

**AGENDA**  
**(TUESDAY), MAY 16, 2023 – 9:00 A.M.**  
**EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**COUNTY BOARD ROOM #3041 – COURTHOUSE 3<sup>RD</sup> FLOOR – BLDG. A**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

This is an open meeting of a Standing Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1. Change of Sequence
  - 2.2. Removal of Items
- 3. Approval of Minutes of Previous Meeting**
- 4. Communications**
- 5. Closed Session:** The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(c), for the purpose of considering performance evaluation data of a county employee.
- 6. Return to Open Session:** The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2).
- 7. Announcements/General Information** (No action to be taken)
- 8. Next Meeting Date**
- 9. Adjournment**

kp/Date Posted: 05/11/2023

**MINUTES**  
**(MONDAY), MARCH 20, 2023 – 12:00 P.M.**  
**EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**COUNTY BOARD ROOM #3041 – COURTHOUSE 3<sup>RD</sup> FLOOR – BLDG. A**  
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COMMITTEE PRESENT: Al Sleeter, Dennis Kroll, David Christianson, Pat Scanlan (designee for Tim Cole), Tom Bitters

COMMITTEE ABSENT: Doug McMahon

OTHERS PRESENT: Erik Pritzl, County Administrator; Kim Pytleski, County Clerk

**1. Call to Order**

Chair Sleeter called the meeting to order at 12:00 p.m.

**2. Approval of Agenda**

2.1. Change of Sequence

2.2. Removal of Items

Motion by Christensen/Bitters to approve agenda. The motion was voted on and carried.

**3. Approval of Minutes of Previous Meeting**

Motion by Bitters/Kroll to approve minutes from May 19, 2022. The motion was voted on and carried.

**4. Communications**

- An email dated 02/22/2023 from Supervisor Barkhaus to the members of the county board regarding virtual meeting attendance and/or live-streaming options for the public.

**5. Review Chapter 2 Code of Ordinance County Board Rules and Recommend Changes to the County Board**

Committee reviewed the current rules and recommends the following changes to the full board for adoption at the April Organizational Meeting.

Discussed virtual meeting issue: access to comply with open meetings, record and store,

- 2.104(e) The County Board **Chair** may allow the members to attend meetings virtually, by designating a meeting as a “virtual meeting” on the meeting’s agenda.
- 2.107(e) The hearing of petitions, communications and disposition by reference to the appropriate committees by the chair. All written communications for the Board’s consideration shall be filed with the County Clerk at least 5 days prior to the County Board Meeting. Written communications filed less than 5 days prior to the regular County Board Meeting shall be read at the next regular County Board Meeting unless authorized by the County Board Chair. Communications that pertain to a specific agenda item shall be read when that agenda item is brought up for consideration. Petitions and communications pertaining to a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration shall be read only if the party submitting the same testified at the required public hearing and only if the information in the communication or petition was presented at the public hearing. **Communications that identify a specific item of concern for further consideration by the County Board at a later date may be referred to the appropriate standing committee as a communication consistent with section 2.109(b). The committee will determine what action, if any, should be taken to address the subject of the communication.**
- 2.107(f) ~~Approval of~~ Consent Agenda.
  - (1) Removal of Items from Consent Agenda
  - (2) Approval of Consent Agenda**
- 2.107(g) ~~Approval of~~ Regular Agenda
  - (1) Change in Sequence
  - (2) Removal of Items
  - (3) Approval of Regular Agenda**
- 2.111 (b) When anyone not a member desires to address the Board, permission to do so must be asked by a board member, and pertain to an agenda item. Such person may address the Board with a time limit not to exceed ~~ten~~ **three** minutes. Such person may not participate in the debate thereafter, but may respond to questions from board members concerning agenda items. Persons

desiring to address the Board regarding a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration may only address the Board if he or she testifies at the required public hearing and only if the information presented to the Board is the same as what was presented at the public hearing.

