

**Administration Committee/Budget Hearings  
October 2, 2018  
Minutes**

**Committee members present:** Chairman Dave Hintz, Bob Mott, Billy Fried and Robb Jensen.

**Absent:** Ted Cushing

**Call to order:** Chairman Hintz 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 Fried/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Continue 2019 Budget Hearings**

Register of Deeds – Smith reported that the Register of Deeds has increased the revenue by \$5,000 and decreased the non-personnel budget by \$700. Discussion with Kyle Franson regarding the increase of revenues. Discussion regarding efficiencies in the office. Motion by Hintz/Fried to approve and forward on to the County Board the Register of Deeds proposed 2019 budget. All aye; motion carried.

Land Information – Smith reported that Land Information will be utilizing \$5000 in revenue from the continuing appropriation and \$25,000 from State Aid-GPS for Land Survey Professional Services. No other non-personnel increase. Discussion regarding GIS Mapping and property disputes. Discussion regarding technology needs and efficiencies in the Land Information office. Motion Jensen/Mott to approve the Land Information budget as presented and forward on to the full County Board for approval. All aye; motion carried.

Veteran's Service Office – Smith reported that the Veteran's Service Office is presenting the same budget as 2018, no non-personnel increases. Tammy Javenkoski reported that they are anticipating a \$10,000 grant that goes towards her salary. Discussion regarding the Veteran's Service Office budget. Motion Jensen/Mott to approve the Veteran's Service Office Budget and forward it on to the full County Board for their review. All aye; motion carried.

Forestry – Smith reported that the Forestry Department has increased the 2019 revenue by \$186,500 and decreased non-personnel expenditures by \$2,818. John Bilogan gave an overview of the Forestry budget. Discussion regarding the forestry budget and revenues. Motion by Jensen/Mott to approve the Forestry budget as presented and forward it to the County Board. All aye; motion carried.

Labor Relations and Employee Services – Smith reported that the non-personnel expenditures remain the same. Smith reported that she is recommending that the Wellness Budget revenue is increased by \$4,400 as this is reimbursed to Oneida County by Group Health Trust. Motion by Hintz/Mott to add \$4,400 to the budget for LRES for the Wellness budget. All aye; motion carried. Lisa Charbarneau reported that there were no major changes to the LRES budget. Discussion regarding employee recognition awards and how they are handled. Motion by Fried/Jensen to increase the Employee Recognition by \$1,000 for the Labor Relations budget. Voice vote taken 3-1 (Mott Nay); motion carried. Motion Jensen/Fried to approve the LRES Budget as adjusted. All aye; motion carried. Discussion regarding the Carlson Dettman Salary study and the potential impact that may have on the budget. Charbarneau reported that she spoke with Patrick, Carlson Dettman, and the impact could be anywhere from 3% to 5%. Discussion regarding how wage increases could be handled if it is determined that they are needed.

Highway Department/Solid Waste – Smith reported that previous years budget showed a Levy amount of \$2,028,796 which included \$450,000 for Road Construction through the Capital Improvement Program. Smith stated that she has removed the \$350,000 from the levy and will show it as a transfer and the actual adjusted Levy is \$1,678,796. Smith also reported that they will be utilizing a fund balance of \$135,000 towards a CIP project to make some improvements to the garage. Bruce Stefonek and Jeri Cooper gave an overview of the highway department budget. Stefonek reported that this year they completed around 12 miles of reconstruction and 9 miles of chipsealing. They used

department fund balance to complete many of those road projects. Discussion regarding road projects and the budget. Discussion regarding the work schedule, plow routes and weekend hours. Smith reported that Solid Waste is looking at 2018 being \$100,000 favorable. Discussion regarding Solid Waste being self-funded. Discussion regarding recycling revenue and expenses. Motion by Hintz/Jensen to approve the Highway Department and Solid Waste budget as presented. Discussion regarding the need to put money into the roads. All aye; motion carried.

Recess – 11:49

Return from Recess – 1:00 p.m.

Information Technology – Smith reported that the ITS Budget is the same as 2018, however, there is a CIP project (redundant internet connection – second line) that if approved, will add an annual expenditure of \$9,960 to the ITS budget. Discussion regarding the vacancy in the Network Analyst position. Motion by Hintz/Fried to include the second line in the ITS budget. Discussion regarding the need of the line. Discussion regarding the need for the redundant internet line and putting this in the budget. Voice Vote - 3 aye (Mott abstained); motion carried. Motion by Jensen/Hintz to approve the ITS budget as presented and forward it on to the full County Board for approval. All aye; motion carried. Discussion regarding the open Network Analyst position. Motion by Fried/Mott to amend the Network Analyst Position placeholder insurance policy from a family to a single policy. All aye; motion carried.

