

MINUTES
(THURSDAY) JULY 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 & Theresa Willems

COMMITTEE ABSENT:

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Lisa Sherman, Finance Director; Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Todd Skarban, Sheriff, Scott Shackelford, Health & Human Services Director; Carol Kopp, Jail Administrator, Tifanie Tremble, Jeff Bauman & Aaron McDonald, Stephenson National Bank & Trust; Josh Barbian, PMA

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 Matravers/Meier approve the agenda as presented. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Kroll/Willems approve the June 15, 2023 minutes as presented. The motion was voted on and carried.

4. Communications – None

5. The Committee will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to discuss pending County litigation. Motion by Frank/Willems to move to closed session at 9:02 a.m. The motion was voted on and carried.

6. 11. The Committee will return to open session, pursuant to Wis. Stats. Sec. 1985(s) to conduct all legal business, if any. Motion by Meier/Matravers to return to open session at 9:13 a.m. The motion was voted on and carried.

Motion by Frank/Matravers to settle for \$25,000 on the matter discussed in closed session. The motion was voted on and carried.

7. Veterans Service

7.1. Monthly Activation Report

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

8. Treasurer

8.1. Stephenson National Bank and Trust Presentation

Tremble/Bauman/McDonald of Stephenson National Bank & Trust provided presentation on rates and options available for the County regarding investments. Informational only, no formal action taken

8.2. PMA Presentation

Barbian of PMA provided a presentation on rates and options available for the County regarding investments. Informational only, no formal action taken.

Discussion followed. Requesting a resolution on the investment be brought back to the August meeting and the August County Board.

8.3. Ehlers Presentation

Not Present

8.4. Treasurer Report

Pritzl reviewed the Treasurers report with the Committee. Discussion followed. Informational only, no formal action taken. Equity report that was previously requested was not included in the packet. 2nd request to see this report every month going forward by Supervisor Frank.

8.5. Tax Deed Property Discussion/Review and Possible Action

Pritzl reviewed the properties. Appraised value with all costs to the County included. Meyer Hill property to be placed on hold per Corporation Counsel recommendation. Motion by Matravers/Willems to approve setting minimum bid on remaining properties at appraised value plus any/all associated costs to the County. Motion voted on and carried.

9. Human Resources Director

9.1. Monthly Employee Update Report – June 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. Proposed 2024 Part-Time Wage Scale Discussion and Possible Action

Schultz reviewed the report noting that she has an error on the report that Emergency Manager also has on call pay bi-weekly and she will update the report to illustrate that. Motion by Frank/Meier to approve as amended and forward to County Board for approval. Motion was voted on and carried.

9.4. Temporary Dispatcher Premium Pay Discussion and Possible Action

Schultz requesting to use the premium pay policy in place of \$1 an hour on hours worked until positions are filled. Savings through vacant positions will cover the cost in the budget. Motion by Willems/Kroll to approve the use of premium pay policy of \$1 per hour on hours worked beginning with the next pay period through 12/31 or until all 3 open positions are filled whichever comes first. Motion was voted on and carried. Beginning of next pay period.

9.5. Correctional Officers Pay Discussion and Possible Action

Pritzl read a letter received from Supervisor Gooding regarding the matter. Schultz reports she also has received a call from Supervisor Augustine on this matter. Schultz provided an updated scenario sheet Discussion followed.

10:51 a.m. short recess declared by Chair. 10:59 a.m. Chair called meeting back to order.

Motion by Willems/Frank to approve \$1.50 premium pay per hour on hours worked for Correction Officers beginning next pay period until further action by the Administrative Committee **or 12/31/2023 whichever comes first**, excluding Jail Transport employees and Jail Administrator. Motion voted on and carried.

9.6. Vehicle Use Policy Draft

Schultz reviewed an updated draft of the vehicle use policy to now include County Board Supervisors. Motion by Matravers/Meier to approve the vehicle use policy draft as amended. The motion was voted on and carried.

10. Finance Director

10.1. 2023 County Sales Tax Report

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

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. Review Quarterly Financial Summary

Sherman reviewed the report with the Committee.

10.4. Review Loans Receivable Report

Sherman reviewed the report with the Committee

10.5. Approval of Out-of-State Training for Deputy Finance Director

Sherman requesting that Kazik attend the BS&A Conference in Marquette MI in September 12 & 13. No cost for the training and would only be mileage and an overnight stay. Two from HHS would be going as well. Motion by Kroll/Meier to allow Kazik and Aubry to attend. The motion was voted on and carried.

11. County Administrator

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

Pritzl reports there has been one Work Comp claim, an employee fell. Was assessed, but no lost time. Two other insurance claims on vehicles. New View van hit a stump. Older vehicle, will be under deductible. Employee backing up a vehicle and struck their own vehicle behind them. Should also be under the deductible limit.

One outstanding claim with the groomer – tractor damage - Engine has to be repaired or replaced. Insurance denied the claim – breakdown not covered. Breakdown probably not covered as there wasn't an incident that caused the engine breakdown. Informational only, no formal action take

11.2. Approval of 2024 Budget Guidance

Pritzl reviewed Budget Guidance update. Motion by Meier/Willems to approve the Budget Guidance report as discussed. The motion was voted on and carried.

11.3. Approval of Resolution on Creating a County Recreation Committee

Pritzl provided handout of a resolution to create a County Recreation Committee and reviewed it with the Committee. Line 27 should read "5" County Supervisors. Following discussion Pritzl will bring back revised version of resolution to August meeting.

11.4. Discussion/Possible Action on Obligating ARPA Funds to Oconto County Economic Development Corporation

Pritzl provided a handout and reviewed it with the Committee. This is a draft of policy guidelines for Economic Development Capital projects. Work will continue on this document and it will be brought back to the Committee for approval.

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

12.1.Report of Vendors Paid 6/1/2023 – 6/30/2023 – All Co. Depts. Except Human Services – Reviewed

12.2.Report of Vendors Paid 6/1/2023 – 6/30/2023 - Human Services - Reviewed

12.3.Report of Mo. Per Diem & Expense Reimbursement for Mo. Of June (Paid 07/21/2023) Reviewed

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

- Sleeter requesting that Supervisor Kroll attend the Criminal Justice Coordination Committee meeting on July 24th in his place. Willems/Meier to allow Kroll to take a per diem to attend the July 24, 2023 Criminal Justice Coordination Committee in place of Sleeter. The motion was voted on and carried.
- Sleeter mentions reminder the Beyer home has been reserved on July 20 for Ice Cream Social.

14. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, August 17, 2023 at 9:00 am.

15. Adjournment

The meeting was adjourned by the Chair at 12:01 p.m.

Sharon Aubry, Recorder

Posted: 07/17/2023