

MINUTES
(THURSDAY) SEPTEMBER 14, 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 Matravers, Char Meier &

COMMITTEE ABSENT: Theresa Willems

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; Joel Lavarda; Kim Pytleski, County Clerk; Monty Brink; Dave Poffinbarger; Todd Skarban; James Plotkin

1. Call to Order

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

2. Approval of Agenda

2.1. Change of Sequence –

- Move 11.2 to follow 5.8
- Move 6.1 & 6.2 to follow 6.19

2.2. Removal of Items – Request to remove item 9.3.3.

Motion by Meier/Matravers approve the change of sequence and removal of items. The motion was voted on and carried. Motion by Frank/Meier to approve the agenda as adjusted. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Meier/Kroll approve the August 17, 2023 minutes as presented. The motion was voted on and carried.

4. Communications – None

5. 2024 Position/Wage Change Request Discussion and Possible Action

5.1. Highway – Mechanic

Schultz reviewed the request from the Highway Department to eliminate a current Mechanics position and change the wage/grade on Mechanic/Welder positions from grade I to grade J. Cost of \$25,480.00 which will be funded by elimination of a vacant mechanic position with no additional fiscal impact. Resolution was reviewed with the Committee. Motion by Frank/Matravers to forward to the County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Highway Department – Mechanic/Welder effective the first full payroll in January 2024 and to have the resolution be placed on the consent agenda. The motion was voted on and carried.

5.2. Sheriff Office – Dispatcher

Schultz reviewed the request from the Sheriff's Office to add one full time Telecommunicator position effective the first full payroll in January 2024. Pritzl reported there is a Next Gen 911 grant that may help offset training and equipment for this position. Sheriff spoke stating this will allow the Sheriff's Office to have three Telecommunicators scheduled each shift to keep overtime to a minimum. Motion by Meier/Kroll to forward to the County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Sheriff's Office – Telecommunicator and to have the resolution be placed on the regular agenda. The motion was voted on and carried.

5.3. Sheriff Office – Jail Administrative Assistant

Schultz reviewed the request from the Sheriff's Office to move the Administrative Assistant I to an Administrative Assistant II and to move wage grade from F4 to a G1 effective the first full payroll in January 2024. Motion by Matravers/Meier to forward to the County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Sheriff's Office – Jail Administrative Assistant and to have the resolution be placed on the consent agenda. The motion was voted on and carried.

5.4. Treasurer's Office – Administrative Assistant

Schultz reviewed the request from the Treasurer's Office. Request is to move the .66 part time Administrative Assistant I to 1.0 full time Administrative Assistant I effective the first full payroll in January 2024. Peterson spoke on the request and gave information on parcel comparables as well as responsibilities that would warrant the additional time. Meier/Kroll to forward to the County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Treasurer's Office – Administrative Assistant I and to have the resolution be placed on the consent agenda. The motion was voted on and carried.

5.5. Human Resources – Administrative Assistant

Schultz reviewed the request from the Human Resources Department to change the Administrative Assistant III position to a Human Resources Generalist with a wage/grade change from H3 to I1 and to move position from .46 Emergency Management, .37 Human Resources and .17 Administration to .83 Human Resources and .17 Administration effective the first full payroll in January 2024. Motion by Matravets/Meier to forward to County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Human Resources – Administrative Assistant III and to have the resolution be placed on the consent agenda. The motion was voted on and carried.

5.6. Human Resources – Human Resources Director

Pritzl reviewed the request from the Human Resources Department for a wage/grade change for the Human Resources Director from an N4 to a P1 effective the first full payroll in January 2024. Motion by Meier/Frank to forward to County Board for approval the Resolution for Approval of General Employees Wage Adjustments – Human Resources – Human Resources Director and to have the resolution placed on the consent agenda. The motion was voted on and carried.