- 2.120 (a) All committee/board meetings will be in compliance with Wisconsin's Open Meeting Law. All committees shall furnish the County Clerk with a copy of the full Agenda with all supporting documentation for their committee meeting for posting prior to the meetings. If a quorum is not present, members will adjourn. Members present are entitled to per diem and expenses. In the event any meeting of the Board of Adjustment exceeds five (5) hours, members in attendance shall be entitled to ~~4-5~~ **2.0** per diem for that meeting. All committees/boards of the County Board shall keep a typewritten record of their meetings, including dates, attendance, matters considered and their action thereon in a Committee file in the office of the County Clerk and ~~draft copies shall be provided to the County Board Chair and posted to the county website, co.ocoonto.wi.us, within ten (10) days of such meeting.~~ Minutes shall include copies of bids/specifications and any other pertinent information. The County Clerk, or designee, shall record the minutes of all meetings.
- 2.121 ~~(n) To make an annual report to the County Board at its March meeting listing the annual compensation and fringe benefits of all full time county employees and officers.~~

**Chair Sleeter called a recess from 1:42 p.m. until 1:45 p.m.**

- Review continued in section 2.123 Highway to follow WIS statutes

This committee shall consist of five (5) members of the County Board Sec. 83.015(1)(c). Its duties and powers shall be:

- (a) **To be a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee including:**
  - a. **Purchasing and selling county road machinery as authorized by the county board**
  - b. **Determining whether each piece of county aid construction shall be let by contract or shall be done by day labor**
  - c. **Entering into contracts in the name of the county**
  - d. **Making necessary arrangements for the proper prosecution of the construction and maintenance of highways provided for by the county board**
  - e. **Entering private lands with their employees to remove weeds and brush and erect or remove fences that are necessary to keep highways open for travel during the winter**
  - f. **Directing the expenditure of highway maintenance funds received from the state or provided by county tax**
  - g. **All other powers and duties identified in WI State Stats § 83.015 (2)(b)**

~~To consult with the Highway Department in matters pertaining to said department.~~

- ~~(b) To be responsible for the management, maintenance and repair of all Highway Department buildings.~~
- ~~(c) To purchase all supplies, materials, and equipment necessary for the operation of the Highway Department. Such purchases to be made by bid, contract or otherwise; whichever manner serves the best interest of the County, except as provided for in the County Financial Management Policy.~~
- ~~(d) The County Highway Committee is authorized, pursuant to Sec. 83.015(2) of the Statutes, to purchase without further authority, and to the extent that revolving funds accumulated for such purposes are available, such highway equipment as they deem necessary to properly carry on the work, and to trade or sell such old equipment as may be considered to be for the best interest of the county, except as provided for under the County Financial Management Policy.~~
- (e) To submit, as part of the annual report, their plans and estimated costs for construction and blacktopping of county trunk highways for the ensuing year at the April meeting of said Board.

- 2.124 This committee shall consist of five (5) members of the county board and two (2) alternate County Board members to serve, with full power, only when a member is unable to vote because of a conflict of interest or when a member is absent and one (1) member of the Farm Service Agency with powers limited to matters pertaining to Land & Water Conservation. The alternate shall serve if the chair authorizes that the alternate serve. The chair of the committee shall be notified of the need for an alternate at a reasonable time in advance. Alternate shall have the authority to vote on all matters and be paid the same per diem and mileage as other members regardless of length of hearing or meeting. The Committee shall oversee the Forest, Parks & Recreation, Land & Water Conservation, Land Information Systems, Planning and Zoning/Solid Waste, Register of Deeds, and UW Extension in accordance with **Sec. 59.56 (3)(b) and Sec. 92.06**, Wis. Stats. The committee shall be responsible for policy direction for county land and water resources management. The committee shall provide policy direction and coordination for the Land and Water Resources department. Additionally, the committee is responsible for:
    - 2.126(a) Its powers and duties shall be as set forth in Sec. 323.14 of the Wisconsin Statutes. Per 323.14(1)(a)(3) the Chairperson of the county board shall designate the chairperson of the committee.
    - 2.130 (a) The Veterans Service Commission shall consist of at least 3 residents of the County who are veterans initially appointed by the County Administrator **Board Chair** for staggered 3-year terms and thereafter the expiration of the terms of those first appointed shall annually on or before the 2nd Monday in December of each year appoint a member of the Commission for the term of 3 years.
    - 2.133 This committee shall consist of the six (6) chairs of the County Board Standing Committees, **or designee(s), and the County Board Chair** and oversee the County Administration department. Its duties shall be:
      - 2.133 (b) To evaluate the performance of the County Administrator. ~~following consultation with the full County Board.~~
      - 2.133 (f) To meet **the 2<sup>nd</sup> Tuesday in March following the 1<sup>st</sup> Monday** and at such intervals as deemed necessary to properly carry out its function and responsibilities.
- 6. Announcements/General Information (No action to be taken) – None.**
- 7. Next Meeting Date**  
Next meeting of the Executive Committee will be March 12, 2024 unless it is necessary to call a meeting sooner.
- 8. Adjournment**  
The meeting was adjourned by the Chair at 2:20 p.m.

