

**MINUTES**  
**MONDAY, APRIL 12, 2021 – 9:00 A.M.**  
**FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**CONFERENCE ROOM #1003 – 1<sup>ST</sup> FLOOR COURTHOUSE BUILDING “A”**  
**301 WASHINGTON ST., OCONTO WI 54153-1620**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)  
*(Draft minutes, not yet approved)*

COMMITTEE PRESENT: Paul Bednarik, Al Sleeter, Doug McMahon, Greg Sekela, Gary Frank

COMMITTEE ABSENT:

OTHERS PRESENT: Kevin Hamann, County Administrator; Tanya Peterson, County Treasurer; Sharon Aubry, Administrative Assistant III AC/HR/EM; Lisa Sherman, Finance Director; Kim Pytleski, County Clerk; Beth Ellingson, Corporation Counsel; Laurie Wusterbarth, Register of Deeds Kathy Goldschmidt Mike Reimer Member of the public

TIME MEETING BEGAN: 9:00 a.m.

**1. Approval of Agenda**

**A. Change of Sequence –** #4 presenter running late. Will visit issue when he arrives.

**B. Removal of Items –**None

Motion by McMahon/Frank to approve agenda as amended. The motion was voted on and carried.

**2. Approval of Minutes of Previous Meetings of March 8, 2021**

Motion by Sekela/Sleeter to approve minutes as presented for March 8, 2021 meeting. The motion was voted on and carried.

**3. Communications –**

- WI Access project update the pressure on the gas line going through the County in March 2022. In permitting process. Increase in the line pressure so they are updating lines.

**4. Northern Towns of Oconto Request to Join Nicolet Area Technical College**

Wayne O'Barski addressed the Committee regarding difficulties Northern towns are having with NWTC in scheduling EMS/Fire classes. O'Barski has worked/talked with Nicolet Area Technical College and they are much more willing to work with the small northern towns in regards to EMS/Fire classes. Requesting that the Finance Committee send request to County Board supporting the Northern towns be able to withdraw from NWTC and join Nicolet Area Technical College. These issues are having a direct effect on EMS/Fire in the Northern area. Requesting County Board send a letter of support to the State board. Discussion followed. Motion by Frank/McMahon to forward resolution to the County board for letter of support for the Northern Towns to join the Nicolet Area Technical College. The motion was voted on and carried.

**5. Discuss/Approve Land Sale Bids, if Any**

Ellingson states the appeal process has been exhausted on parcel #42-030300333B – 18904 State Highway 32 Townsend. Party may no longer be interested based on the title as it stands. County still owns and the party is waiting to see if the courts update the title and if they do, he would still be interested. Ellingson unsure what the courts will request be done to make a ruling the title be free and clear. This will appear on May's agenda. Discussion followed. Informational only, no formal action taken...

**6. Meet with Administrative Coordinator – Review Insurance Claim Against County, if any**

Hamann reports two claims back from January both are squad deer. Forestry & Parks - the County insures the groomers. A 2004 tractor for the Snow Jokers was damaged. Adjuster totaled the tractor. County has replacement coverage. \$125,000.00 less the \$10,000.00 deductible. \$115,000.00 to Snow jokers to purchase new groomer. Discussion followed. Work Comp one new claim, no lost time.

**7. Meet with County Clerk**

**A. Discuss Paperless Project**

Pytleski discussed project. Next phase is to move Finance/Insurance Committee to tablets. Would like to do training for Supervisors April 20 at 1:00 pm and April 22 after the board meeting to report and issues. Discussion followed. Informational only, no formal action taken.

**B. Discuss Deputy Wage Adjustment**

Pytleski reviewed letter from K Goldschmidt regarding wage adjustment request. Pytleski requesting Deputy Clerk wage, currently at Grade H 12, \$25.30 per hour be adjusted. Maintenance duties were added and workload has increased. Request is a merit based on the person who is the position as Goldschmidt out performs her job duties. Requesting some sort of stipend as a key employee. Discussion followed. Pytleski requesting the conversation regarding the pay system not end with this meeting. Hamann states that this topic is on the Personnel & Wages Committee agenda for next week. Pytleski requesting a stipend of \$4,000.00 and to discuss merit base pay. Motion by Sleeter to recommend the request for Goldschmidt to be

moved to J3 be forwarded to Personnel & Wages. Died for lack of second. Motion by Bednarik/Sleeter to change Goldschmidt from H12 to I4 be forwarded to Personnel & Wages. The motion was voted on 3 aye, 1 nay (Sekela) and 1 abstain (Frank). The motion carried.

**C. Annual Report**

Pytleski provided handout of the annual report and reviewed it with the Committee. Discussion followed.

**8. Report of Finance Director**

**A. County Sales Tax Report**

Sherman provided handout and reviewed the Sales Tax reports with the Committee. Discussion followed. Informational only, no formal action taken.

**B. Bank Reconciliation Report**

Sherman reviewed report with the Committee. Account is in balance. Discussion followed. Informational only, no formal action taken.

**C. Approve 2020 Annual Report**

Sherman reviewed the report with the committee. Discussion followed. Motion by Frank/McMahon to approve the report and forward to County Board for approval. The motions was voted on and carried.

**D. 2020 End of Year Summary Report**

Sherman reviewed the report with the Committee. Informational only, no formal action taken. Auditors will be on site the last week of April and first week of May to complete the audit. Informational only, no formal action taken.

**9. Meet with Treasurer – Treasurers Report**

**A. Treasurer Report**

Peterson provided hand out and reviewed the report with the Committee. Informational only, no formal action taken.

**B. Discuss wage adjustment**

Peterson reports Administrative Assistant in Treasurer Office currently job shares with Extension. She is grade G in the Extension office and a grade F in the Treasurer's office. Peterson requesting she be at a grade G in both offices. Move this position from Administrative Assistant I to Administrative Assistant II position. Discussion followed. Died for lack of motion.

**10. Meet with Register of Deeds – Discuss Deputy Wage Adjustment**

Wusterbarth reports if Deputy Clerk wage goes to a grade I the Treasurer and Register of Deeds will request the same to maintain same level wage for all Deputies. Discussion followed. Register of Deeds and Treasurer Deputies will maintain grade H. Request withdrawn no request to act upon.

**11. Meet with Veteran Service Officer**

**A. Monthly Report**

Christensen provided a handout and reviewed it with the Committee. Informational only no formal action taken.

**B. County Mileage Reimbursement Rate Increase Request**

Volunteer driver asking about mileage rate increase. Christensen questioned if there is any room for negotiation on this and if any other Department have had any issue with reimbursement rate. Discussion followed.

**C. Veterans Service Officer Compensation**

Bednarik stating that request wage adjustment for Veterans Service Officer from grade K7, \$30.96/hr. to grade L or M. Discussion followed. Motion by Sleeter/McMahon recommending to Personnel & Wages a wage adjustment for Veterans Service Officer from K7 to L5 for approval. The motion was voted on four aye and one abstain (Frank).

**12. Property Acquisition – 145 Washington Street**

Hamann reviewed status of the property. Property owner is asking County if we would like to purchase the property, as they are interested in selling. Discussion followed. Committee directed County Administrator and Corporation Counsel to draft documents to purchase property for \$75,000.00. Current owner questioning if the property sold before he can vacate and acquire new property, would the County be willing to rent the property to him. Discussion followed. Close by July 1, 2021 and allow current owner to rent through October 1, 2021 at \$750 per month. All is contingent upon County Board approval. Once Corporation Counsel drafts documents, Hamann will review and then submit to property owner for approval or counter offer.

