

AGENDA
(THURSDAY) DECEMBER 18, 2025 – 9:00 A.M.
OCONTO COUNTY BOARD OF SUPERVISORS' MEETING
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153

This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.ocontocountywi.gov

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Invocation – Supervisor Pillsbury
4. Statement of County Mission and Vision
5. Presentation of Awards and Recognition
6. Presentation of Communications and Petitions
 - 6.1. 2025 Bridge Aid Payments (3)
7. Consent Agenda
 - 7.1. Removal of Items from Consent Agenda
 - 7.2. Approval of Consent Agenda
 - 7.2.1. **A2025-12-01** Zoning Change – Town of Abrams (Herzog) – L&W Resources Com. (4)
 - 7.2.2. **A2025-12-02** Zoning Change – Town of Abrams (Stueber) – L&W Resources Com. (6)
 - 7.2.3. **A2025-12-03** Zoning Change – Town of Little River (Van Den Bogart), Town of Little River (Dumke), Town of Stiles (Potter) and Town of Stiles (Spaulding) (8)
 - 7.2.4. **R2025-12-01** Approval to Purchase North Bay Shore Campground Utility Vehicle – L&W Resources Com. (11)
 - 7.2.5. **R2025-12-02** Approve 2026 Forestry Work Plan – L&W Resources Com. (12)
 - 7.2.6. **R2025-12-03** Support of Oconto County for the 2026-2030 Snowmobile Friendly Community Program – L&W Resources Com. (13)
 - 7.2.7. **R2025-12-04** Approval of Opioid Remediation Funded Initiative – Admin. Com.(14)
 - 7.2.8. **Appointment** – Gillett Library Board County Representative (McQuillan) – Co. Admin. (15)
 - 7.2.9. **Appointment** – Opioid Abatement Ad-Hoc Steering Committee – Co. Admin. (16)
 - 7.2.10. **Re-Appointment** – Broadband Taskforce for the BEAD Planning Grant – Co. Admin. (17)
 - 7.2.11. **Re-Appointment** – Oconto County Library Services Board (Sleeter) – Co. Admin.(18)
8. Regular Agenda
 - 8.1. Change in Sequence
 - 8.2. Removal of Items
 - 8.3. Approval of Regular Agenda
9. Approval of Previous Meeting Proceedings (19)
10. Committee and Departmental Reports (No Action to be taken)
 - 10.1. Report – Health & Human Services Update
 - 10.2. Report – Human Resources Update (22)
 - 10.3. Report – TEDCOR (Tourism & Economic Development Corporation of the Oconto Region) Update
 - 10.4. Report – Land Sale Bid Acceptance Report (23)
 - 10.5. Report – Highway Facilities Update – Kurt Berner – Samuel's Group, Jeff Belongia-Huntington Securities, Inc.
11. **R2025-12-05** – Approval of Revisions to Public Facilities Handbook – Property & Technology Com. (24)
12. **R2025-12-06** Approval to Proceed to Phase II of New Highway Facility – Highway Com. & Admin. Com. (40)
13. **R2025-12-07** Contract Award and County Sales Tax – County Highway Road Improvement Project – Admin, Com. & Highway Com. (41)
14. **CLOSED SESSION:** The Board will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(e) to discuss the terms of Sheriff Deputies Union contract.
15. **OPEN SESSION:** The Board will return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct further legal business, if any.
16. **R2025-12-08** Approval of Sheriff Deputies Union Working Agreement 2025-2028 – Admin. Com. (42)
17. **CLOSED SESSION:** The Board will convene into closed session, pursuant to §§19.85(1)(d), (e),(f) & (g), Wis. Stats. to discuss confidential (offender and other) information and any appropriate residential option(s) related to the pending case per Sec. 980.08, Wis. Stats.
18. **OPEN SESSION:** The Board will return to open session, to discuss further legal business, if any.
19. **R2025-12-09** Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats. – Health and Human Services Board (43)
20. **Announcements/General Information** (No Action to be taken)
21. **Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made. Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body. Courthouse Bldg. "A" is located at the corner of Washington Street & Arbutus Avenue Ramp Access from Washington Street Parking Lot Entrance

c. Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Department Heads, external requests), Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 12/12/2025

January Invocation by Supervisor Scanlan

To responsibly serve, support, and protect the people and places throughout our community.

2025 BRIDGE AID PAYMENTS - Petitions

WI Statue 81.38

TOWN	LOCATION	TOTAL COST	PAYMENT
Morgan	Valentine Road (Emergency replacement) 1.2 miles N of CTY D	\$10,485.09	\$5,242.54

