

**MEETING OF ADMINISTRATION COMMITTEE  
OCTOBER 3, 2022  
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 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.

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

**Approve minutes:** Motion by Schreier/Fisher to approve the minutes of September 14, 2022 and September 15, 2022. All aye; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

Finance

- Motion by Fried/Fisher to approve the vouchers as presented. All aye; motion carried.

ITS

- Motion by Cushing/Fisher to approve the ITS vouchers as presented. All aye; motion carried.

Treasurer

- Motion by Schreier/Kelly to approve the vouchers for the Treasurer's office. All aye; motion carried.

County Clerk

- Motion by Cushing/Fried to approve the County Clerk vouchers as presented. All aye; motion carried.

**CDBG Update** – Smigielski reported that the Minocqua project is well under way and will be completed in time. The Rhinelander pre-construction meeting was last week and everything should be completed in time for the cutoff.

**Next steps for Broadband Bonding**

- Hiring of Technology Consultant** – Fried report that the first bond resolution was passed last week. Verdoorn stated that the County should now consider hiring a technology consultant. Fried stated that it has been recommended that the county appoint a project team to oversee the broadband project. Schreier stated that he believes the Economic Development Corporation Broadband Committee is already overseeing the project and an additional committee is not necessary. Discussion regarding the next steps. Fried will recommend to the County Board Chair that the Economic Development Corporation Broadband Committee remain the project team. Verdoorn reported that the ARPA funds that were allocated for a technology consultant be used to cover John Sweeney's consultant fee and Nokomis Networking, Russel Berg, consultant fee.

**2023 Budget Hearings** – Fried gave an overview of the budget hearings and how the next few days will proceed.

2023 Budget Executive Overview – Smigielski presented the budget overview which covered the budget process, an explanation of the county funds, an overview of the committee setup and which departments are covered, a snapshot of all of the fund balances for the 2023 budget which includes a deficit of \$1.7 million in the general fund, all funds revenues including a breakdown of the tax revenues (sales tax, property tax, transfer tax and other taxes), tax levy allocation, all fund expenses, FTE by Department and all funds transfers. Smigielski reported that the levy can increase by \$429,517, however, the mil rate goes down by .26. Smigielski reported that employee costs account for 46% of the total budget. Smigielski reported that there is \$1.6 million in requested transfers out of the general fund for 2023.

#### Public Safety

- Sheriff's Office and Emergency Services – Sheriff Hartman presented a copy of the Sheriff's Office Budget. Hartman reported that they are requesting an increase in non-personnel expenses of \$13,687 due to inflation. Hartman reminded the committee that there is \$100,000 in the budget due to the Human Service Center no longer providing mental health screenings in the jail. Hartman stated that in the budget are the purchases of two ambulances. Hartman reported that Oneida County is currently housing Dane County inmates, however, that revenue will most likely not be available in 2023. Discussion regarding the Human Service Center mental health services and the funding of the mental health contract. Discussion regarding the appropriation accounts. Smigielski informed the committee that the Sheriff's Office is drawing down their appropriations for vehicles. Hartman stated that the continuing appropriation accounts are realistic and should not be touched to help balance the 2023 budget. Hess stated that vehicle costs have gone up over 30%, food services costs are up 10.7% and health care is up 6.7%. Hartman stated that they have presented a realistic budget for 2023. Fried questioned if there are any vacancies in the Sheriff's office that aren't mandated. Hartman reported that in 10 years he has seen a lot of departments add positions and the Sheriff's Office hasn't done that and he would be against eliminating positions at the Sheriff's Office. Motion by Cushing/Kelly to accept the Sheriff's Budget as submitted and forward to the County Board for consideration. Fried asked if it would be stretch to increase revenue in the sheriff's office. Hess discouraged the committee from increasing the revenues. Discussion regarding a vacancy allowance in future budgets. Smigielski will work with the Sheriff's Office and bring proposed vacancy dollars on Wednesday. All aye; motion carried.
- Circuit Court Branch I, Circuit Court Branch II, Register in Probate, Clerk of Court – Fried asked for clarification on the law clerk position and how it is split. Meyer reported that the Law Clerk used to be split 33% Vilas County and 66% Oneida County, however, that is now split 50/50 with Vilas County. Discussion regarding the roles of the Law Clerk and what impact would be felt if that position were eliminated. Discussion regarding the OWI treatment court that ended as of September 30<sup>th</sup>. Judge Bloom reported that the OWI court was funded fully through the Department of Corrections. Motion by Schreier/Kelly to approve the Circuit Court, Register in Probate and Clerk of Courts budgets as presented. Fried questioned if there was any way to increase revenues. Franzen reported that she would not recommend and increase in revenues. All aye; motion carried.

