EXECUTIVE COMMITTEE
JULY 29, 2026
MINUTES

Committee members present: Chairman Billy Fried; Debbie Condado; Michael Tautges; Russ Fisher; Scott Holewinski; Ted Cushing.
Absent: Hess

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/Second: Cushing/Fisher to approve today's Agenda with the order of items at the Chair's discretion. All "Aye"; Motion passes.

Approve Minutes of July 15, 2026:
Motion/Second: Holewinski/Tautges to approve the Minutes of the July 15, 2026 Meeting. All "Aye"; Motion passes.

Public comment: None.

Clerk of Courts / Corporation Counsel / Planning and Zoning e-file citations:
Administrative Coordinator/County Clerk Tracy Hartman explained that in April, Clerk of Courts, Brenda Behrle, informed Corporation Counsel and Planning and Zoning that her office will no longer do the e-filing for the POWTS citations. Hartman explained that these duties would potentially be passed to either Corporation Counsel or Planning and Zoning offices. Hartman noted that there was a meeting to see if this function could stay in the Clerk of Courts Office, and the Clerk was not in agreement. Hartman stated that they felt this needed to go to the Committee to determine how to move forward, as this is shifting either workload or budget to different offices. Lynch went over the process, stating that when a citation comes in it needs to be entered into the system. Fried asked how long the Clerk of Courts Office was doing it and why they are not doing it anymore. Behrle stated that there was an electronic filing rule that took effect in 2016 and they were not enforcing it. Behrle explained that she is enforcing it at this point. Behrle stated that the change was slowly implemented; going forward if they are not e-filed, her office will no longer accept them. Fried questioned if the office did not have the time to file these any longer or the office's workload had increased. Behrle stated that it is not her office's job to e-file. Behrle stated that the time could be used for other things as she has a lot of new people. Behrle stated that they would get these citations January through July for about a six-month period. Behrle explained that in the past they were entered as the Clerk had time. Behrle reported that by her estimate, these would take approximately 26 hours to enter for that six-month period. Hartman explained that with all elected positions, the County does control the budget and staffing levels but not duties. Discussion regarding how many e-files would need to be done and the time it takes to complete. Lynch stated that Oneida County is not the only County that the Clerk of Courts still e-files; this is still allowed. Fried questioned if the Clerk of Courts Office would be willing to do this till the end of the year; Behrle stated no. Fried stated that it is important that we maintain services for the County. Behrle stated this is not a money thing, she estimated the cost to be about $500 for a year. Berhle explained that she is ok with this being taken from her budget, but she no longer wants this duty. Hartman stated that when departments shift

workload to another office, the budget and staffing should follow. Hartman explained that this is a budget shift. Hartman stated that if we can't keep the work in the office, the budget can be adjusted. Hartman noted that for 2027 there should be a plan. Fried stated that this will need additional discussion. Lynch stated that for 2026 between Corporation Counsel's Office and Planning and Zoning they will make sure this is taken care of. Discussion regarding the fee. It was determined that Hartman will work with Corporation Counsel regarding a plan till the end of the year and there will need to be a plan for 2027.

Northwoods Transit Connections (Oneida-Vilas Transit Commission) Loan:

Barb Newman, Oneida-Vilas Transit Manager, stated that they received a grant from the Department of Transportation to purchase 2 new buses totaling $296,000. Newman explained that it is an 80/20 grant. Newman reported that they do have the 20% available; however, the full amount is due upon delivery. Newman explained that the 80% needs to be paid up front and is reimbursable; she is looking to see if either of the counties would be willing to issue a short-term loan in the amount of $213,000. Newman went over additional options for financing. Newman stated that the funding needs to be secured before the buses are ordered. Fried explained the potential of a gap loan in the amount of $215,000. Holewinski stated that he is in support of this; the County has done this both with the Highway Department and Solid Waste. Discussion regarding Vilas Counties future meeting dates.

Motion/Second: Fried/Holewinski to support a Resolution to be forwarded to the County Board, to create a gap loan to the Oneida/Vilas Transit Commission not to exceed $215,000, at the same rate that the County has charged other business units in the County. All "Aye"; Motion passes.