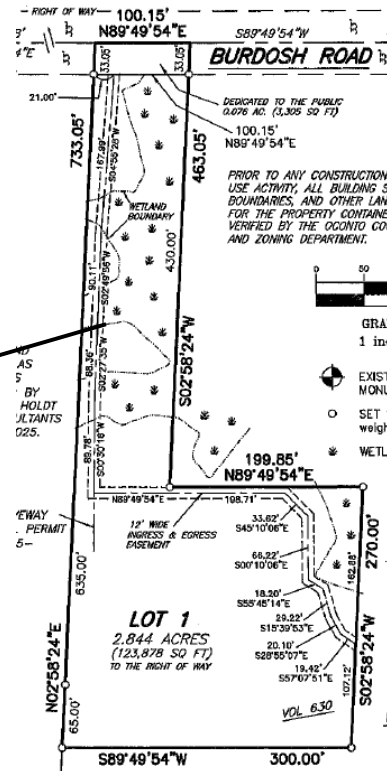
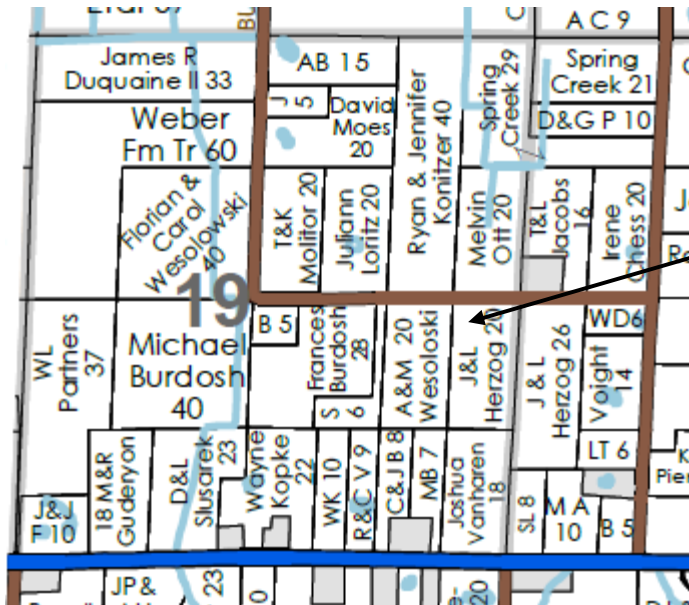
AMENDATORY ORDINANCE – A2025-12-01

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ, filed October 27, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Agricultural District to Rural Residential District on property described as:

PROPERTY INFORMATION: Tax Parcel # 002-251901841A
Part of Section 19, T27N, R20E, Town of Abrams
Existing Zoning: Agricultural District
Proposed Zoning: Rural Residential District
PROPERTY OWNER: Jeffrey & Laurie Herzog



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 2.844 acres to Rural Residential District in order to bring the parcel into compliance to create a new residential lot; and

WHEREAS: the acreage is currently being utilized as agricultural and woodlands; and

WHEREAS: the parcel is located along Burdosh Rd and is in an area planned for low impact & low density residential development; and

WHEREAS: the Town of Abrams held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

WHEREAS: the Land & Water Resources Committee held a public hearing on 12/8/2025 and after listening to testimony for and against, and after reviewing the application staff report, the standards for

rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has recommended approval.

NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS: Petition: RZ

Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3: Rezone petition RZ is hereby adopted amending the Oconto County Zoning District Map, by changing the zoning classification from Agricultural District to Rural Residential District for the above noted description.

Section 4: The ordinance shall take effect the day after passage and publication as required by law.

Submitted this 18th day of December, 2025.

By: LAND AND WATER RESOURCES COMMITTEE

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczrowski
Mike Beyer
Dennis Kroll, Alternate
David Parmentier, Alternate

Electronically Reviewed by Corporation Counsel on 12-11-2025 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

AMENDATORY ORDINANCE – A2025-12-02

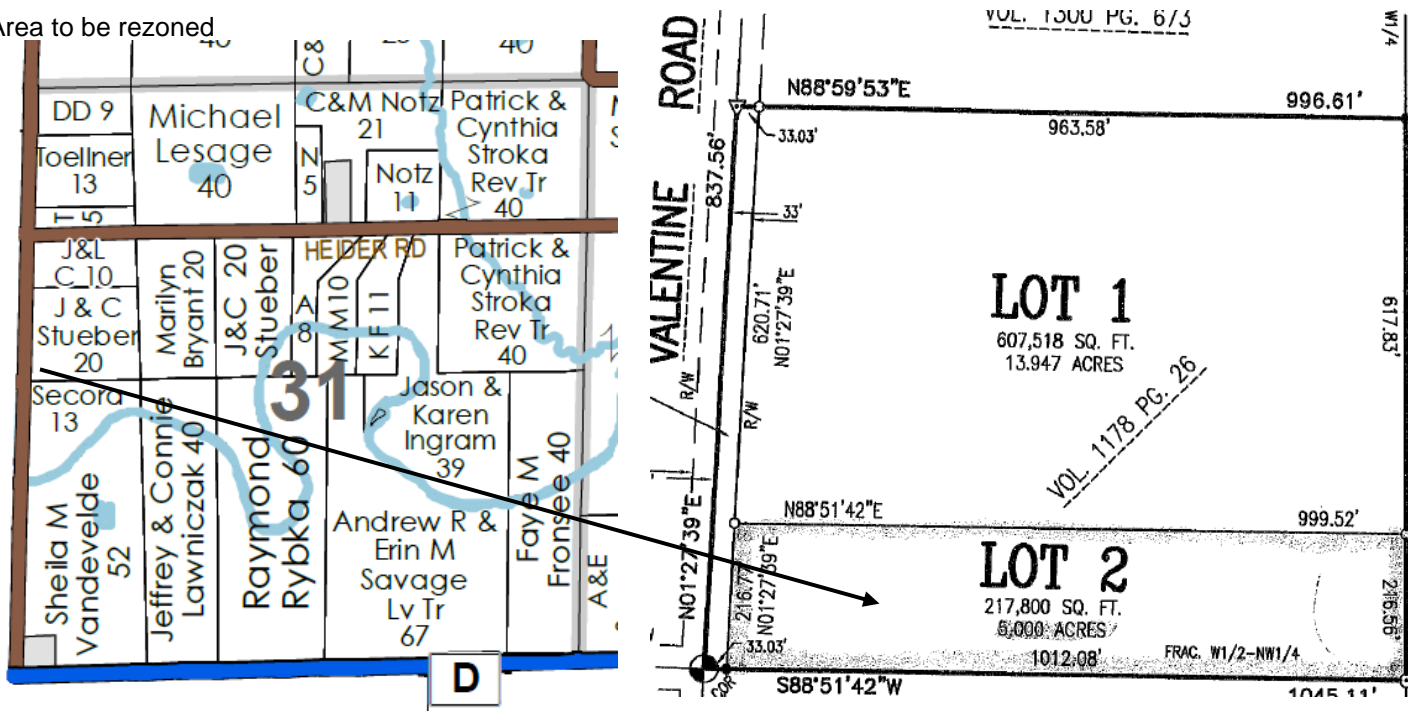
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250057, filed September 22, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Agricultural District to Rural Residential District on property described as:

