kortenhof states he worked hard to get a system that works and he is glad that the committee is looking at a study and not just cutting the budget arbitrarily.

**MOTION/SECOND: (Cushing/Hoffman) to decrease Emergency Manger Director budgeted amount by (\$25,000) and move it the to ambulance budget and reduce the Insurance charges (\$25,000) and move to the ambulance budget; accept the amended budget and forward to County Board. All "aye" on voice vote, motion carries.**

**Advertising**

**MOTION: (Cushing/Hintz) to reduce (56730) advertising (\$10,000) from \$95,000 to \$85,000. All "aye" on voice vote, motion carries.**

**10:30 a.m. Economic Development – Roger Luce**

Roger Luce introduced himself and stated he has completed his 5<sup>th</sup> week as replacement for Jim Kumbera who retired September 7, 2011. Luce gave a background of his work experience and talked about his performance goals. He states Economic Development has an opportunity from the state to administer a multi-county revolving loan fund and he will meet with Marge Sorenson on this. The admin. dollars would become revenue dollars for Economic Development and this could lessen the burden on the County likewise. Luce states on the expense side they are down on their general Liability Insurance which needs to go up to one million dollars, any increase in the insurance will come out of the corporation's reserves to off set this. Luce went through more of the expenses and explained their software and hardware are extremely outdated and states they are looking at \$1,250 increase in the office equipment line item. He would like to update and upgrade the Economic Development website and brochures. Luce states there is a total change in their budget of \$2,752.45 over last year in which they will have to take from their reserve.

**MOTION/SECOND: (Cushing/Wolk) to accept Economic Development's budget at the requested 2012 budget of \$85,000 as presented and forward to County Board. All "aye" on voice vote, motion carries.**

Break / Reconvene 10:50 am -11:00 a.m.  
Supervisor, Gary Baier arrives at 11:00 a.m.

**11:00 a.m. ITS - Lynn Grube**

Lynn Grube discussed what software/hardware is critical and what is not, she also explained software agreements and maintenance. Grube talked about the sheriff's office as the highest user of supplies and found the sheriff's office has cut printing to critical printing; this has saved thousands of dollars. Imaging instead of printing will save money, you can print only what you want, when you want. Cushing asked Grube if she could reduce her budget by \$41,000. Grube states she may after she meets with two vendors on maintenance. Cushing asked if \$20,000 would be more like it to start with, Grube agreed she could cut \$20,000 in hardware/software maintenance.

**MOTION/SECOND: (Cushing/Hoffman) to reduce ITS budget by \$20,000 in hardware/software maintenance and accept ITS budget as amended and forward to County Board. All "aye" on voice vote, motion carries.**

**11:30 a.m. Planning & Zoning - Karl Jennrich & Denise Hoppe**

Karl Jennrich stated they really do not have a lot of areas to cut. Jennrich states there is a possibility of increase in revenue for 2012. Discussion took place on publications of legal notices and their costs and also on the circulation of these news papers. Committee feels there may be some overlapping in area where different newspapers are sold.

There was more discussion on the revaluing of homes during construction, septic systems notices and non-metallic mining.

**MOTION/SECOND: (Hintz/Cushing) to reduce p. 122 (531201) publications of legal notice by \$3000 reducing the total from \$10,000 to \$7,000, and accept Planning and Zoning Budget as amended and forward to County Board. All "aye" on voice vote, motion carries.**

Lunch 12:00 pm – Reconvene 1:00 pm

Supervisor Cushing stated that Paul Spencer, Social Services Director, said to reduce the \$38,000 for a Social Worker position.

**MOTION/SECOND: (Cushing/ Hoffman) to reduce the budget by a Social Worker position of \$38,000. All "aye" on voice vote, motion carries.**

**1:30 p.m. Building & Grounds – Curt Krouze & Lu Ann Brunette**

Curt Krouze states he has a couple small changes to make for Building and Grounds and the Law Enforcement Center. Krouze states he would like to reduce the electric by \$10,500 and gas by \$4,800. For the Law Enforcement Center he would like to reduce the electric \$3,000, water and sewer \$2,500, Janitorial \$1,250 and gas \$3,000. Krouze states the reduction in the Law Enforcement Center is due to the state withdrawing their prisoners from the county. Building and Grounds also had budget changes in non-personnel line items on the Courthouse, Department on Aging & Northern Advantage Job center, WPS Building and Law Enforcement Center of (\$79,000). More discussion took place on the WPS building, the Northern Advantage Job Center, U.W. Extension and the Law Enforcement Center.

