

MINUTES
MONDAY, MAY 10, 2021 – 9:00 A.M.
FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
CONFERENCE ROOM #1003 – 1ST FLOOR COURTHOUSE BUILDING “A”
301 WASHINGTON ST., OCONTO WI 54153-1620
www.co.oconto.wi.us
(Draft minutes, not yet approved)

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

COMMITTEE ABSENT:

OTHERS PRESENT: Kevin Hamann, County Administrator; Tanya Peterson, County Treasurer; Sharon Aubry, Administrative Assistant III AC/HR/EM; Lisa Sherman, Finance Director; Beth Ellingson, Corporation Counsel; Betty Bickel, Health & Human Services Business Manager; Ron Christensen, Veterans Service Officer Shelly Schultz, Human Resources Director

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda

- A. Change of Sequence –**
- B. Removal of Items –**

Motion by Sleeter/Frank approve agenda as presented. The motion was voted on and carried.

2. Approval of Minutes of Previous Meetings of April 12, 2021

Motion by Sekela/Frank to approve minutes as presented for April 12, 2021 meeting. The motion was voted on and carried.

3. Communications –

- Peterson – a letter from Building Blocks Childcare in Sobieski – regarding unpaid taxes and possible waiver/reduction in taxes.
- Peterson reports Assembly bill 232 vetoed by the governor.

4. Discuss/Approve Land Sale Bids, If Any

None – no update. Hwy 32 property sold and buyer paid \$100,000.00. Discussion followed. Informational only, no formal action taken...

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

Hamann reports no new property or liability claims. Three new work comp claims, one in jail - off for two days. One in Hwy slip and fall – no lost time. One in Forestry/Parks submitted for hearing loss. Discussion followed. Informational only, no formal action taken.

6. Report of Finance Director

A. County Sales Tax Report

Sherman 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.

7. 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. Taxpayer Assistance Resources Pamphlet

Peterson provided a handout and reviewed it with the Committee. Discussion followed. Informational only, no formal action taken.

C. Parcel #002-432704324 and #002-432704434 (parcel boundary lines issue)

Peterson reports House is built directly in the middle of two parcels. One parcel with the house is paid up and the other parcel is delinquent back to 2017. Generic letter being created indicating that one of the parcels is delinquent requesting that the property owner contact property listing for options. Discussion followed.

8. Meet with Veteran Service Officer Monthly Report

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

McMahon arrived at 9:32 am

9. Update on Property Acquisition at 145 Washington Street

Hamann reports offer to purchase in process. Deadline for acceptance is June 21, 202. Current owners can take out what they want and then the house will be demolished. Closing date will be on or before August 1, County will pay earnest money – possibly \$1000. Are we going to ask them to do a real estate condition report? Ok with highway razing? How will taxes be handled? Rental terms - \$750 per month. Discussion followed. Motion by Sleeter/McMahon to recommend to County Board an offer to purchase as discussed. The motion was voted on and carried.

10. 2021 Budget Request for Contingency Budget Transfer for General Employee Wage Increases

Hamann reviewed the resolution in the packet to approve a general employee wage adjustment. Hamann also provided CPI report and reviewed it with the committee. Personnel Committee is recommending to County Board a 1% across the board wage increase for general employees effective July 4, 2021 out of the Contingency Budget. Discussion followed.

11. 2022 Budget – Guidance Letter

Hamann reviewed the draft of the Budget Guidance Letter with the Committee. Discussion followed. Motion by Frank/Sleeter to recommend the Budget Guidance Letter to the County Board for approval. The motion was voted on and carried.

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

Reminder - 5-27-21 strategic planning session – County Board meeting at 10 am at Holy Trinity.

13. 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 04/01/21 – 04/30/21 – All Co. Depts. Except Human Services - Reviewed.
- B. Report of Vendors Paid 04/01/21 – 04/30/21 – Human Services - Reviewed.
- C. Report of Mo. Per Diem & Expense Reimbursement for Month of March (paid 04/20/2021) - Reviewed.

14. Announcements/General Information

- Sherman reports that Courtney Kazik, Deputy Finance Director, passed her evaluation and is doing very well.
- Peterson reports that both Nikki Tolzman and Nikki Kaiser both passed their evaluations and office is running well. Peterson will be requesting at a future meeting to increase hours for Nikki Kaiser to 25 hours per week in Treasurers office beginning July 1, 2021.

15. Set Next Meeting Date

June 14, 2021 at 9:00 a.m.

16. 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.** Motion by Sleeter/Sekela to move to closed session at 10:24 a.m. The motion was voted on and carried.
- 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).** Motion by Frank/McMahon to return to open session at 10:51 am. The motion was voted on and carried.

17. Adjournment

The meeting was adjourned by the Chair at 10:52 pm.