PROPERTY INFORMATION: Tax Parcel # 002-373100623
Part of Section 31, T27N, R20E, Town of Abrams
Existing Zoning: Agricultural District
Proposed Zoning: Rural Residential District
PROPERTY OWNER: Jeffrey & Crystal Stueber

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 5.00 acres to Rural Residential District in order to bring the parcel into compliance to create a new residential lot; and

WHEREAS: the acreage is currently being utilized as agricultural lands; and

WHEREAS: the parcel is located along Valentine Rd and is in an area planned for low impact & low density residential development; and

WHEREAS: the Town of Abrams held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

WHEREAS: the Land & Water Resources Committee held a public hearing on 12/8/2025 and after listening to testimony for and against, and after reviewing the application staff report, the standards for

rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has recommended approval.

NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS: Petition: RZ-20250057

Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3: Rezone petition RZ-20250057 is hereby adopted amending the Oconto County Zoning District Map, by changing the zoning classification from Agricultural District to Rural Residential District for the above noted description.

Section 4: The ordinance shall take effect the day after passage and publication as required by law.

Submitted this 18th day of December, 2025.

By: LAND AND WATER RESOURCES COMMITTEE

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczrowski
Mike Beyer
Dennis Kroll, Alternate
David Parmentier, Alternate

Electronically Reviewed by Corporation Counsel on 12-11-2025 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

AMENDATORY ORDINANCE – A2025-12-03

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: the Land and Water Resources Committee, as granted within the Oconto County Zoning Ordinance under section 14.3303 (d) may Petition for Zoning Amendments, desires to rezone areas of parcels on behalf of property owners where an exchange of lands created incidental areas not consistent with the adopted Oconto Co Zoning District Map; and

WHEREAS: the owners of the affected lands have signed a consent agreement to have the county make application on their behalf in order to expedite the exchange of lands between parcel owners as provided on attached documents or bringing an existing parcel into compliance with current zoning; and

WHEREAS: the incidental areas are of such nature that the department and the Land and Water Resources Committee felt it was not prudent to burden each applicant with separate rezone applications and the affected Town with the standard rezone review process involving Town Plan Commission/Town Board Review; and

WHEREAS: while the applicants or County did not meet with each town to consider the change in zoning, the department review for consideration of the consent rezones assured that no additional lots are being created, and that the rezone is to make the zoning consistent throughout the parcel; and

WHEREAS: the Land and Water Resources Committee held a public hearing on 12/8/2025 and after listening to testimony for and against, and after reviewing the application and the standards for rezoning lands under 14.3315 have recommended approval.

NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS: Petition: RZ-20250064

Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3: Rezone petition RZ-20250064 is hereby adopted amending the Oconto County Zoning District Map, by changing the zoning classifications for the incidental areas noted within each parcel attached to this amendatory ordinance.

Section 4: The ordinance shall take effect the day after passage and publication as required by law.

Submitted this 18th day of December, 2025.

