

**MINUTES**  
**(MONDAY) JANUARY 16, 2023– 10:00 AM**  
**ADMINISTRATION COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041**  
**OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)  
*(Draft minutes, not approved by Committee)*

COMMITTEE PRESENT: Al Sleeter, Char Meier, Dennis Kroll & Teri Willems

COMMITTEE ABSENT: Gary Frank & John Matravers

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Tanya Peterson, Treasurer, Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Todd Skarban, Sheriff; John Duffy, Associated Bank; Patrick Fry, Associated Bank

**1. Call to Order**

Chair Sleeter called the meeting to order at 10:00 am.

**2. Approval of Agenda**

**2.1. Change of Sequence** – None

**2.2. Removal of Items** – None

Motion by Meier/Willems to approve the amended agenda as presented. The motion was voted on and carried.

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

Motion by Willems/Kroll approve the December 19, 2022 minutes as presented. The motion was voted on and carried.

**4. Communications** – None

**5. Investment Advisors**

**5.1. John Duffy (Associated Bank & Associated Trust Co.)**

Duffy & Fry provided a handout and reviewed it with the Committee giving a brief outline of the services they can provide the County.

**5.2. Josh Barbian (PMA Financial Network)**

Barbian provided a handout and reviewed it the Committee giving a brief outline of the services they can provide the County.

**6. 2023 Carryover Request**

Pritzl states they are requesting the funds that remain from the housing study. \$13301.72 from account 100-23—56712-56717. Looking to have study completed in 2023. Motion by Meier/Kroll to carry over the funds as requested. The motion was voted on and carried.

**7. Veterans Service**

**7.1. Monthly Activation Report**

Christensen reviewed the activity report with the Committee. Discussion followed. Informational only, no formal action taken.

**7.2. Wisconsin Department of Veterans Affairs Grant**

Christensen reports that he has submitted the application for the annual block grant as well as for the WDVA supplemental grant. Informational only, no formal action taken.

**7.3. Carry Over Funds – Transportation Grant**

**Christensen states as in years past he is requesting that the Transportation Grant funds be carried over.**

Motion by Willems/Meier to carry over the Transportation Grant funds remaining from 2022 into 2023. The motion was voted on and carried

**7.4. Vacation Carry Over**

Christensen requesting to carry over unused vacation for Christensen in the amount of 42.75 hours and DeCleene in the amount of 89.85 hours. Motion by Kroll/Willems to approve vacation carry over for Christensen in the amount of 42.75 hours and for DeCleene in the amount of 89.85 hours. The motion was voted on and carried.

**8. Treasurer**

**8.1. Treasurer Report**

Peterson reviewed the Treasurer report with the Committee. Discussion followed. Informational only, no formal action taken.

**9. Human Resources Director**

**9.1. Monthly Employee Update Report – December 2022**

Schultz reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

## **9.2. Monthly CPI-U Report**

Schultz reviewed the report with the Committee. Informational only, no formal action taken.

## **9.3. On-Call Policy**

Schultz requesting feedback from the on-call policy that was provided to the Committee previously. No additional feedback was received. Motion by Meier/Willems to forward the on-call policy to the County Board for approval along with the employee handbook updates. The motion was voted on and carried.

## **9.4. Uniform Policy**

Schultz requesting feedback on uniform policy that was sent out previously. No additional information received. Motion by Meier /Kroll to forward the uniform policy to the County Board for approval along with the employee handbook updates. The motion was voted on and carried.

## **9.5. Carry Over Funds**

Schultz requests that as in years past, any remaining funds from the Wellness Grant received in previous years be carried over from 2022 to 2023. Motion by Meier/Kroll to carry over the remaining Wellness Grant funds as requested. The motion was voted on carried.

Break at 10:56 back 11:00 am

## **10. Finance Director**

### **10.1. County Sales Tax Report**

Pritzl reviewed the report with the Committee. Informational only, no formal action taken.

