

**MINUTES**  
**(THURSDAY) APRIL 13, 2023 – 9:00 AM**  
**ADMINISTRATION COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041**  
**OCONTO WI 54153**

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*(Draft minutes, not approved by Committee)*

COMMITTEE PRESENT: Al Sleeter, Dennis Kroll, Gary Frank, John Matravers & Char Meier,

COMMITTEE ABSENT: Theresa Willems

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Kim Pytleski, County Clerk; Nikki Tolzman, Deputy Treasurer; Sandy DeCleene, Deputy Veteran Service Officer; Debbie woods & Cliff Gerbers County Fair Board

**1. Call to Order**

Chair Sleeter called the meeting to order at 9:00 am.

**2. Approval of Agenda**

**2.1. Change of Sequence - None**

**2.2. Removal of Items** – Item 12 removed – Motion by Matravers/Kroll to remove item 12. The motion was voted on and carried. Motion by Meier/Frank approve the agenda as amended. The motion was voted on and carried.

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

Motion by Frank/Matravers approve the March 16, 2023 minutes as presented. The motion was voted on and carried.

**4. Communications –**

- Pritzl – WCA Annual Conference is 9-17 through 9-19-2023. Resolutions have to be adopted by full County board and be submitted prior to June 18, 2023 to WCA for consideration/inclusion.
- Received correspondence from Wisconsin Counties Utilities Tax Association – Requesting aid formula update.
- Citizen stopped at County Clerk office regarding signage in Courthouse regarding digital recording within the Courthouse.

**5. Corporation Counsel 2022 Annual Report**

Ellingson reviewed her annual report with the Committee. Informational only, no formal action taken.

**6. County Clerk 2022 Annual Report**

Pytleski reviewed her annual report with the Committee. Informational only, no formal action taken.

**7. Veterans Service**

**7.1. Monthly Activation Report**

Christensen reviewed the activity report as part of his annual report.

**7.2. Veterans Service 2022 Annual Report**

Christensen reviewed his annual report with the Committee. Christensen noted that DeCleene has become accredited and wanted to recognize her for the work she does for the Veterans Service Office and the Veterans of Oconto County. Informational only, no formal action taken.

**7. Treasurer**

**7.1. Treasurer Report**

Tolzman reviewed the Treasurers report with the Committee. Discussion followed. Request that the Treasurer bring CD options and rates to next month's meeting. Informational only, no formal action taken.

**9. Human Resources Director**

**9.1. Monthly Employee Update Report – March 2023**

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. Discussion followed. Informational only, no formal action taken.

**9.3. USI Contract**

Schultz reviewed the agreement and noted 3% increase in fees. Motion by Frank/Meier to authorize Schultz to sign the renewal agreement. The motion was voted on and carried.

**9.4. Discussion on Pending Legislation regarding Protected Status**

Schultz reports the Legislature has approved the Protected Status for the Correctional Officers. Legislation states Correctional Officers would gain Protected Status for WRS which would allow an employee to retire at age 50, but would require the employee in this group to contribute the 13.6% and not the 6.8% they are currently contributing as a general employee. Employers cannot make the additional contribution. Legislation states if the

Correctional Officers opt in to the Protected Status category, the employee would be responsible for an additional average of approximately \$3396.00 per year in contributions. Each employee has the option to opt in within a window. Need feedback on ideas moving forward. There are several options 1) We can do nothing and if the employee opts in to the protective status category they would be responsible for the additional contributions, 2) Pay 8 hours of overtime per paycheck, or an average of \$3004 per person per year to help offset the additional contribution required or 3) Pay 4 hours of overtime per paycheck for an average of \$1005 per year person, to help offset the additional contribution required.. Discussion followed. The County has to have a decision in place prior to January 1, 2024. Schultz will send out report outlining the cost options in a spreadsheet to all Committee members. Schultz/Sherman/Pritzl to bring recommendations to May meeting.

**9.5. Alternate Work Schedule Policy Guidance**

Schultz reviewed draft Alternative Work Schedule Guidance with the Committee. Pritzl states looking for a more structured system to implement, while allowing flexibility. Consensus of Committee is draft is ok as presented.

**9.6. Human Resources 2022 Annual Report**

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

Motion by Frank/Meier to suspend the rules and take up item 11.2. before item 10. The motion was voted on and carried.

**10. Finance Director**

**10.1. 2023 County Sales Tax Report**

Sherman reviewed the report with the Committee.

**10.2. Bank Reconciliation Report**

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

**10.3. 2022 End of Year Summary**

Sherman reviewed the report with the Committee. Discussion followed. Following discussion Committee

**10.4. Finance 2022 Annual Report**

Sherman reviewed her annual 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 there have been a couple workers comp claims since the last meeting and these claims did not result in lost time. The County is filing a claim regarding damage to overhead door at the Oconto Highway Shop. Estimates range from \$118,000.00 to \$130,000.00 to repair. The County has a \$10,000.00 deductible. Informational only, no formal action taken.

**11.2. ARPA Request – Fair board Discussion and Possible Action**

Gerbers/Woods addressed the Committee regarding their request for ARPA funds to create a shelter on the fairgrounds. Approximate cost of the project is \$148,188.00. The Fair board will be applying for loan on balance as well as applying for Grants that may be applicable. Discussion followed. Pritzl reviewed the financials with the Committee. The request would be \$44456.40 to be allocated from the County ARPA funds. Motion by Frank/Matravers to approve ARPA request from the Oconto County Fair Board and bring a resolution to County Board for approval. The motion was voted on and carried.

**11.3. Resolution Recommending Adoption of Mission, Vision and Values**

Pritzl reviewed the work that the Missions, Vision and Values Committee has completed. Pritzl also provided a handout and reviewed the handout and proposed resolution to adopt the Mission, Vision and Values statements. Now that the group has come up with the statements, the next step is how we decide to move forward. Motion by Kroll/Meier to forward the Resolution to Adopt the Mission, Vision and Values statements for approval to the County Board. The motion was voted on and carried.

**11.4. Review and Possible Action on Veterans Memorial Sublease**

Pritzl reviewed the history of the project and the sublease. Motion by Matravers/Meier to recommend for approval to County Board via the consent agenda the Veterans Memorial Sublease as presented. The motion was voted on and carried.

**11.5. Resolution to Establish a Library Planning Committee**

Pritzl provided a resolution handout and reviewed it with the Committee. Pritzl also reviewed the purpose of creating the Committee and the work it would do. Discussion followed. Motion by Meier/Frank to forward to County Board for approval the Resolution to Establish a Library Planning Committee as Amended. The motion was voted on and carried.

**11.6 Administration 2022 Annual Report**

Pritzl provided a handout and reviewed the Administration Annual Report. Informational only, no formal action taken.

**12. Review Prior Months Vendor Payments and Audit Dog License Fund When Necessary**

**12.1.**Report of Vendors Paid 3/1/2023 – 3/31/2023– All Co. Depts. Except Human Services – Removed from Agenda.

**12.2.**Report of Vendors Paid 3/1/2023 – 3/31/2023 Human Services – Removed from Agenda.

**12.3.**Report of Mo. Per Diem & Expense Reimbursement for Mo. Of February (Paid 04/21/2023) – Removed from Agenda.

**13. Announcements/General Information (No action to be taken)**

None

**14. Next Meeting Date**

Next meeting of the Administration Committee is scheduled for Thursday, May 11, 2023 at 9:00 am.

**15. Adjournment**

The meeting was adjourned by the Chair at 11:51 am

Sharon Aubry, Recorder

Posted: 04/18/2023