North Central WI Regional Planning Commission – Smith reported that the 2019 proposed budget is \$43,000, the same as 2018. Dennis Lawrence discussed upcoming projects and services that NCWRPC offers to Oneida County. Motion by Mott/Fried to approve the North Central WI Regional Planning Commission budget and pass it on to the County Board for their approval. All aye; motion carried.

Other Budgets (Debt Service, Airport Construction, Health Insurance Trust) – Smith reported that Debt Service covers any loans that Oneida County has and currently the only loan is the Expera Loan. Motion by Fried/Hintz to approve the Debt Service as presented in the 2019 budget. All aye; motion carried. Smith explained the Airport Construction budget and where the money comes from. Motion Fried/Jensen to approve the Airport Construction Fund as presented in the 2019 budget. All aye; motion carried. Discussion regarding the Debt Service budget and why the interest from the loan is not added to the revenue. Smith presented the Health Insurance Trust budget and explained the purpose of the budget. The balance in the account is \$103,000 and \$75,000 is being used in the 2019 budget, which will only leave \$28,000 for 2020. Motion by Fried/Jensen to approve the Health Insurance Trust as outlined in the 2019 budget proposal. All aye; motion carried.

Recess – 2:28 p.m.

Return from Recess – 2:45 p.m.

Fair – Smith reported that the Fair has requested an increase of \$9,000 in the budget to bring their total request to \$25,000. The continuing appropriation was at \$11,323 which is down from 2017 and it is anticipated that they will be over budget this year which means they will need to pull from that continuing appropriation. Fred Andrist, Fair President, gave an overview of this years fair, what was spent and why the request for the \$9,000 increase. Discussion regarding the fair budget. Motion by Mott to reduce the fair ask by \$5,000. No second; motion fails. Motion by Jensen/Fried to reduce the fair budget by \$9,000 for 2019. Discussion regarding the requested budget, the fair becoming a self-sustaining fair and what needs to be accomplished in the next year. Voice vote, 3-1 (Mott nay); motion carried.

UW Extension – Smith reported that a .80 FTE Administrative position in UW-Extension was eliminated in the budget and replaced by a .53 FTE LTE. The UW-EX is requesting that the Program Assistant position is increased from a 80% to 100%, however, this is not included in the budget as it hasn't been approved by the LRES committee. If approved the fiscal impact would be \$12,857. The non-personnel budget request for the UW-EX was decreased by \$11,644 in 2019. Steve Nelson, UWEX Director, gave an overview of the UW Budget and the services provided by the UW-Extension. Discussion regarding the UW-Extension regarding the request for the position increase. Discussion on whether to included the proposed position in the budget. Smith stated that the position is not included in the budget that was presented to the committee. Motion by Mott/Jensen to approve the UW-Extension budget and forward it on to the County Board for their approval. Discussion regarding the budget. Voice vote, 3-1 (Fried, nay); motion carried.

Public Health – Smith reported that there is an increase of \$9,900 to the levy due to salary and fringe increases in the health department. WIC and the Sanitation budget do not receive any levy dollars. Linda Conlon gave an overview of the Health Department budget and the breakdown of her budget that is grant funded, revenue funded and funded by the levy. Discussion regarding the budget and the services that the Health Department provides. Conlon has reported that she has needed to make cuts in order to fund some of the increases in insurance and fringe costs associated with the positions funded by grants. Discussion regarding what cuts have been made. Motion Hintz/Mott to approve the Health Department budget as presented. All aye; motion carried.

Capital Improvement Program – Smith presented the CIP projects as proposed by the CIP Committee. Smith reported that the total 2019 projects proposed to be funded cost \$2,509,348 with \$415,000 to come from fund balances and levy which leaves \$2,094,348 to be funded from the general fund. Discussion regarding the CIP projects, what is being proposed this year and what future projects are being looked at. Discussion regarding the general fund and the affect that the CIP projects will have on the general fund. Motion by Jensen/Fried to approve the 2019 Capital Improvement projects as presented with the bottom line general fund reduction of \$2,094,348, \$315,000 from fund balances and \$100,000 to come from the levy. All aye; motion carried.

**Adjourn:** Chairman Hintz adjourned the meeting at 4:39 p.m.

Respectfully submitted,

---

Tracy Hartman, Recording Secretary  
Oneida County Clerk

---

David Hintz, Chair