### **10.2. Bank Reconciliation Report**

Pritzl reviewed the pooled cash bank reconciliation and investment account report with the committee. Informational only, no formal action taken.

## **11. County Administrator**

### **11.1. Review Insurance Claims Against the County, If Any.**

Pritzl reports another squad/deer incident which is under deductible. The County has received the proceeds from the last two squads that were reported previously. A claim was received for a snowplow that backed into vehicle – unknown damage estimate as of yet. There was a claim for illegal eviction that has been received. Unauthorized information disclosure discovered last year – Data Breach response notification letters were sent out. Anyone calling in with questions should be referred to call the number within the letter for further information.

### **11.2. Vacation Carry Over Request**

Pritzl requesting to carry over up to 84 hours as he wasn't able to use it within his first year. Motion by Willems/Meier to approve the carry over vacation request for Pritzl for up to 84 hours. The motion was voted on and carried.

### **11.3. ARPA Request and Resolution for Town of Riverview Building Project**

Pritzl states Town of Riverview representative was unable to make it to today's meeting due to road conditions. Pritzl reviewed the building site plans that were included in the agenda packet. Pritzl reviewed the resolution and estimated total project cost of \$2,251,027.00. Town of Riverview requesting possible ARPA funding. Pritzl provided the ARPA request guidelines to the Town of Riverview. Supervisor Gooding will be asking that this item be pulled from the County Board consent agenda for additional discussion. Supervisor Gooding believes a more detailed explanation of other costs referred to in lines 36 & 37 of the resolution is needed. Discussion followed. Chair Sleeter also received a letter from Supervisor Augustine who feels the northern portion of the County shouldn't be given preferential treatment. Sleeter explained that any Towns or Municipalities are encouraged to submit plans for covering the needs in their area. Sleeter will forward to the Committee members the email and spreadsheet from Supervisor Augustine for their reference. Discussion followed. Motion by Willems/Meier to amend line 36 & 37 Of the American Rescue Plan Act Funding for Town of Riverview Project to read "Whereas, no additional operating funds will be made available to the Town of Riverview after completion other than the costs associated with the use of the County leased spaces. The motion was voted on and carried. Motion by Kroll/Meier to forward the American Rescue Plan Act Funding for the Town of Riverview project to the County Board as amended. The motion was voted on and carried.

### **11.4. Carry over Request for Strategic Planning Expenses**

Pritzl reviewed the proposal with the bidder and the cost has come down. Pritzl requesting to carry over the strategic planning expenses in the amount of \$14,389.00 from 2022 to be paid in 2023. Motion by Meier/Kroll to approve the carry over request of the strategic planning expenses from 2022 to 2023 as requested. The motion was voted on and carried.

## **12. Review Prior Months Vendor Payments**

**12.1.** Report of Vendors Paid 12/1/22 – 12/31/22– All Co. Depts. Except Human Services - Reviewed

**12.2.** Report of Vendors Paid 12/1/22 – 12/31/22 Human Services - Reviewed

**12.3.** Report of Mo. Per Diem & Expense Reimbursement for Mo. Of December (Paid 01/20/2023) – Reviewed

- 13. Closed Session: The Committee may convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to confer with legal counsel regarding litigation in which the County is or is likely to become involved.**  
Motion by Meier/Kroll to enter into closed session at 11:58 am. The motion was voted on and carried.
- 14. Open Session: The Committee shall return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct all legal business, if any. Motion by Meier/Willems to return to open session at 12:11 pm. The motion was voted on and carried.**  
Motion by Meier/Willems to authorize Corporation Counsel to draft denial to claim discussed during in closed session. The motion was voted on and carried.
- 15. Announcements/General Information (No action to be taken) – None**
- Pritzl provided additional clarification on the School Resource Officer position.
- 6. Next Meeting Date**  
Next meeting of the Administration Committee is scheduled for Thursday, February 16, 2023 at 9:00 am.
- 7. Adjournment**  
The meeting was adjourned by the Chair at 12:15 pm

Sharon Aubry, Recorder  
Posted 1/18/2023