Recess – 10:20 a.m.

Return to Session – 10:25 a.m.

- District Attorney – Heidi Ihn presented the budget for the District Attorney’s Office. Ihn reported that contractual services are increased based upon 2022 expenses. Fried would like to see that decreased based upon an average of the past 5-10 years. Fried reported that if this goes over then the additional expense would be covered. Motion by Fried/Cushing to amend the budget by \$2500 in contractual services and decrease the amount in contractual services to \$2500. All aye; motion carried. Motion by Fried/Cushing to approve the District Attorney’s budget as amended and forward to the County board for approval. All aye; motion carried.
- Medical Examiner – Discussion regarding the Medical Examiner budget. Schreier verified the training cost of \$8455.00. Discussion regarding the \$15,000 continuing appropriation fund. Smigielski reported that there is a proposal to draw \$5000 from the continuing appropriation account and use it in the Medical Examiner’s budget for 2023. Schwabb stated that there is not a plan to draw that down by \$5000 and that the request was to increase the continuing appropriation by \$5000. Smigielski reported that this will be a \$10,000 swing in the budget. Motion by Fried/Schreier to amend the ME budget by eliminating 413123 applying the appropriation of \$5000 and moving that to expenses to be determined. All aye; motion carried.  
Motion by Cushing/Fried to increase public charges for services by \$5000. All aye; motion carried.  
 Discussion regarding the request for \$8455 for training which will come from any surplus in the Medical Examiners budget from 2022. Smigielski cautioned the committee that if every department were to do that it would create issues with future budgets. Fried stated that if there is a \$10,000 surplus then the budget should be cut. Smigielski reported that the pathology line item is budgeted at \$55,000, however, it has averaged around \$40,000.  
Motion by Fried/Schreier to decrease pathology (521103) to \$45,000 and increase the revenue (461030) by an additional \$5,000 to \$125,020. All aye; motion carried.  
Motion by Fisher/Kelly to amend the training/conference budget from \$1000 to \$5000. Fried expressed concern with that increase and believes that it needs to be discussed at the committee level. Fisher, aye; Cushing, nay; Fried, nay; Kelly, aye; Schreier, aye. Motion carried.  
Motion by Fried/Schreier to amend the Medical Examiners budget by reducing the 699009 Capital Equipment outlay to \$0. Discussion regarding the capital outlay account and that an earlier motion added an additional \$5000 which will leave this account at \$5000 and not \$10,000. All aye; motion carried.  
Motion by Cushing/Fried to approve the amended Medical Examiners Budget and forward to the County Board for consideration. All aye; motion carried.
- Corporation Counsel – Fried asked if the assistant corporation counsel position can be decreased to account for the 60% part-time position. Fried expressed concern with budgeting in anticipation instead of budgeting as is currently happening. Smigielski reported that the 512018 – Cash In Lieu of Health insurance is double tracked in the health insurance line and the cash in lieu line item.  
Motion by Cushing/Fried to adjust 512018 Cash In Lieu from \$5000 to \$0. All aye; motion carried.

Motion by Fried/Cushing to decrease the personnel budget from a FT position to a .6 position which would be a reduction of \$35,000 between wages and fringe. All aye; motion carried.

Discussion regarding the software budget, capital outlay and law library.

Motion by Fried/Schreier to amend the capital outlay request from \$28,025 to \$23,025 by \$5000 specifically the Software request(699007). All aye; motion carried.

Motion by Fried/Schreier to approve the Corporation Counsel request and forward it to the County board for approval. All aye; motion carried.