**MOTION/SECOND: (Hintz/Wolk) to reduce electric (522002) by \$10,500 from \$92,000 to \$81,500; gas (522003) by \$4,800 from \$41,800 to \$37,000. P. 46- Law**

**Enforce Center- (522002) electric reduce \$3000 from \$135,000 to \$132,000; P. 46 (522001) water and sewer reduce by \$2,500 from \$50,000 to \$47,500. P.46 – (531404) Janitorial – reduce by \$1,250 from \$25,000 to \$23,750. P. 46 (522003) LEC – gas reduce \$3,000 from \$90,000 to \$87,000, and accept Building & Grounds Budget as amended and forward to County Board. All “aye” on voice vote, motion carries.**

**2:00 p.m. Forestry – John Bilogan**

Bilogan handed out information on the 2012 Forestry Department Budget and the 2012 Forest Stumpage Revenue Calculation. He started with the County Forestry account discussing the timber/stumpage sales. Bilogan explained how he calculates stumpage revenue during a particular calendar year. Weather and timber markets can influence the formula. Bilogan would like to get different species of timber sales banked and then could play the market when the need for certain wood sales are on demand. Sorensen suggested adding \$120,000 to the stumpage revenue but also adding \$20,000 to expenses for the Forestry LTE account so the net is \$100,000.

Bilogan gave a brief update on the 280 ft. snowmobile bridge on the Rainbow Flowage and addressed the mining project.

Sorenson asked Bilogan to talk about the LTE park job duties that he doesn't see a deputy doing on their shift. Bilogan stated the LTE would work late afternoon 4:00pm – 11:00pm specifically during a high use periods (summer into fall), he would check parks, campgrounds, looks for registrations, trout passes, firewood permits, enforces the ordinances, answers questions. This person would be patrolling the parks and campgrounds daily.

**MOTION/SECOND: (Young/Cushing) to increase revenues - forestry stumpage \$120,000 and increase Forestry LTE \$20,000, and to accept Forestry Budget as amended and forward to County Board. All “aye” on voice vote, motion carries.**

**2:30 p.m. Highway – Nick Scholtes & Patti Wrycha**

Nick Scholtes will retire by the end of the year. Scholtes stated the Highway Committee feels that promoting within the department for his position will create a vacancy that if filled within eventually there would be an opening on the bottom (highway maintenance position) in which the committee has suggested eliminating that position. Also, there is a person who is retiring in December and the committee suggested elimination that position also, so there would be 2 positions eliminated in the Highway Department. Scholtes guesses that would save approximately \$130,000.

**MOTION/SECOND: (Hintz/ Wolk) to decrease the Highway Department budget by \$100,000 by eliminating 2 positions in County Highway Maintenance as of the first of the year, and to accept Highway budget as amended, and forward to County Board. All “aye” on voice vote, motion carries.**

**3:00 p.m. Medical Examiner – Traci England**

Traci England states the only place she has to cut is in central purchasing and this is where she buys her body bags and personal protective equipment at the end of the year. Supervisor Young asked about line (472112) Intergovernmental charges – medical examiner, stating it is at \$35,000 and wondered why we haven't raise it. England states

we have raise it this year in July 2011 by \$1,000 with a two year contract. England checked paperwork and confirmed that the \$35,000 should read \$36,000.

**MOTION/SECOND: (Young/Wolk) to increase in expenditures \$1,000 as a correction to (Intergovernmental Charges) from \$3,500 to \$3,600, accept the Medical Examiner Budget as amended and forward to County Board. All “aye” on voice vote, motion carries.**

**4:00 p.m. LRES – Lisa Charbarneau**

Charbarneau discussed the employee’s health Insurance plan. She states she has changed out-of- network providers from 90-10 to 70-30 co-pay. Deductible for out-of-network providers went up. Co-pay for prescription drugs went up slightly, lowered the generic and increased the formulary and non-formulary co-pays. Changed the emergency co-pay from \$50.00 to \$100.00 and added office visit co-pay of \$20.00 for all visits.

Charbarneau discussed the possible elimination of the secretary from the Family Court Commissioner’s office, which is a 50% position; she states the total savings would be approximately \$22,025.58. Charbarneau states the Family Court Commissioner and Child Support go hand in hand working very close together and she has talked with Paul Spencer about the absorption of the 50% secretary position into Social services current staff. Spencer did state he believes his staff can absorb the secretarial duties but does not believe he has office space for the Court Commissioner. Charbarneau states she believes that the Health Department may have the extra space for the Court Commissioner. Charbarneau states this is just an idea at this time.

LRES budget was discussed and Charbarneau felt that we could reduce (521102) Medical Exams by \$1000. Sorenson states that the social security saving on the section 125 due to charging the employees an additional \$75,000 for their premium, the county will be saving the social security monies and to increase the local department charges – 125 administration from \$30,000 to 37,500 (\$7,500). Sorenson also stated that the eliminated County Coordinator position wage and fringes which was replaced by the H.R. Director can be reduced by \$13,000.

**MOTION/SECOND: (Hintz/Young) to decrease LRES medical exams by \$1,000, to increase (474113) local department charges -section 125 administration by \$7,500 (\$30,000 to \$37,500) and reduce wages and fringes (511101) by \$13,000 to equal \$135,079, from \$148,079 and accept LRES budget as amended and forward to County Board. All “aye” on voice vote, motion carries.**

**ADJORN:**

**MOTION/SECOND: (Hintz/Wolk) to adjourn the Finance & Insurance Budget Hearing at 4:15 pm. All “aye” on voice vote, motion carries.**

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Ted Cushing, Chairman

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Melodie Gauthier, Secretary