5.7. Land Info Systems – LTE

Schultz reviewed the request from the Land Information Systems Department to combine the three LTE positions that are currently budgeted for into one .53 part time employee effective the first full payroll in January 2024. Poffinbarger spoke on benefits of combining the three positions into one to allow for consistent retention of knowledgeable LTE staff throughout the year. Motion by Meier/Matravets to forward to County Board for approval the Resolution for Approval of LIS Position Restructure – Part Time Mapping and Property Tech and to have the resolution be placed on the consent agenda. The motion was voted on and carried.

5.8. Corporation Counsel

Pritzl reviewed the request from the Administration Department for a wage/grade change for the Corporation Counsel from S4 to T1 to be effective the first full payroll in January 2024. Motion by Meier/Matravets to forward to County B Board for approval the Resolution for Approval of General Employees Wage Adjustments – Corporation Counsel and to have the resolution placed on the consent agenda. The motion was voted on and carried.

6. 2024 Proposed Department Budgets Review and Possible Action

6.1. County Clerk

Pytleski reviewed the County Clerk budget. Discussion followed. Motion by Meier/Matravets to forward the 2024 County Clerk Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.2. County Board

Pytleski reviewed the County Board budget. Discussion followed. Motion by Frank/Meier to forward the 2024 County Board Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

Chair called a break at 10:30 am and reconvened at 10:48 am

6.3. Corporation Counsel

Pritzl reviewed the Corporation Counsel budget. Motion by Frank/Meier to forward the 2024 Corporation Counsel Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.4. Veterans Service Office

Pritzl reviewed the Veterans Service Office budget. Motion by Frank/Meier to forward the 2024 Veterans Service Office Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.5. Treasurer's Office

Peterson reviewed the Treasurer's Office budget. Motion by Matravets/Meier to forward the 2024 Treasurer's Office Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.6. Finance

Sherman reviewed the Finance Department budget. Motion by Kroll/Frank to forward the 2024 Finance Department Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.7. Human Resources

Schultz reviewed the Human Resources budget. Motion by Frank/Meier to forward the 2024 Human Resources budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.8. Administration

Pritzl reviewed the Administration Department budget. Motion by Kroll/Matravets to forward the 2024 Administration Department Budget for presentation to the County Board. The motion was voted on and carried.

6.9. Airport

Pritzl reviewed the Airport budget. Motion by Matravets/Meier to forward the 2024 Airport Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.10. Bay Lakes Regional Planning

Sherman reviewed the Bay Lakes Regional Planning budget. Discussion followed. Motion by Kroll/Matravers to forward the 2024 Bay Lakes Regional Planning Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.11. Fair Board

Pritzl reviewed the Fair Board budget. Discussion followed. Motion by Frank/Meier to forward the 2024 Fair Board Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.12. Commission on Aging

Pritzl reviewed the Commission on Aging budget. Discussion followed. Motion by Matravers/Meier to forward the 2024 Commission on Aging Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.13. Libraries

Pritzl reviewed the Libraries budget. Discussion followed. Motion by Frank/Meier to forward the 2024 Libraries Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.14. Fleet Vehicles

Pritzl reviewed the Fleet Vehicles budget. Discussion followed. Motion by Meier/Matravers to forward the 2024 Fleet Vehicles Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.15. Risk Management

Pritzl reviewed the Risk Management budget. Discussion followed. Motion by Kroll/Meier to forward the 2024 Risk Management Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.16. Historical Society

Pritzl reviewed the Historical Society budget. Motion by to forward the 2024 Historical Society Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.17. Medical Examiner

Pritzl reviewed the Medical Examiner budget. Motion by Meier/Matravers to forward the 2024 Medical Examiner Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.18. OCEDC

Pritzl reviewed the Oconto County Economic Development budget. Discussion followed. Motion by Frank/Meier to reduce the expenditures by 15K tournaments and forward the 2024 Oconto County Economic Development Amended Budget to the County Administrator for presentation to the County Board. The motion was voted on and carried.