#### Land Records

- Land Information – Chiamulera presented the Land Information budget for 2023. Discussion regarding the increase in personnel costs due to the 2080 change in positions. Smigielski reported that there is an error on line 511102 and it should be decreased by \$32,000 from \$320,060 to \$288,060. Motion by Cushing/Fisher to reduce line 511102 and employee benefits from \$320,060 to \$288,060 not to exceed \$32,000. All aye; motion carried.  
Discussion regarding \$4500 for other professional services which is used for Web Mapping that may not be able to be handled within the offices. Discussion regarding surpluses that may have occurred in 2021 and 2022. Discussion regarding the In Rem process and surveying properties that are tax deed foreclosed.  
Motion by Fried/Cushing to approve the Land Information budget as amended and forward to the County board. All aye; motion carried.
- Register of Deeds – Franson reported that he has adjusted his transfer return revenue. Discussion regarding the adjustment and anticipated fees for 2023. Motion by Cushing/Schreier to increase real estate transfer fee from \$180,000 to \$191,000. Discussion regarding the current fees and anticipated returns for 2022. Fried encouraged that this be reconsidered to increase even more. Franson gave the committee historical data from 2018 and 2019. Cushing/Schreier amended motion to \$200,000 for line 412300 (Real Estate Transfer). All aye; motion carried. Motion by Cushing/Kelly to accept the Register of Deeds budget as amended and forward to the County board for approval. Discussion regarding the public charges fees. Franson explained the Public Charges fee and how that money is budgeted. Discussion regarding the Register of Deeds continuing appropriation account. All aye; motion carried.

Break for Lunch - 12:45 and will return at 2:00

Return to session – 2:00 p.m.

#### Forestry, Land & Outdoor Recreation

- Forestry – Fiene reported that under sale of fixed assets (483100) the revenue should be increased to \$8000.00. Motion by Cushing/Kelly to amend line 483100 – sale of fixed assets to \$8000. All aye; motion carried. Fiene stated that there is a payment in lieu of insurance in the amount of \$6300 that is also included in the health insurance. Motion by Fried/Cushing to decrease the health insurance under personnel in both the Parks and Forestry Departments by \$6300 total. All aye; motion carried. Fiene gave an overview of the budget and increases to line items. Schreier asked for justification on the increase of dues. Fiene explained that this added expense is offset by a grant in revenue. Fiene reported that ½ of his salary

is covered through a grant. Fiene reported that they are fully staffed at this time. Fiene explained the continuing appropriation accounts for Forestry. Motion by Cushing/Fried to amend line 342047 Mining Impact and decrease it by \$5000 and add \$5000 to Forestry revenue with the account to be determined. All aye; motion carried. Discussion regarding the continuing appropriation for Forestry Equipment. Discussion regarding a truck purchase in 2023. Fiene reported that they are proposing a non-lapsing account for tree planting which will have \$10,000 added every year and it will be capped at \$50,000. Fried asked for clarification on Contractual Services and what that is used for. Fiene explained that the contracted services are typically for ATV/Snowmobile trails and those are grant funded. Discussion regarding the sale of stumpage and the estimated 2023 revenue of \$920,000. Discussion regarding increasing the 2023 stumpage revenue to \$1,000,000. Fiene explained the historical price that has been paid for stumpage and how that is going down this year. Discussion regarding increasing the revenue to \$945,000 for timber sales stumpage. Motion by Cushing/Fried to increase 468106 – Firewood Stumpage Sale from \$920,000 to \$950,000. All aye; motion carried. Discussion regarding various line items in the forestry budget. Motion by Cushing/Schreier to reduce 342076 – Parks from \$75,560 to \$70,000. All aye; motion carried. Motion by Cushing/Fisher to accept the amended forestry budget and forward to the County board for consideration. All aye; motion carried.

Clerk of Court – Smigielski reported that the Brenda Behrle came in and stated that the overtime budget could be eliminated in the Clerk of Courts Office. Motion by Fried/Schreier to decrease the overtime budget from \$400 to \$0. All aye; motion carried.

#### LRES

- Labor Relations and Employee Services – Motion by Fried/Schreier to amend the health insurance line item by decreasing it \$1800. All aye; motion carried. Charbarneau gave an overview of the LRES budget. Discussion regarding funding an EAP (Employee Assistance Program) and decreasing the wellness incentive budget. Discussion regarding the EAP and how that will be used. Motion by Cushing/Fisher to reduce contractual programs to \$5000 and increase wellness incentive to \$5000. All aye; motion carried. Motion by Cushing/Kelly to approve the amended budget and forward to the County Board for approval. All aye; motion carried.
- Discussion regarding Cost of Living Adjustments and the Health Insurance plan Design.

**Public comment/communications:** None

**Adjourn** – Fried adjourned the meeting at 3:25 p.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk