

**MEETING OF ADMINISTRATION COMMITTEE**  
**OCTOBER 9, 2023**  
**Minutes**

**Committee members present:** Chairman Billy Fried, Ted Cushing, Russ Fisher, Tom Kelly 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. Fried thanked the County Department Heads for their work on the budget.

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

**Approve minutes:** Motion by Fisher/Cushing to approve the minutes of September 11, 2023. All aye; motion carried.

**Public Comment - None**

**8:42 a.m.** – Tom Kelly arrives.

**2024 Budget Hearings** – Fried gave an overview of the budget hearings and how the next few days will proceed.

2024 Budget Executive Overview – Smigielski presented an overview of the budget process and the layout of the budget binder. Smigielski reported that the County Budget Hearing is scheduled for November 14<sup>th</sup> and that is the last day that the levy worksheets can be filed with the Department of Revenue. Smigielski reported that there is currently a deficit of \$1.4 million in the proposed budget. Smigielski reported that the revenues are estimated at \$63,020,552 and estimated expenses are at \$66,813,606 with \$2,362,000 being transferred in leaving a deficit of \$1,431,054. Smigielski reported that the budget includes the maximum increase in the county levy and the proposed rate per \$1000 of equalized value is \$1.73. Smigielski presented an overview of the revenue that has been budgeted and an overview of expenses. Smigielski informed the committee that the COLA is proposed to be 6.26% with departments having budgeted 4% and the remaining amount has been put in contingency. The health insurance increase is just over 9% this year. Smigielski reported that there have been questions regarding fees that will be received from Bug Tussel for the bonding and those fees are limited in what they can be used for and have not been accounted for in the proposed 2024 budget.

**Public Safety**

- Sheriff's Office and Emergency Services – Sheriff Grady Hartman, Office Administrator Jill Butzlaff and Chief Deputy Dan Hess were present. Hartman reported that the jail continues to house up to 30 Dane County inmates and up to 70 state inmates and they anticipate that continuing through 2024, however, that can change mid-year. Hartman reported that they continue to struggle with staffing levels especially within the jail and thanked the committees for the tools that have been provided to help with the staffing issues. Hartman reported that they are asking for an additional technical support position. Hartman gave an overview of the proposed increases in the budget, specifically in telephone & fax,

automotive equipment, medical services, catered food, jail supplies, and revenues. Discussion regarding the increase in medical services which includes the mental health services that were previously offset by a rebate received from the Human Services Center which has not been received for 2024. Discussion regarding the rate received for inmates and how that impacts the expenses in the jail. Hartman reported that if something were to happen with the State/Dane inmates those expenses would be decreased. Discussion regarding the increase in revenue and the amount budgeted for inmate revenues. Hess reported that they are anticipating revenue of \$900,000 to \$1.2 million for 2023. Butzlaff reported that they have budgeted for \$550,000 in prisoner revenue with \$450,000 of that being used for expenses. Fried and Holewinski questioned why the sheriff's office hasn't budgeted \$1.1 million in revenue for the inmates. Hartman cautioned against budgeting the total amount of revenue as that is not a guarantee. Hartman stated that in 2006 the state inmate contract was lost and the county had a deficit of \$900,000 that needed to be made up by furloughing staff and other cuts. Hartman reviewed the ambulance budget. Hartman reported that in 2024 they are proposing purchasing 2 ambulances and in 2025 they are anticipating only 1 ambulance purchase. Hartman reported that they have increased the ambulance revenues by \$380,000 through negotiations with surrounding municipalities. Discussion regarding the new position and vacancy amounts. Fried recommended to the committee that the revenue for the Sheriff's office is increased by \$400,000. Discussion regarding the revenue and the continuing appropriation accounts. Motion by Fried to amend the Sheriff's Budget to reflect a \$1 million dollar revenue under intergovernmental charges for board of prisoner which is an increase of \$450,000. Seconded by Cushing. Discussion regarding how to fund a deficit if the inmate contracts are lost. All aye; motion carried.

- Clerk of Court – Behrle reported that she has eliminated a position for 2024 which combined the small claims and civil court clerk positions. Behrle gave an overview of the Clerk of Courts budget. Holewinski thanked Behrle for making the changes to the staffing levels. Motion by Fried to approve the Clerk of Courts budget as presented and forward onto the County Board. Seconded by Schreier. All aye; motion carried.
- Circuit Court Branch I, Circuit Court Branch II, Register in Probate – Judge Schiek gave an overview of the Branch I and Register in Probate budget. Schiek reported that the law clerk position has not been filled, however, it is budgeted with 50% being billed to Branch I and 50% being billed to Branch II due to Vilas County not having committed to the Law Clerk position. Finlan, Branch II, reported that on Friday Vilas County reported that they would be committing to 50% of the law clerk position which allows for a decrease in Br I and Br II personnel budget. Motion by Fried to increase the Branch I revenues by \$29,120 from what is currently requested. Seconded by Schreier. All aye; motion carried. Judge Schiek reported that there is an increase budgeted in the Court Commissioner wages. Motion by Fried to approve Branch I and Branch II budgets as amended and forward onto the County Board for its consideration. Seconded by Schreier. All aye; motion carried.
- Corporation Counsel – Fugle reminded the committee that he has a part-time Assistant Corporation Counsel, however, if Attorney Kaftan leaves that may need to be re-evaluated. Smigielski reported that there was a change in Health

Insurance and PT employees working more than 60% now receive full health insurance benefits and that is reflected in the budget which shows a large increase. Discussion regarding increase in other expenses, postage and copying. Discussion regarding outside counsel and how that should be budgeted for. Motion by Fried to pass the Corporation Counsel budget as presented and forward to the County Board for approval. Seconded by Kelly. All aye; motion carried.

- District Attorney – Jillean Pfeifer, District Attorney, was present and gave an overview of the budget. Pfeifer reported that the part-time ADA position has been increased to full-time, however, those wages are paid for by the state. Discussion regarding the budget. Motion by Fried to approve the District Attorney's budget as presented and forward onto the full County Board for consideration. Seconded by Cushing. All aye; motion carried.
- Medical Examiner – Crystal Schaub reported that the insurance budget has been under budgeted in the past. Schaub has budgeted for 2024 the anticipated cost of Health Insurance which is an increase from 2023 of \$39,592. Discussion regarding the health insurance number. Discussion regarding revenues. Discussion regarding decreasing the ambulance, clinic & hospital svc by \$2,000. Discussion regarding the automotive equipment of \$5000 revenue and expense.

Recess – 11:05 a.m.

Return to session – 11:15 a.m.

Medical Examiner continued – Discussion regarding funding the continuing appropriation for future vehicle purchase. Motion by Fried to eliminate Appl Cont APPN – ME Vehicle by \$5000, eliminate Ambulance, Clinic and Hosp SVC by \$2000 and eliminate \$5000 from Automotive Equipment with a net effect of reducing the deficit by \$2000. Seconded by Schreier. All aye; motion carried.

Motion by Fried to approve the amended Medical Examiners budget and forward to the County Board for the 2024 budget. Seconded by Schreier. All aye; motion carried.

Land Records

11:41 – Kelly is excused

- Land Information – Sara Chiamulera gave an overview of the 2024 budget process. Discussion regarding the aerial photography budget of \$20,000 which is planned to go into a continuing appropriation account for a future project. Discussion regarding bringing that forward as a CIP in the future instead of funding a CIP. Discussion regarding the continuing appropriations accounts in use in the Land Information Office. Discussion regarding the head count in the Land Information Office. Chiamulera reported that last year she had requested an increase in staffing that was denied and with the increase in hours it has helped with the existing work load. Motion by Fried to amend Aerial Photography of \$20,000 to \$0. Seconded by Cushing. All aye; motion carried.
- Motion by Fried to forward the Land Records budget as amended to the County Board for consideration in the 2024 budget. Seconded by Schreier. All aye; motion carried.