By: LAND AND WATER RESOURCES COMMITTEE

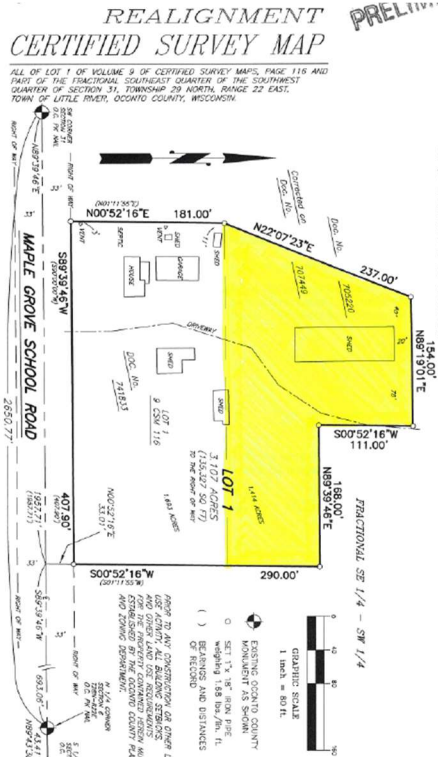
Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczrowski
Mike Beyer
Dennis Kroll (alternate)
David Parmentier (alternate)

Electronically Reviewed by Corporation Counsel on 12-11-2025 - BLE

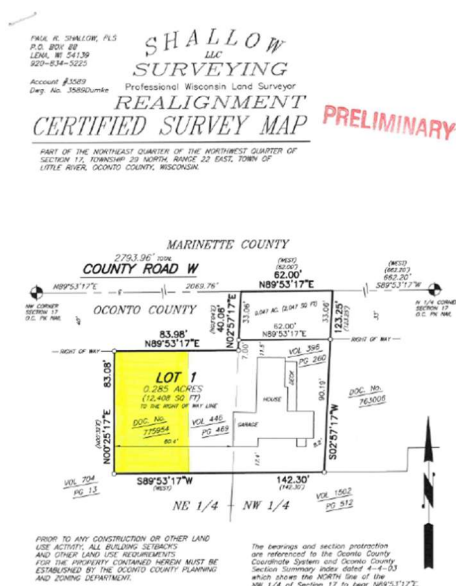
Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

Consent Rezones Town of Little River

1. Tax Parcel 022-523101934A, Michael E and Jada M Van Den Bogart, 2372 Maple Grove School Rd, Oconto WI, rezone from the Agricultural (A) district to the Rural Residential (RR) district. This area (1.414 acres / 61,593 sq. ft)) was added from tax parcel 022-523101934 as part of a Realignment Certified Survey Map (Doc # 779297 (CSM 6138)). This consent rezone is to make the zoning consistent throughout the parcel. Location of the property is Section 31, T29N, R2E, Town of Little River, 2372 Maple Grove School Rd.

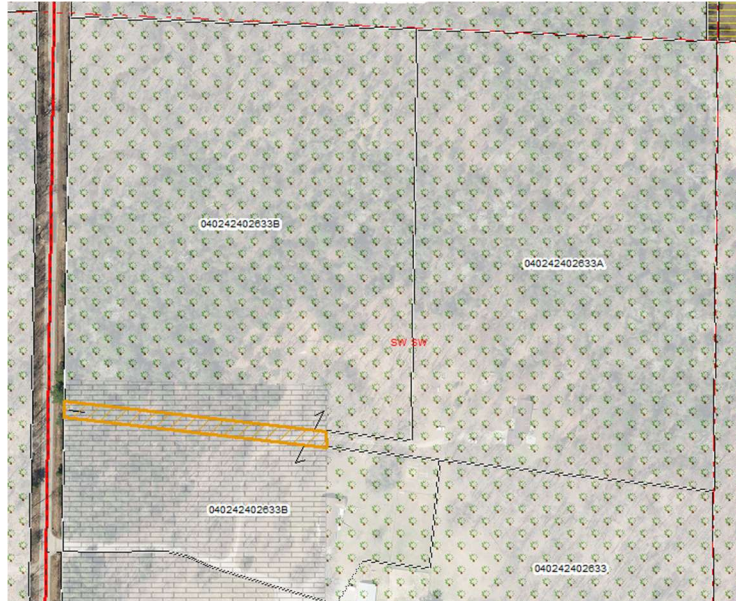


2. Tax Parcel 022-351701321G, Richard and Wendy Dumke, 1991 County Road W, Peshtigo WI, rezone from the Agricultural (A) district to the Single Family Residential (R-1) district. This area (.102 acres / 4,472 sq. ft) was added from tax parcel 022-351701621J as part of a Realignment Certified Survey Map (Doc # 778644 (CSM 6129)). This consent rezone is to make the zoning consistent throughout the parcel. Location of the property is Section 17, T29N, R22E, Town of Little River, 1991 County Road W.