Kim Pytleski, Recorder  
Posted: 04/17/2023

## ANNUAL PERFORMANCE EVALUATION FORM

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Conducting Evaluation \_\_\_\_\_ Evaluation Period \_\_\_\_\_ to \_\_\_\_\_

This performance appraisal denotes general expectations for employees to be successful in employment at **Oconto County**. The employee's performance is evaluated using the following scale:

- |                              |  |
|------------------------------|--|
| <b>1: Unsatisfactory</b>     | <b>3: Exceeds Expectations</b>         |
| <b>2: Meets Expectations</b> | <b>4: Exceptional (Model Employee)</b> |

*See page 3 for detail on the expectation categories*

*Comments are required for any rating of 1 or 4 including specific examples of performance.*

*Attach additional comment documentation as needed.*

<b>1. Communication</b>	<b>2. Cost Effectiveness</b>
Comments:	Comments:
<b>3. Customer Service</b>	<b>4. Employee Development</b>
Comments:	Comments:
<b>5. Job Knowledge &amp; Quality of Work</b>	<b>6. Judgment &amp; Decision Making</b>
Comments:	Comments:
<b>7. Professionalism</b>	<b>8. Quantity of Work</b>
Comments:	Comments:
<b>9. Teamwork, Initiative &amp; Leadership</b>	<b>10. Time Management</b>
Comments:	Comments:
<b>Total:</b>	
(add all entries for items 1-10)	

**Job Specific Goals:**

<b>Goal # 1:</b>	
<b>Goal # 2:</b>	
<b>Goal # 3:</b>	

**General Supervisor / Employee Comments:**

- Employee Handbook Reviewed**
- Job Description Reviewed and Signed**
- Conflict of Interest Form**

**Required Signatures:**

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
HR Director/County Administrator	Date

## Performance Expectations Detailed

### 1. Communication

Prepares, presents, and comprehends information through various verbal, nonverbal, and written means in an effective manner. The employee communicates issues, concerns and opportunities to their supervisor. Employee demonstrates responsible use of communication tools with co-workers, consumers and the public.

### 2. Cost Effectiveness

The employee uses resources and technology effectively. Employee offers money-saving ideas to benefit the department and taxpayers in general. The employee is mindful of, and avoids wasteful use of supplies and equipment. Employee demonstrates a good work ethic which impacts productivity and the budget. Implements quality improvement concepts where appropriate; supports quality improvement initiatives and offers suggestions to streamline operations and improve customer service.

### 3. Customer Service

Employee demonstrates empathy when working with consumers, responding to their requests in a timely fashion. Employee is respectful to all County staff and the public.

### 4. Employee Development

Accepts personal responsibility to develop skills, abilities and/or knowledge through either county-sponsored activities or through efforts taken by the employee outside of work.

### 5. Job Knowledge & Quality of Work

The employee possesses and understands the knowledge necessary to perform the duties and follows job responsibilities including such things as principles, policies, procedures, methods, materials and equipment. Accomplishes work duties and goals correctly and thoroughly. Consider: neatness, creativity, relevancy, attention to detail, accuracy.

### 6. Judgment & Decision Making

The employee identifies issues, concerns or opportunities, secures required data, explores alternatives, and reaches logical and effective conclusions on a timely basis. The employee understands the organizational constraints in taking corrective action, and has the ability to integrate new information in the problem solving process. The employee exercises good judgment in considering and selecting alternatives and anticipates the consequences of decisions.

### 7. Professionalism

The employee effectively relates to other individuals in a constructive, positive and productive manner, demonstrating tactful and diplomatic behavior when interacting with others. Employee gives and accepts constructive criticism. The employee positively represents Oconto County with professional appearance by following department dress code and outward demeanor.

### 8. Quantity of Work

Amount of work performed or output as compared with the performance expectations of the position, and workload of unit overall.

### 9. Teamwork, Initiative & Leadership

The employee accepts appropriate direction and demonstrates a willingness to help co-workers when assistance is needed. Employee contributes to the productivity of the work unit; supports decisions and/or policies. Employee maintains a positive working atmosphere and seeks to establish partnerships with others to improve efficiency. The employee seeks out additional or new assignments, demonstrates the ability to anticipate problems and take preventative measures. Exhibits willingness to serve in leadership roles of department by heading up special projects when needed.

### 10. Time Management

Present and on time; ready to perform job duties. Follows appropriate notification procedures when absent. The employee plans ahead, balances work projects, sets realistic goals, and uses time wisely.