- Register of Deeds – Kyle Franson, Register of Deeds, gave an overview of the 2024 budget request. Franson gave an overview of the revenue estimates in the 2024 budget and explained the recommended decrease in Real Estate Transfer Tax and Public Charges - Register of Deed. Fried would like to see the revenue increased and if there is a deficit next year that will be up to the committee to determine how to fill the hole that is created. Motion by Fried to increase Register of Deeds revenue line 51710.412300 Real Estate Transfer Tax from \$190,000 to \$225,000 and increase 51710.461300 Public Charges - Register of Deed from \$220,000 to \$230,000. Seconded by Cushing. Discussion regarding the increase. Discussion regarding the headcount in the Register of Deeds office with the increased hours in 2024. Franson stated that there was a part-time position that was moved out of the office in 2023. All aye; motion carried. Motion by Fried to move the amended ROD budget to the County Board for consideration of the 2024 budget. Seconded by Schreier. All aye; motion carried.

#### Forestry, Land & Outdoor Recreation

- Forestry – Paul Fiene, Forestry Director, gave an overview of the Forestry Budget. Fiene reported that stumpage sales are down this year and he doesn't anticipate that improving in the next year. Fiene reported that the closing of the paper mill in Wisconsin Rapids decreased the state need for pulp by 25%. Discussion regarding stumpage sales and anticipated revenue. Discussion regarding other revenues in the Forestry Department. Discussion regarding the continuing appropriations accounts. Fiene recommended eliminating the mining continuing appropriation account which is \$5000 and using that to offset an expense account in Forestry. Fiene also recommended decreasing account 56110.699001 Equipment Purchase from \$25,000 to \$15,000 and increasing the Appl Cont Appr – Parks Proj (55210.493076) from \$30,000 to \$40,000. Fiene discouraged the committee from increasing the stumpage revenue. Fiene also reported that account 46110.493029 needs to be decreased from \$8000 to \$0 and account 56110.523305 needs to be decreased from \$18,000 to \$10,000. Motion by Fried to amend the Forestry Department budget to zero the mining appropriation account to add \$5000 in revenue, drop the Equipment Purchase by \$10,000 with future vehicle purchases to come from CIP, increase the continuing appropriation account in Parks by \$10,000, decrease 56110.493029 – Continuing Appr – Soil Tree by \$8000 and decrease 56110.523305 Tree Planting from \$18,000 to \$10,000 and increase stumpage revenue by \$10,000. Seconded by Cushing. Fried, aye; Cushing, aye; Fisher, aye; Schreier, aye. Motion carried. Motion by Fried to approve the Forestry Department budget as amended and forward to the County Board for the 2024 budget. Seconded by Cushing. All aye; motion carried.

#### LRES

- Labor Relations and Employee Services – Lisa Charbarneau, LRES Director, gave an overview of the budget and the recommended changes to the budget. Discussion regarding the Section 125 Administration Plan expenses which show an increase of \$7500. Smigielski reported that the line Employee Medical Exams 51430.521102 should be moved to 51431.521102. Motion by Fried to move Employee Medical Exams from line 51430.521102 to 51431.521102. Seconded by Cushing. All aye; motion carried.

Motion by Fried to approve the LRES Budget as amended and forward to the County Board for consideration of the 2024 budget. Seconded by Cushing. All aye; motion carried.

Discussion regarding the Health Insurance at Retirement Benefit and how that is budgeted for in department budgets. Discussion regarding setting up a continuing appropriation in the future for retiree health insurance benefits and other retirement benefits. Discussion regarding spousal carve out for health insurance which would require that if a spouse has an option to take insurance at their employer they would be required to do that.

**Adjourn** – Fried adjourned the meeting at 1:20 p.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk

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