6.19. Oconto Falls Senior Center

Pritzl reviewed the Oconto Falls Senior Center budget. Motion by Matravers/Frank to forward the 2024 Oconto Falls Senior Center Budget to the County Administrator for presentation to the County Board. 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. Treasurers Report

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

8.2. Update on 2023 Land Sale Process – No action taken

9. Human Resources Director

9.1. Monthly Employee Update Report – August 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. 2024 Insurance Benefits Discussion and Possible Action

9.3.1. Health Insurance – Resolution for approval of 2024 Health Plan and Rates

Schultz reviewed the resolution with the Committee. Discussion followed. Motion by Matravers/Frank to forward to County Board for approval the Resolution for Approval of Health Insurance Renewal Rates, WPPA Plan Designation and Retiree Provision Update for employees for 2024 to be placed on the regular agenda. The motions was voted on and carried.

9.3.2. Retiree Health Insurance - Medicare Eligible

Addressed under 9.3.1

9.3.3. Dental Insurance - Item removed.

9.3.4. HRA/FSA Administrator – Resolution for approval of 2024 HRA/FSA Administrator Change

Schultz reviewed with the committee. Discussion followed. Motion by Kroll/Meiers to add effective January 1, 2024 to line 22. The motion was voted on and carried. Motion by Frank/Matravers to forward to County Board the Resolution for Approval of Health Reimbursement/Flexible Spending Account Administrator to appear on the consent agenda. 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.

11. County Administrator

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

Pritzl reports there was one new Work Comp claim but currently no lost time with the new claim. Property claim alleging a rock struck car from mower. We have not received any notice. Did receive a bill and it has been forwarded to our carrier. Update on claim against us for unlawful search, attorneys have filed a motion to withdraw. Final invoices on plow/building claim and will be submitted soon, work has been completed. Informational only, no formal action take

11.2. Resolution for Approval of Equipment Acquisition through ARPA Funding – Sheriff Office

Pritzl reviewed the resolution with the Committee. Plotkin & Skarban provided a slideshow on the topic. Discussion followed. Motion by Kroll/Meier to forward to County Board the Resolution for Approval of Equipment Acquisition through ARPA Funding – Sheriff Office. The motion was voted on and carried 4 ayes 1 Nay (Frank)

11.3. 2024 – 2028 Capital Budget Plan Update – Discussion and Possible Action

Pritzl reviewed the current status with the Committee and will continue working on this with Sherman.

11.4. Update on Discussion regarding Obligor ARPA Funds to Oconto County Economic Development Corporation

Matravers/Kroll to post pone this item as the resolution and manual were not attached on the agenda. The motion was voted on and carried.

11.5. Discussion on 2024 Debt Levy

Sherman provided a handout and reviewed it with the Committee. Recommendation to reduce debt levy mill rate to .208. Discussion Followed.

11.6. 2024 Overall Budget Update

Pritzl reviewed the current status of the 2024 budget and notes that things will change slightly and hoping to cut a few more areas a bit.

11.7. Discussion and Review of Northern Office Construction Bids

Sleeter and Pritzl attended a recent meeting where the bids were opened. Successful bid was within estimated cost for the project.

12. The Committee will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to discuss pending County litigation. Motion by Matravers/Meier to convene into closed session at 10:05 a.m. The motion was voted on and carried.

13. The Committee will return to open session, pursuant to Wis. Stats. Sec. 1985(s) to conduct all legal business, if any. Motion by Meier/Frank to return to open session at 10:30 a.m. The motion was voted on and carried. Motion Kroll/Meier to post pone the in-rem process for 1 year. The motion was voted on and carried.

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

14.1. Report of Vendors Paid 8/1/2023 – 8/31/2023 – All Co. Depts. Except Human Services – Reviewed

14.2. Report of Vendors Paid 8/1/2023 – 8/31/2023 - Human Services - Reviewed

1.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. of August (Paid 09/22/2023) Reviewed

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

14. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, October 12, 2023 at 9:00 am.

15. Adjournment

The meeting was adjourned by the Chair at 12:24 p.m.