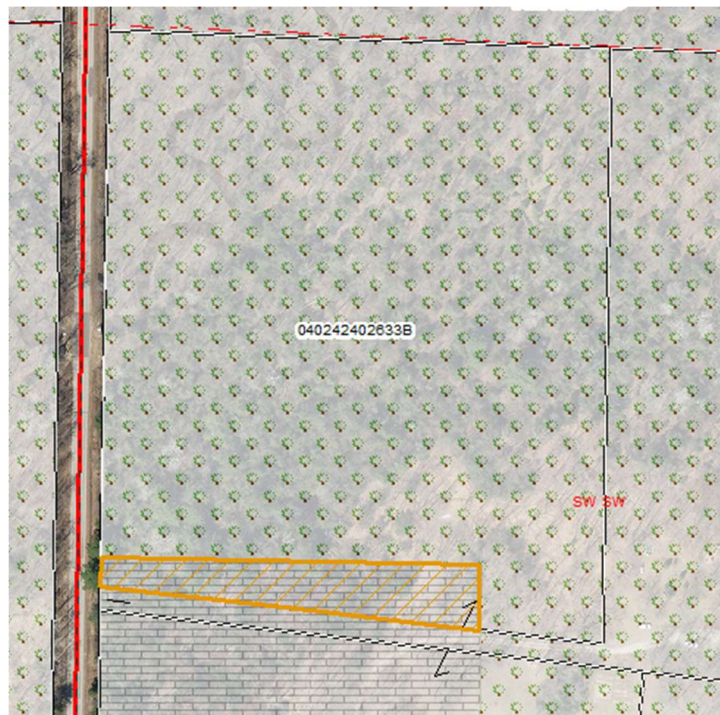


Town of Stiles

1. Tax Parcel 040-242402633A, Jeffrey and Angela Potter, 5746 Watercrest Rd. Lena WI, rezone from the General Commercial (GC) district to the Forest (F) district. This area (.419 acres / 18,267 sq. ft)) is not consistent with the Forest (F) zoning. This consent rezone is to make the zoning consistent throughout the parcel. Location of the property is Section 24, T28N, R20E, Town of Stiles, 5746 Watercrest Rd.



2. Tax Parcel 040-242402633B, Maria Spaulding, 5750 Watercrest Rd. Lena, WI, rezone from the General Commercial (GC) district to the Forest (F) district. This area (.87 acres / 38,029 sq. ft)) is not consistent with the Forest (F) zoning. This consent rezone is to make the zoning consistent throughout the parcel. Location of the property is Section 24, T28N, R20E, Town of Stiles, 5746 Watercrest Rd.



RESOLUTION – R2025-12-01

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Approval to Purchase North Bay Shore Campground Utility Vehicle**

WHEREAS, the Forest and Parks Department finds it necessary to have a utility vehicle available to the caretaker/department staff to service the campsites and bathrooms in a timely manner at North Bay Shore campground, and

WHEREAS, the Financial Management Policy states the Administrator may approve purchases of items that are approved in their budget up to \$25,000, and

WHEREAS, the Forest and Parks Department did not budget for a utility vehicle in 2025, and

WHEREAS, the fiscal impact of this project is less than \$25,000 which will be paid out of excess funds in account 100-36-57620-58260, and

WHEREAS, the Land and Water Resources at their December 2, 2025 meeting approved the purchase of a utility vehicle for North Bay Shore Campground and recommends approval of same.

THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors hereby approves the purchase of a utility vehicle for North Bay Shore Campground.

Submitted this 18th day of December, 2025.

By: LAND AND WATER RESOURCES COMMITTEE

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczowski
Mike Beyer

Electronically Reviewed by Corporation Counsel on 11.18.2025 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

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Re: **Approve 2026 Forestry Work Plan**

WHEREAS, the Land and Water Resources Committee has unanimously approved the 2026 Annual Forestry Work Plan at their regular meeting; and

WHEREAS, this annual work plan is needed to comply with Wis. Statute 28.11(5) and Chapter NR47.75 of the Wisconsin Administrative Rules for the administration of the County Forest Administrator Grant Program; and

NOW, THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors accepts the recommendation of the Land and Water Resource Committee and approves the 2026 Annual Work Plan as attached; and

Submitted this 18th day of December, 2025.

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczowski
Mike Beyer

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

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Re: **Support of Oconto County for the 2026-2030 Snowmobile Friendly Community Program**

WHEREAS, the Snowmobile Friendly Community Program presents a Snowmobile Friendly Community Award as a positive advocacy tool to promote the mission statement of the AWSC to promote safe and responsible snowmobiling,

WHEREAS, in Wisconsin, volunteer members of snowmobile clubs provide the labor and equipment needed to develop and maintain nearly 25,000 miles of interconnected snowmobile trails open to public use; and

WHEREAS, Debra Uhlenbrauck, President of the Chute Pond Snowmobile Club, Secretary/Treasurer of the Oconto County Snowmobile Alliance and AWSC director for Oconto County, applied for the Snowmobile Friendly Community Award for Oconto County; and

Submitted this 18th day of December, 2025.

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczowski
Mike Beyer

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

RESOLUTION – R2025-12-04

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Approval of Opioid Remediation Funded Initiative**

WHEREAS, Oconto County is receiving settlement funds through 2038 from manufacturers, distributors and retailers to resolve litigation related to the opioid crisis; and

WHEREAS, the Oconto County Board of Supervisors approved the establishment of an Ad-Hoc Opioid Abatement Steering Committee with the passage of Resolution R2023-05-06 with the responsibility to review and fund various initiatives to address the opioid crisis; and

WHEREAS, a committee representing county government, elected officials, school districts, area hospitals, non-profit organizations, and public safety have been meeting monthly to review applications from public and non-profit entities that are intended to address one of the approved uses of the remediation funds: treatment, prevention, education, support, and training; and

WHEREAS, the committee has reviewed the grant application submitted by the Oconto Unified School District to establish an after-school club from January 2026 through May 2026 for students in grades 5-10; and

WHEREAS, the committee is recommending approval of the application submitted by the Oconto Unified School District in the amount of \$40,000.

