

**Administration Committee/Budget Hearings  
October 3, 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 Jensen/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Continue 2019 Budget Hearings**

County Treasurer – Smith reported that there is an additional \$185 for the service contract for the money counting machine, however, they also decreased some non-personnel expenses and therefore have an overall decrease of \$40 in non-personnel expenses. Kris Ostermann gave an overview of the Treasurer's budget. Motion by Mott/Fried to increase training by \$250 for the 2019 budget for the County Treasurer. All aye; motion carried. Discussion regarding delinquent taxes and getting them paid. Motion by Mott/Hintz to approve the amended Treasurer's budget and pass it on to the County Board for approval. All aye; motion carried.

Humane Society – Smith reported that the Humane Society is requesting \$40,250, which is the same request as 2018. Discussion regarding the Humane Society budget and what services are budgeted. Motion by Hintz/Mott to approve the Humane Society budget as presented. All aye; motion carried.

Recess – 9:28 a.m.

Return from Recess – 9:38 a.m.

Clerk of Courts – Smith reported that in 2019 there was a revenue increase of \$1800 and a reduction of \$375 in non-personnel items. Brenda Behrle gave an overview of the Clerk of Courts budget. Discussion regarding debt collection. Motion by Jensen/Fried to approve the Clerk of Courts budget as presented and forward it on to the County Board. All aye; motion carried.

Recess – 9:55 a.m.

Return from Recess – 10:00 a.m.

Circuit Court Branch I, Family Court Commissioner, Register in Probate, Circuit Court Branch II – Smith reported that all of the budgets have been presented with no increase to non-personnel. Smith reported that 2020 will be a challenge due to an increase that will be occurring in the fees paid to court appointed attorneys. Discussion regarding the proposed budgets and looking at efficiencies. Motion by Jensen/Mott to approve the Circuit Court Branch I, Family Court Commissioner, Register in Probate, Circuit Court Branch II budgets as presented. All aye; motion carried.

Recess – 10:23 a.m.

Return from Recess – 10:31 am.

District Attorney – Smith reported that the District Attorney's office presented a zero increase to non-personnel for 2019. Schiek gave an explanation of the 2019 budget. Discussion regarding the new prosecutor being proposed through the Tri-County/Tribal Controlled Substance Committee. Motion by Mott/Hintz to approve the District Attorney's budget and pass it on to the full County Board. Discussion regarding the part-time employee used during the summer and the difficulty getting it filled. All aye; motion carried.

Recess – 10:47

Return from Recess – 11:00

Medical Examiner – Crystal Schwab, Chief Medical Examiner, and Lisa Charbarneau presented the 2019 Medical Examiner’s budget. Smith reported that there are changes to the 2019 budget. There is an additional \$95,000 in revenue due to the Vilas County contract, however, there is a stipulation in the contract that Vilas County may terminate the agreement if there is a change in the Medical Examiner. There is also an increase of \$35,000 in personnel costs along with an additional \$23,000 in non-personnel costs. Discussion regarding how to budget for 2019 if Vilas were to terminate the agreement. Discussion regarding the needs of the office. Motion by Hintz/Mott to approve the Medical Examiners budget as presented. All aye; motion carried.

Recess – 11:23 a.m.

Return from Recess – 11:32 a.m.

Planning & Zoning/Land and Water Conservation – Smith reported that Planning and Zoning have requested an increase of \$1,000 for training/conference fees, however, they have also increased revenue. Karl Jennrich and Michelle Sadauskas gave an overview of the budgets. Discussion regarding the Land and Water Conservation budget and the Planning and Zoning department. Discussion regarding the staffing level for Planning and Zoning. Motion by Jensen/Fried to approve the Planning and Zoning and Land and Water Conservation budgets and forward them on to the County Board. All aye; motion carried.

Recess for Lunch – 12:03 p.m.

Return from Recess – 1:00 p.m.

Department on Aging – Smith reported that the Department on Aging budget does not include ADRC expenditures and revenue if it is approved for integration. There will be no additional tax levy needed if the ADRC is integrated. Smith reported that the tax levy needed for the Department on Aging has decreased \$9,100 for 2019. Dianne Jacobson and Joel Gottstacker answered questions regarding the Department on Aging budget. Discussion regarding the tax levy used for Department on Aging. Discussion regarding the services offered by the Department on Aging. Discussion regarding how being an integrated ADRC will help with funding for the County and how the budget will be handled. Motion by Mott/Fried to approve the Department on Aging budget and pass it on to the County Board for consideration. All aye; motion carried.

Tourism – Discussion regarding the Tourism budget. Discussion regarding the JEM grant and how that affects the budget. Discussion regarding revenues and how tourism can bring in more revenue. Motion by Fried to adjust the tourism budget to \$70,000, no second; motion fails.

Discussion regarding the efficiency study and what is an appropriate time to look at the efficiencies and cuts. Discussion regarding the revenues that are brought in by the Sheriff’s Office, Forestry, etc. and when those funds should be used in the budgeting process.

Other Budgets (Reserve for Contingency) – Smith reported that the current deficit is \$72,162 after all budgets have been reviewed. Smith explained the reserve for contingency budget which includes general property taxes, forest cropland, county sales tax, interest on taxes, penalty on taxes, shared revenue, state aid-conservation, pilt-exempt computers, personal property aid, local department charges, interest earned, rent of other facilities, sale of fixed assets, sale of county land, miscellaneous revenues, fund balance applied and application of continuing appropriations. Motion by Jensen/Hintz to increase the interest earned by \$30,000 to be a total of \$200,000 for 2019. All aye; motion carried. Discussion regarding the amount of fund balance applied and if that should be increased to cover some of the smaller projects that came in from various department budgets. Smith explained the revenue portion of the reserve for contingency budget which includes the vacancy budget and operating transfers (actual contingency budget). Smith explained that in the contingency budget is the health insurance increase, COLA adjustment, retiree health, general contingency and the prosecutor for DA’s office. Discussion regarding the implementation of the Carlson Dettman wage study. Hintz would like to see an additional \$315,000 put into contingency towards this consideration. Discussion of where this funding should come from. Motion by Jensen/Hintz to increase the 2019 contingency by \$210,000 for the anticipated Carlson Dettman Study results. Charbarneau stated that this number doesn’t include all of the employees. Total cost could potentially be \$595,000 (\$315,000 non-exempt and \$280,000 exempt employees). Discussion regarding how to fund the potential increases proposed by the Carlson Dettman Study. All aye; motion carried.

Motion by Jensen/Hintz to increase the money from the general fund for 2019 by \$250,000. Jensen, aye; Hintz, aye; Fried, nay; Mott, aye. Motion carried.

Hintz stated that there will be a meeting the following week to bring certain budgets back before the committee. Discussion regarding what departments and budgets that need to be brought back before the committee. There is a meeting scheduled for Thursday, October 11 at 10:00 a.m.

Hintz adjourned the meeting at 3:09 p.m.

Respectfully submitted,

/s/ tracy Hartman  
Tracy Hartman, Recording Secretary  
Oneida County Clerk

/s/ dave hintz  
David Hintz, Chair