

MINUTES
(THURSDAY) MAY 11, 2023 – 9:00 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

(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Dennis Kroll, Gary Frank, John Matravets & 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; Tanya Peterson, Treasurer; David Behrend; Chris Augustine; Todd Skarban, Sheriff; Carol Kopp, Jail Administrator

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 – None

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

3. Approval of Minutes of Previous Meeting

Motion by Kroll/Meier approve the April 13, 2023 minutes as presented. The motion was voted on and carried.

4. Communications – None

5. Veterans Service

5.1. Monthly Activation Report

Christensen reviewed the activity report as part of his annual report. Thank you to Supervisor Kroll for attending the Veterans Memorial Ground breaking.

6. Treasurer

6.1. Treasurer Report

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

6.2. CD Options and rates report

Peterson reviewed the current CD rates and recommends no changes at this time to where the funds are being kept.

7. Human Resources Director

7.1. Monthly Employee Update Report – April 2023

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

7.2. Monthly CPI-U Report

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

7.3. Approval of Limited Term Employees (LTE)

Schultz explains current policy states that all LTE's need to be approved by Committee and noted on Organizational Charts. Not asking for additional LTE's, but would like to be able to replace leaving LTE with someone else if within budget with approval by HR only. Motion by Frank/Meier to allow HR Director to approve the hiring of LTE's as long as the cost does not exceed budgeted amount for the Department. The motion was voted on and carried.

7.4. Vehicle Use Policy Final Discussion and Possible Action

Schultz provided a handout of the draft of the policy stating that she did not receive any feedback and would like approval to put policy in place. Discussion followed. Will start requesting a copy of driver's license and insurance information during onboarding. The language will be added and a revised draft will be brought forward to the next Administration Committee meeting.

7.5. Act 4 Protective Status Discussion and Possible Action

Schultz reports that Act 4 was passed. Schultz reviewed the options that have been drawn up. Discussion followed. Further discussion is needed and additional scenarios will be brought back to the next Administration Committee meeting. Once a decision has been made a resolution will be needed to make sure that the reason for the decision is documented and that if it needs to be changed at a future time it can be by adopting another resolution.

8. Finance Director

8.1. 2023 County Sales Tax Report

Sherman reviewed the report with the Committee.

8.2. Bank Reconciliation Report

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

9. County Administrator

9.1. Review Insurance Claims Against the County, If Any.

Pritzl reports there has been one minor workers comp claim since the last meeting and these claims did not result in lost time. Outstanding claim on unlawful blood draw, claim was dismissed. Plow fire info submitted and building struck by plow, repairs have started and are approximately 125 to 150 K Informational only, no formal action taken.

9.2. Resolution for Approval of Broadband Access, Equity and Deployment (BEAD) Planning Grant and Memorandum of Understanding

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Frank/ Matravers to forward the Resolution for Approval of the Broadband Access, Equity and Deployment (BEAD Planning Grant and Memorandum of Understanding to county Board for approval. The motion was voted on and carried.

9.3. Resolution for Establishment of a Broadband Taskforce for the BEAD Planning Grant

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Meier/Kroll to forward the resolution for Establishment of a Broadband Taskforce for the BEAD Planning Grant to County Board for approval. The motion was voted on and carried.

9.4. Discuss ARPA Allocations & Requests

Pritzl reviewed additional ideas that have come forward regarding ARPA funding. \$1,766,537.17 still remaining as unallocated. Discussion followed. Pritzl will continue to work with Sellen to look into options.

9.5. Resolution for Approval of American Rescue Plan Act Funding for Oconto County Youth Fair Show Ring Project.

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Frank/Matravers to forward the resolution for Approval of American Rescue Plan Act Funding for Oconto County Youth Fair Show Ring Project to the County Board for approval. The motion was voted on and carried.

9.6 Chapter 5 – Land Sale County Administration/Finances Sec. 5.101 for Discussion and Possible Action

Pritzl reviewed the ordinance change with the Committee. Discussion followed. Motion by Matravers/Meier to forward the Ordinance Chapter 5 Land Sale County Administration/Finances Sec. 5.101 change to County Board for approval. The motion was voted on and carried.

9.7. Resolution to Establish and Ad-Hoc Opioid Abatement Steering Committee

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Meier/Kroll to forward the Resolution to Establish an Ad-Hoc Opioid Abatement Steering Committee to County Board for approval. The motion was voted and carried.

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

10.1. Report of Vendors Paid 3/1/2023 – 3/31/2023 & 4/1/2023 – 4/31/2023– All Co. Depts. Except Human Services –

10.2. Report of Vendors Paid 3/1/2023 – 3/31/2023 & 4/1/2023 – 4/31/2023 Human Services

10.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. Of March & April (Paid 04/20/2023 & 05/19/2023)

11. Announcements/General Information (No action to be taken) - None

12. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, June 15, 2023 at 9:00 am.

13. Adjournment

The meeting was adjourned by the Chair at a 11:14 a.m.

Sharon Aubry, Recorder

Posted: 05/22/2023