PTO Policies and Allowable Balances:

Human Resource Director Jenni Lueneburg presented the data regarding what other counties are doing regarding PTO payouts. Lueneburg stated that 34 counties responded. This will be discussed further at a later date.

Employee Performance Evaluation Process:

Lueneburg stated that they are working on an Employee Evaluation that is a little easier to use; the past one is a 24-page document. Lueneburg stated that this is simplified and now is about a 6-page document. Lueneburg explained that the old one and the new one are in the packet. Lueneburg noted that the scoring system has been removed; the new one just lists if the employee is eligible for their step increase or not. Lueneburg explained that this information is just to keep the Committee up to date, noting that this was presented at the Department Head meeting.

Efficiency Study:

Hartman reported that in 2016 there was an efficiency study completed. Hartman stated that she proposed changes be made to the existing efficiency study. Hartman stated that the departments were directed to add or remove programs, verify the number of FTE's, list if the positions are grant funded, update the budget number, add revenue and they changed the definitions of the coding. Fried asked the members to review it. Fried explained that there are a lot of non-mandated services, and we need to know what our options are.

Monthly reports (including invoices paid, budget to actual) and department updates:

a. LRES – Human Resource Director Jenni Lueneburg presented her reports, noting that the Employee Services Assistant position in LRES is opening. Lueneburg reported that they are moving the Employee In-service day that was scheduled in September to some time in late winter. Lueneburg went over vacancies and workers' compensation claims for the month.

b. Finance – Finance Director Heather Marheine presented the Sales Tax report. Marheine stated we are halfway through the year, but she feels that we will meet budget.
c. ITS – IT Director Jason Rhodes presented his report. Rhodes explained that the line item for Contracted Programming Consultant is running a bit high, this was due to installing the phone system and the CJIS audit. Rhodes reported they are currently approximately $41,000 over budget and are halfway through the year. Rhodes stated that he will try to balance this. Rhodes presented his ongoing projects.
d. Treasurer – Reports were included in the packet.
e. County Clerk – Hartman stated her reports were in the packet.

WIC/Public Health LTE – Increase 2026 Hours:

Public Health Director Linda Conlon reported that their WIC clerk has been out on major medical leave and in that duration they were able to utilize an LTE to fill in. Conlon explained that they are asking for an additional 276 hours for this LTE bringing it to a max of 726 hours for the year. Conlon noted that this is fully funded through the WIC program. Lueneburg noted that the person out on leave is taking a lot of unpaid leave, so that funding would offset it. Lueneburg explained this is just over the amount she is authorized to approve.

Motion/Second: Condado/Cushing to approve the increase in the LTE hours up to 276 hours to come from WIC funds. All "Aye"; Motion passes.

Public comment: None

Dates and items for future agenda/meetings:
The next meeting date was set for August 12, 2026 and August 26, 2026.

Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant Section 19.85(1) (c), Wisconsin Stats., "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility" (Topic: Community Health Supervisor Compensation). A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.
Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

Motion/Second: Holewinski /Cushing to go into Closed Session at 10:11 a.m.
Roll Call Vote: Holewinski, Aye; Fried, Aye; Condado, Aye; Cushing, Aye; Tautges, Aye; Fisher, Aye
Motion: Passes

Motion/Second: Cushing/Holewinski to return to Open Session at 10:26 a.m.
Roll Call Vote: Holewinski, Aye; Fried, Aye; Condado, Aye; Cushing, Aye; Tautges, Aye; Fisher, Aye
Motion: Passes

Announcement: Chairman Fried announced that while in closed session no Motions were made and no action was taken.

Motion/Second: Holewinski/Cushing to approve the Community Health Supervisor compensation as outlined in the 2026 wage scale as presented, to promote the Community Health Supervisor starting at Grade Level L step 9, having the ability to move to Grade Level L to step 10 in 6 months. All voted “Nay”; Motion fails.
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Motion/Second: Fried/Condado to adjust the Community Health Supervisor compensation up to Grade Level L, step 10, and have the ability to move to Grade Level L, step 11 in 6 months at the department head's discretion. All “Aye”; Motion passes.

ADJOURNMENT:
Chairman Fried adjourned the meeting at 10:34 a.m.

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