NOW, THEREFORE, BE IT RESOLVED, The County Board of Supervisors hereby approves the funding of this after-school club utilizing Opioid Settlement funds collected from opioid manufacturers, distributors and retailers with a total financial impact of \$40,000; and

BE IT FURTHER RESOLVED, The Oconto County Board of Supervisors authorizes the payment of \$40,000 from the Opioid Remediation funds for this program.

Submitted this 18th day of December, 2025.

By: ADMINISTRATION COMMITTEE

Alan Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

Electronically Reviewed by Corporation Counsel on 12.08.2025 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

1 **APPOINTMENT**

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3 To: The Members of the Oconto County Board of Supervisors

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5 **Re: Appointment Gillett Library Board County Representative**

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8 I formally appoint Tami McQuillan, to the Gillett Library Board as the County Representative for a term
9 ending December 2027 and hereby ask for confirmation.

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11 Submitted this 18th day of December 2025

12 **By: Richard Heath, County Administrator**

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18 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

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APPOINTMENTS

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Appointments Opioid Abatement Ad-Hoc Steering Committee**

I have formally appointed the following to the Opioid Abatement Ad-Hoc Steering Committee for the Use of Opioid Settlement Funds:

Scott Shackelford, Health & Human Services Director or Designee
Jaelyn Scanlan, Public Health Officer, or Designee
Todd Skarban, Oconto County Sheriff or Designee
Carol Kopp, Jail Administrator or Designee
Tom Bitters, Health and Human Services Board Representative
Richard Heath, County Administrator
Tracy Ondik, Public Safety Committee Representative
Vacant – Substance Use Counselor
Molly Heimke, Drug Endangered Children Representative
Kelly McFadden – Community Health Coordinator
Todd Vander Galien, Recovery Coach or Person in Recovery
Julie Bulin, Emplify Health by Bellin, Health Systems/Hospital Representative or Designee
Jane DePrey, HSHS Hospital, Health Systems/Hospital Representative or Designee
Meagan Keplinger, Education Representative

All appointments are for terms through December 31, 2026, and hereby ask for confirmation.

Submitted this 18th day of December 2026

By: Richard Heath, County Administrator

Adopted by an electronic vote: ____ Ayes, ____ Nays, ____ Absent, ____ Abstain, ____ Vacant

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APPOINTMENT

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: Re-Appointment - Broadband Taskforce for the BEAD Planning Grant

I have formally re- appointed the following to the Broadband Taskforce for the BEAD Planning Grant:

David Behrend, County Board Supervisor-At Large

Peter Wills, Oconto Falls City Administrator

Michael Beyer, Town of Maple Valley

Dennis Kroll, Town of Chase

Jayne Sellen, Oconto County Economic Development Corporation

All re-appointments will expire December 31, 2026, and hereby ask for confirmation.

Submitted this 18th day of December 2025

By: Richard Heath, County Administrator

Adopted by an electronic vote: ____ Ayes, ____ Nays, ____ Absent, ____ Abstain

1 **APPOINTMENT**

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4 TO: The Members of the Oconto County Board of Supervisors

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6 RE: **Re-Appointment – Oconto County Library Services Board**

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10 I hereby formally re-appoint Al Sleeter, as the County Board of Supervisors Representative on the
11 Oconto County Library Services Board for a 2-year term and hereby ask for confirmation of this re-
12 appointment.

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14
15 Submitted this 18th day of December 2025

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18 **By: Richard Heath, County Administrator**

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21 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

(Draft Proceedings, not approved by Board)
PROCEEDINGS – NOVEMBER 20, 2025
OCONTO COUNTY BOARD OF SUPERVISORS MEETING

1. Call to Order and Roll Call

County Board Chair, Al Sleeter, called the meeting to order at 9:02 a.m. the County Board Room #3041, located at the Oconto County Courthouse, 301 Washington St., Oconto, WI by stating "This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least 24 hours prior to the meeting by forwarding the complete agenda to the newspapers and to all news media who have requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the office of the County Clerk." County Clerk, Kim Pytleski, recorded the attendance, with 29 members present: Supervisors Barkhaus, Bartels, Behrend, Beyer, Bitters, Christianson, Cole, Dhuey, Heise, Holman, Kaczowski, Kobylarczyk, Kroll, Lavarda, Matravers, Meier, Ondik, Parmentier, Pillsbury, Ragen, Scanlan, Schindel, Schneider, Schreiber, Sleeter, Willems, Winkler, Wittkopf, Wolf; 1 absent (Gooding); 1 vacancy (District 29).

2. Pledge of Allegiance

3. Invocation was given by Supervisor Wittkopf.

4. Statement of Oconto County Mission and Vision

Richard Heath, County Administrator, recited the Oconto County Mission and Vision statement.

5. Presentation of Awards and Recognition

In honor of Veteran's Day, Ron Christensen, County Veteran Service Officer, recognized the veterans that are employed by Oconto County including County Board of Supervisors Beyer, Bitters, Behrend, Christianson, Cole, Matravers, Pillsbury, Ragen, Wolf, and County Administrator Heath, and thanked them for their service. A round of applause followed.

