

**Administration Committee
June 25, 2013
Minutes**

Committee members present: Chairman David Hintz, Ted Cushing, Sonny Paszak, Jerry Shidell and Denny Thompson.

Others present: Margie Sorenson (Finance), Lynn Grube (ITS), Marcus Nesemann (River News) and Kerri Ison.

Call to order: The meeting was called to order at 1 p.m. by Chairman Hintz in Committee Room #2 of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

Approve agenda: Motion by Paszak/Thompson to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve vouchers for County Clerk: Motion by Cushing/Thompson to approve the County Clerk's vouchers as presented. Discussion followed. All ayes; motion carried.

Preparation for July County Board meeting regarding the 2014 budget process: Chairman Hintz reviewed goals for this meeting. Discussion was held regarding the recently approved wage increase and the actual fiscal impact (including benefits).

General update of current budget/budget rules for 2014: Sorenson provided a packet listing significant items affecting the 2013 budget as of 6/24/13 and reviewed in detail. An in-depth discussion was held regarding past and current budgets for Social Services, sales tax revenue, interest earnings, stumpage sales, special projects and the general fund balance. Shidell requested a monthly update be provided at the monthly Administration Committee meetings regarding the status of the 2013 budget.

Sorenson reviewed the significant items affecting the 2014 budget as of 6/24/13 and reviewed in detail. An in-depth discussion was held regarding wages, retirement, health insurance and levy limits.

Sorenson reviewed the history of the general fund and projects which have been covered by the fund. Shidell felt that sometimes it may be advantageous to borrow funds for a project if there is a payback/savings to be realized to keep the general fund healthy.

Sorenson also provided information regarding the tax levy distribution per department, number of employees per department and analysis of levy limits.

Priorities for upcoming year: Sorenson and Grube reviewed the list of departmental priorities in detail. Discussion was held on submitted priorities. Grube noted there are many requests for scanning capabilities and believes it would provide a savings in the paper/ink budget and reduce storage.

Hintz suggested narrowing the priorities down to the top ten for further discussion. He believes the committees of jurisdiction need to take ownership of their departmental priorities.

General direction for the 2014 budget: Cushing felt a presentation to County Board should wait until August. Hintz suggested returning the lists to the committees and department heads to determine which are significant budget impact items and those that could possibly be handled within their own budgets. Discussion followed. It was the consensus of the committee to not hold a special County Board meeting until August.

Discussion was held regarding the timing of budget letters/instructions. It was felt this should go out in mid-July and include the top ten budget priorities costs. Thompson suggested having Hintz and Sorenson meet to develop the list of top ten priorities and draft a letter for Committee approval at the 7/8/13 meeting.

Cushing was excused at 3:10 p.m.

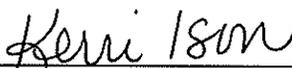
The budget scheduled was discussed. Budgets are due to the Finance Department on 9/13/13 with budget hearings first week of October. The budget must be published in the newspaper by 10/22/13 for approval at the November County Board meeting. Shidell suggested holding another meeting to receive feedback/rebuttals after the budget hearings but prior to publishing in the newspaper. Lengthy discussion followed.

Public comment: None.

The next meeting will be held on 7/8/13 at 9:30 a.m. The August meeting is scheduled for 8/12/13.

Adjournment: Motion by Thompson/Paszak to adjourn at 3:19 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair

David Hintz, Chair