

Oneida County Administrative Committee Meeting
Monday, March 18, 2013 9:30 a.m.
Oneida County Courthouse, Committee Room #2
1 S. Oneida Avenue
Rhinelander, WI 54501

Members present: Chairman Dave Hintz, Ted Cushing, Jerry Shidell, Denny Thompson, Sonny Paszak

Department staff: Mary Bartelt/County Clerk, Margie Sorenson/Finance Director, Jenni Lueneburg/recording secretary

Call to order:

Chairman Hintz called the meeting to order at 9:31 a.m. in accordance with the Wisconsin Open Meetings Law.

Approve Agenda: Motion by Paszak to approve today's agenda. Second by Shidell. All members present voting 'Aye'. Motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk: Bartelt reviews one voucher and two blanket purchase orders. Motion by Shidell to approve voucher and blanket purchase orders. Second by Thompson. All members present voting 'Aye'. Motion carried. Bartelt also reviewed printout she provided regarding three line item transfers. Motion by Shidell to approve line item transfers. Second by Paszak. All members present voting 'Aye'. Motion carried.

Finance: Sorenson reviewed two vouchers. Motion by Cushing to approve vouchers. Second by Thompson. All members present voting 'Aye'. Motion carried. Sorenson provided line item transfer printout and reviewed by department. Motion by Cushing to approve line item transfers as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

Improvements to the budget process:

Hintz provided a handout he prepared titled "Improving the Budget Process". Hintz states his main goals are to increase involvement and transparency in the budget process and for committees and the county board to ultimately be able to make better decisions. Hintz states the budget process contains a series of critical decisions and the updated process would have the Administration Committee identify these critical decision items and present them to the County Board for decision and action. Hintz would also like to see the committees of jurisdiction taking a closer look at their budgets prior to approving them in order to save time at the Administrative Committee and County Board level. In order to do this, departments need to supply information to committees of jurisdiction prior to the meeting to give members time to more closely analyze the budget items and numbers. Motion by Shidell for departments to submit budgets to their committee of jurisdiction at least two weeks before consideration at their committee meeting. Second by Thompson. All members present voting 'Aye'. Motion carried.

In depth conversation was held on ways to set an updated budget process. Sorenson feels making across-the-board guidelines for departments on budget direction won't work. Cushing feels guidelines and goals should be set for committees to follow in approving department budgets. Therefore when committees get department budgets to the county board level, if guidelines haven't been followed, no

Improvements to the budget process (continued):

one can be upset when a department budget is cut or changed at the County Board level. Discussion held on how departments can fund for bigger projects over several budget seasons. Sorenson states there are bills getting lined up at the state level which will possibly be setting new levy limits and allowing government departments to carry over unused portions of budgets. Shidell agrees this could be good for departments that need to save up for bigger projects. Cushing states the County Board is often not clear on department priorities. Cushing further suggested checking with departments to provide the County Board with their top priorities in which the County Board can then organize these priorities. This will then help the County Board decide during budget process which departments need extra budget money for the year and which departments need to make cuts to open up funds for these priority projects. Thompson feels this can be a good idea but concerned on departments adding unnecessary projects to their budget for sake of extra funding. Sorenson provided printout on a proposed calendar/timeline of what information needs to be provided when by departments and committees during the budget process. Shidell proposes setting a special county board meeting to just discuss the issue of updating the budget process. Discussion held on costs that are difficult to control and estimate such as health insurance costs.

Committee agrees that a department head letter regarding priorities should be sent in April. Hintz will give a short presentation to the County Board regarding the Administration Committees efforts to improve the budget process at the April meeting. In May, an estimated COLA figure would be determined and the department priority lists would be due. In June, the special County Board meeting would be held to discuss the budget process and to come up with a finalized, updated process. In July, the actual COLA figure would be available. Shidell notes that once this updated policy is determined, it should be published by the newspapers to give the public a better chance to review and comment during the budget process. Hintz moves the event "Budget guidelines discussed with Administration Committee" from June up to May. Due to the upcoming budget season projected to be particularly difficult, the department priority lists due in May should be specific, list cost figures for each priority listed and not be "wish lists" by the departments. Hintz directs Sorenson to draw up department priority letter, which will be reviewed and approved at next Administration Committee meeting. Sorenson provided sheets on 2012 distribution of tax levy and employee changes per department.

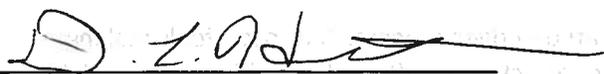
Public comment/communications: None

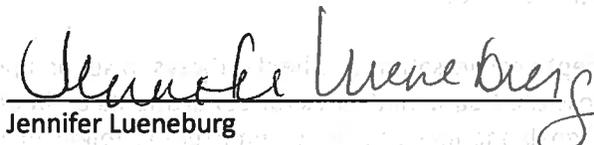
Items to be included on next agenda:

- Letter to department heads regarding priority items for next budget.
- Budget process calendar.

Next meeting to be held April 8, 2013 at 9:30

Adjournment: Motion by Cushing to adjourn meeting. Second by Paszak. All members present voting 'Aye'. Motion carried. Adjourn at 11:18 a.m.


Dave Hintz
Committee Chairman


Jennifer Lueneburg
Recording Secretary