6. Presentation of Communications and Petition

There was one communication presented:

- 2025 Bridge Aid Payments: Petition for Town of Oconto, Frog Pond Road, for a total cost of \$11,685.17 and payment \$5,842.58 in accordance with WI State Stat. §81.38.
- Supervisor Behrend recognized for comment regarding closed session processes.
- Supervisor Barkhaus yielded the floor to Lori Witthuhn, Town of Morgan Chair, for comment.

7. Consent Agenda

7.1. Removal of Items from Consent Agenda – None.

7.2. Approval of Consent Agenda

- 7.2.1. **A2025-11-01** Zoning Change – Town of Abrams (Oconto County Forest & Parks) – L&W Resources Com.
- 7.2.2. **A2025-11-02** Zoning Change – Town of Brazeau (Genz) -L&W Resources Com.
- 7.2.3. **A2025-11-03** Zoning Change – Town of Chase (Estate of Marjorie Busch) – L&W Resources Com.
- 7.2.4. **A2025-11-04** Zoning Change – Town of Morgan (Dombrowski) – L&W Resources Com.
- 7.2.5. **A2025-11-05** Zoning Change – Town of Stiles (Moynihan) – L&W Resources Com.
- 7.2.6. **R2025-11-01** Approval of Revised Bay Workforce Development Area Agreement – Administration Com.
- 7.2.7. **R2025-11-02** Approve County Board of Canvassers Compensation – Administration Com.
- 7.2.8. **R2025-11-03** Approve Intergovernmental Agreement with Committed Municipalities for the Oconto County Recycling Program – L&W Resources Com.
- 7.2.9. **Re-Appointment** – Airport Commission (Le Tourneau) – Co. Admin.
- 7.2.10. **Re-Appointment** – Nicolet Federated Library (Denis) – Co Admin.
- 7.2.11. **Re-Appointment** – Northwood's Community Development Block Grant Housing Consortium Committee (Detrick) – Co. Admin.
- 7.2.12. **Re-Appointment** – Veteran Service Commission (Hansen) – Co. Admin

Motion by Scanlan/Cole to approve the consent agenda as presented. The motion to approve carried by a unanimous electronic vote.

8. Regular Agenda

8.1. Change in Sequence – None.

8.2. Removal of Items – None.

8.3. Approval of Regular Agenda

Motion by Winkler/Behrend to approve agenda. The motion was voted on and carried.

9. Approval of Previous Meeting Proceedings

Motion by Heise/Holman to approve the proceedings from the 10/30/2025 meeting. The motion was voted on and carried.

10. Committee and Departmental Reports

10.1. Report – Northeast Wisconsin Technical College – Dr. Kristen Raney

Dr. Kristen Raney, Northeast Wisconsin Technical College President, presented the Northeast Wisconsin Technical College report. Discussion followed.

10.2. Report – Health & Human Services

Scott Shackelford, Health & Human Services Director, presented the Health & Human Services report. Discussion followed.

10.3. Report – Highway Facilities Update

Richard Heath, County Administrator, presented the Highway Facilities Update report. Discussion followed.

10.4. Report – Human Resources

Shelly Schultz, Human Resource Director, presented the Human Resources report.

10.5. Report – TEDCOR (Tourism & Economic Development Corporation of the Oconto Region)

Jayne Sellen, TEDCOR Director, presented the Tourism & Economic Development Corporation of the Oconto Region report.

11. Presentation by Attolles Law regarding Fox Solar Project - County Goals and Restrictions

Rebecca Roeker, Attorney, Attolles Law, presented the county goals and restrictions regarding the Fox Solar Project. Discussion followed.

At 10:59 a.m. Supervisor Dhuey out of attendance for the remainder of the meeting.

At 11:27 a.m. Supervisor Meier out of attendance for the remainder of the meeting.

At 11:31 a.m. Supervisor Lavarda out of attendance for the remainder of the meeting.

Chair Sleeter called a for a recess at 11:31 a.m. Board reconvened at 11:41 a.m.

12. CLOSED SESSION: The Board will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(e) to confer with counsel and discuss terms of a development agreement in which the County is a party.

Motion by Scanlan/Willems to go into closed session with at 11:49 a.m. with the following in attendance: 26 County Board members; Rebecca Roeker, Attorney, Attolles Law; Richard Heath, County Administrator; Beth Ellingson, Corporation Counsel; Kim Pytleski, County Clerk; Kathy Goldschmidt, Chief Deputy; Ken Dolata, County Conservationist; Jamie Broehm; County Planner; Pat Virtues, Planning & Zoning Director; Todd Marohl, Highway Superintendent. The motion was voted on and carried by an electronic vote 24 ayes, 2 nays (Barkhaus, Beyer), 4 Absent, 1 Vacancy.

Chair Sleeter instructed Supervisors Parmentier and Pillsbury to monitor the doors.

Pytleski left closed session at 11:50 a.m. and returned at 12:26 p.m.

At 12:22 p.m. Supervisor Matravers left closed session and out of attendance for the remainder of the meeting.

Goldschmidt left closed session at 12:26 p.m.

13. OPEN SESSION: The Board will return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct further legal business, if any.

Motion by Heise/Schreiber to enter into open session at 12:53 p.m. The motion was voted on and carried.