**13. CDBG New Beginnings Project – Request for Upfront Funding**

Hamann reports should have final design within the next couple of weeks and will be bidding out in the middle of May with bids due by the end of June. We are incurring costs now. \$50,000.00 was set aside previously for the bills. Hamann provided handout of payment advance request and reviewed the language with the Committee. Hamann questions if we should utilize the upfront money and then request reimbursement. Discussion followed. Motion Sleeter/Sekela to authorize Treasurer to transfer upfront County funds into an account to cover invoices on a weekly basis. Hamann recommending that Finance Director and Treasurer need to work with the State to determine how the accounts and payments should be set up. Motion voted on and carried

**14. Commission on Aging – Request for Additional Funding**

Hamann reports ongoing issue with COA Hamann and Sherman are working with COA to get things resolved. Meeting tomorrow to review possible pay increases for those currently making less than \$8 per hour. If COA would give all employees a \$0.75 per hour increase, it would cost approximately \$26,000.00. In addition, the Executive Director is being advertised at \$20-\$22 per hour. Only one application has been received. If the Executive Director were hired at \$22 per hour, it would cost approximately \$15,000.00 in additional funds. COA is in need of finance help. Proposal from former auditor to help get things straightened out would be at a rate of \$100 per hour for approximately 90 hours. Numerous checks have been returned NSF. Hamann recommending the Committee authorize to transfer up to \$75,000.00 out of contingency to assist the COA. Discussion followed. Regarding the COA budget Sherman reports that small steps are being made to correct issues, but there is still a long way to go. Motion by Frank/Sleeter to transfer up to \$100,000.00 out of contingency for the COA with Sherman overseeing any/all payments. Motion was voted on and carried.

**15. County Emergency Radio System Project Request for Upfront Funding.**

Hamann reports radio project initial cost was approximately \$3.6 million. User group is requesting additional funding for additional towers. There is a possibility part of the American Rescue Plan could assist, as Broadband which is an eligible for reimbursement, will be on the towers, this could assist in for a portion of the towers. Discussion followed. Recommend it be determined the amount we can charge to the American Rescue Plan and the remainder from Sales Tax. User group strongly recommends consideration to allocate Rescue plan monies for Radio project. Discussion followed. Group requesting consideration be given to some of the funds coming from the Rescue plan. Oconto Tower is on hold pending historical group issue with placement.

McMahon left at 12:00 pm.

**16. American Rescue Plan Funding**

Hamann provided a handout and reviewed it with the Committee in regards to input received on American Rescue Plan funding. Discussion followed. Funds are to be deposited into the States Local Government Investment Pool (LGIP) account with a separate LGIP account just for those funds.

Frank left at 12:13 pm

**17. 2022 Budget**

**A. Discuss Budget Guidance Letter**

Hamann reviewed the Budget Guidance letter with the Committee. Personnel & Wages Committee will be reviewing and giving a recommendation on wages. Hamann looking for input. Discussion followed. Informational only, no formal action taken.

**B. Discuss Budget Schedule**

Hamann provided a handout schedule and reviewed it with the Committee. Informational only, no formal action taken.

**18. Approve Authorization to Attend Meeting(s), If Any**

None

**19. Audit All Current Claims and Accounts Against the County and the Dog License Fund; Approve Payment of Same and Authorize the Issuance of County Orders Therefore**

A. Report of Vendors Paid 03/01/21 – 03/31/21 – All Co. Depts. Except Human Services - Reviewed.

B. Report of Vendors Paid 03/01/21 – 03/31/21 – Human Services - Reviewed.

C. Report of Mo. Per Diem & Expense Reimbursement for Month of February (paid 03/22/2021) - Reviewed.

**20. Announcements/General Information**

- Bednarik/Hamann met with architects and Board Room remodel is moving forward.

**21. Set Next Meeting Date**

May10, 2021 at 9:00 a.m.

**22. Meet with County Administrator**

**A. Closed Session: The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(c), for the purpose of obtaining Committee input into performance evaluations of non-elected department heads.** Closed session not held. Recommend moving to May meeting agenda and have it at the beginning of the agenda.

**B. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2).** Closed session not held.

**23. Adjournment**

The meeting was adjourned by the Chair at 12:33 pm.