

**MINUTES**  
**MONDAY, JUNE 14, 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, 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; Shelly Schultz, Human Resources Director; Frank Calvert, Airport Manager

TIME MEETING BEGAN: 9:00 a.m.

**1. Approval of Agenda**

**A. Change of Sequence** – Motion by Sekela/McMahon to move item 8 to after 2. Voted on and carried.

**B. Removal of Items** – None.

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

**2. Approval of Minutes of Previous Meetings of May 10, 2021**

Motion by Frank/Sleeter to approve minutes as presented for May 10, 2021 meeting. The motion was voted on and carried.

**3. Communications –**

- Northern Towns to Join Nicolet Area Technical College Request.

Committee discussed response back from Wisconsin Technical College System. Informational only, no formal action taken.

**4. Discuss/Approve Land Sale Bids, If Any**

None.

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

Hamann reports 2 new property/liability claims. 1) Rock hit windshield and person requesting coverage of damages. Carrier denied claim. 2) Debris from truck damaging vehicle, still pending. Three new Work Comp claims. 1) Sheriff Dept smoke and ash in eyes. Only off day of injury and no further lost time. 2) Highway truck air hose blew off causing a burn on hand, no lost time and is healing. 3) COVID positive inmate spit on Deputy who then contracted COVID. Deputy out for 5 days. 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.

**C. Approve Six-Year Proposal from Key Benefits Concepts LLC for an Actuarial Valuation of other Post-Employment Benefits (OPEB) (Enc.)**

Committee reviewed proposal. Discussion followed. Motion by Sleeter/Sekela to approve the proposal from Key Benefits Concepts LLC and to forward the resolution to County Board for approval on the consent agenda. The motion was voted on and carried.

**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. Increase Treasurer's Start Up Cash Drawer Balance**

Peterson reports other departments are coming to Treasurers office to make change in smaller bills.

Peterson is requesting to change the cash drawer from \$400.00 to \$800.00 Discussion followed. Motion by Frank/McMahon change Treasurers Office start up cash drawer from \$400.00 to \$1000.00. The motion was voted on and carried.

**C. Discuss/Approve Administrative Assistant Hours in Treasurer's Office**

Peterson reports that N. Kaiser/Administrative Assistant, was previously approved to work 15 hours per week in Treasurers office and 10 hours per week in UWEX office. This past year due to COVID restrictions on the UWEX office, she has been working the full 25 hours per week in the Treasurer's office. Peterson is requesting that her position no longer be job shared with UWEX and to have her moved from 15 to 25 hours to be funded through Treasurers office. Schultz provided feedback on flexing hours during an upcoming leave of absence. Discussion followed. Committee is directing the Department Heads to work together to develop schedule and move Kaisers position from 25 to 29 hours per week. Schultz will work with the Department Heads to make sure a schedule is in place that will work for both departments. Committee requesting that the schedule that is developed be shared with them at the next Committee meeting. Motion by Sleeter/McMahon to recommend to Personnel & Wages for approval an increase in hours for the Administrative Assistant position in Treasurers office and UWEX from 25 to 29 hours per week and a formal schedule to be implemented for time-sharing of that position. Motion was voted on and carried.

**8. Airport Request to Build Additional Hanger (End.)**

Frank Calvert/Airport Manager reviewed plan/request with the Committee. Building will be a 4-hangar complex and the hangars are to be rented out. Calvert states 2021 Airport budget includes \$30,000.00 and 2022 Airport budget includes \$30,000.00 in Capital Improvements as well that will cover the \$50,000.00 local share of the grant program applied for on this project. Discussion followed. Calvert states the Airport would like to hold the ground breaking at the Airport on July 12, 2021 @ 1:00 p.m. Informational only, no formal action taken.

**9. County Plan to Address the American Rescue Plan Funding**

Hamann reviewed the summary of requests with the Committee. One additional request was received. Hamann states Committee needs to determine which requests they want to pursue. Discussion followed. Hamann will revise summary as follows: \$5,000,000.00 for lost revenue, \$2,000,000.00 for Emergency Radio Towers, \$250,000.00 for New View project, \$200,000.00 for Jail Body Scanner, \$200,000.00 for County Board room remodel and \$200,000.00 for Fiber/Broadband. Informational only no formal action taken.

**10. Approve 2022 Budget Guidance Resolution**

Hamann reviewed the Budget Guidance Resolution with the Committee. Discussion followed. Motion by Sekela/McMahon to recommend approval of the 2022 Budget Guidance Resolution to County Board as presented. The motion was voted on and carried.

**11. Update on Purchase of Property at 145 Washington Street**

Hamann provided feedback and shared emails from current property owners. Owners are hoping to close much sooner than August if possible. Highway Department has been notified that they will be doing the demolition of the structure on the property. Informational only, no formal action taken.

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

Bednarik reports LEAN meeting with Jo Miller and requesting per diem for Sleeter who he requested attend the meeting also. Motion by Frank/Sekela to authorize per diem for Sleeter for attending 6-9-21 meeting. The motion was voted on and carried.

**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 05/01/21 – 05/31/21 – All Co. Depts. Except Human Services - Reviewed.
- B. Report of Vendors Paid 05/01/21 – 05/31/21 – Human Services - Reviewed.
- C. Report of Mo. Per Diem & Expense Reimbursement for Month of April (paid 05/20/2021) - Reviewed.

**14. Announcements/General Information**

- Bednarik received request from WTC to attend a County Board meeting.

**15. Set Next Meeting Date**

July 12, 2021 at 9:00 a.m.

**16. Adjournment**

The meeting was adjourned by the Chair at 11:04 a.m.

Sharon Aubry, Recorder

Posted 6-15-2021