Motion by Scanlan/Behrend to have the Board direct Attorney Rebecca Roeker and Attolles Law to pursue and negotiate a JDA in cooperation with county leadership and proceed as discussed in closed session. The motion was voted on and carried by an electronic vote 24 ayes, 1 nay (Barkhaus), 5 Absent, 1 Vacancy.

14. R2025-11-04 Adoption of Contract for UW-Extension Services – L&W Resources Com. & Administration Com.

Motion by Kaczowski/Wolf to adopt R2025-11-04 Adoption of Contract for UW-Extension Services. Following an explanation by Richard Heath, County Administrator, the motion to adopt carried by a unanimous electronic vote. Administrator Heath thanked UWEX Area Director, Mandi Dornfeld, for her service to Oconto County.

15. R2025-11-05 Approval of Reclass the Assistant Forest Administrator Position – L&WR & Administration Com.

Motion by Beyer/Cole to adopt R2025-11-05 Approval of Reclass the Assistant Forest Administrator Position. Following an explanation by Chris Firgens, Forest, Park & Recreation Administrator, the motion to adopt carried by a unanimous electronic vote.

16. R2025-11-06 Approval of Reclass the Assistant Parks and Recreation Administrator Position – L&W Resources Com. & Administration Com

Motion by Winkler/Heise to adopt R2025-11-06 Approval of Reclass the Assistant Parks and Recreation Administrator Position. Following an explanation by Chris Firgens, Forest, Park & Recreation Administrator, the motion to adopt carried by a unanimous electronic vote.

17. R2025-11-07 Approve Bid for Boiler Replacement for Buildings A & C – Property and Technology Com.

Motion by Pillsbury/Kobylarczyk to adopt R2025-11-07 Approve Bid for Boiler Replacement for Buildings A & C. Following an explanation by Scott Krueger, Maintenance Engineer, and discussion, the motion to adopt carried by a unanimous electronic vote.

18. R2025-11-08 Approval of Court Security Lieutenant Position for Sheriff's Office – Public Safety & Admin. Com

Motion by Kroll/Schneider to adopt R2025-11-08 Approval of Court Security Lieutenant Position for Sheriff's Office. Following an explanation by Todd Skarban, Sheriff, the motion to adopt carried by a unanimous electronic vote.

19. Announcements/General Information (No Action to be taken)

- Thank you to Jamie Broehm and David Poffinbarger for compiling the upcoming year's calendar.
- The 2026 Discover Wisconsin Calendar was distributed to Supervisors.
- The OC Squad's Annual Bake Sale is being held today in the LEC until 1:00 p.m.
- Sheriff Skarban thanked the Board for support of public safety and stated the Bear Cat was outside for viewing.

- Administrator Heath thanked Vicki Gooding for her leadership on the Library Services Board and informed the board that an appointment to Gooding's seat will be made for 2026. Interested parties should contact Heath. Appointments will also need to be made to the BEAD Taskforce and Opioid Committee.
- Circulation of Nomination papers for the April 7, 2026 may begin December 1, 2025. Supervisors running for reelection are asked to complete the required paperwork by December 26, 2025. Chair Sleeter asked Supervisors not seeking another term to contact him before filing the Declaration of Non-Candidacy.
- Wishing everyone a safe hunt and Happy Thanksgiving!

20. Adjournment

Chair Sleeter declared the meeting adjourned at 1:11 p.m.

The next meeting of the Oconto County Board of Supervisors will be on 12/18/2025.

Proceedings of County Board meeting may be viewed in its entirety at www.ocontocountywi.gov

Kim Pytleski, Oconto County Clerk

kp/Date Posted: 11/25/2025

Retirements/Resignations/Terminations

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment/Yrs.</u>
Brianna Phillips	COC	Deputy Clerk I	11/30	\$23.27	1 month

Promotions/Transfers/Re-Hired

Kelly McFadden	HHS	Comm Health Ed	11/02	\$28.50	
Adam Schave	TS	Network Specialist	11/17	\$31.72	

New Hires

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Sam Vincer	Hwy	Operator II	11/03	\$26.63	
Danny Baeten	Hwy	Operator II	11/03	\$26.63	
Kate Enriguez	HHS	Environ Health Spec	11/03	\$32.62	

Current External Recruitments

<u>Dept.</u>	<u>Position</u>	<u>Date Apps Due</u>	<u>Advertised Wage</u>	<u>Comment</u>
Sheriff Office	Dispatch	Ongoing	\$23.17	Interviewing
HWY	Operator III	On Hold	\$28.01	Posted new wage
Sheriff Office	Deputy	Ongoing	\$29.23	Interviewing
TS	Support Specialist	12/30	\$25.37	
Forest/Park& Rec	Forester	12/26	\$32.62	
COC	Deputy Clerk I	Reviewing	\$23.27	Reviewing apps

2025 LAND SALE (Deadline: December 1, 2025)**Listing of Sold Properties**

Address /Property Description	Parcel Number	Municipality	Approved Min. Bid	Sale Price (Bid Amount)
Horn Lake Road	0422020080A	Town of Townsend	\$ 8,700.00	\$ 18,250.00
Statler Lane	042101006743	Town of Townsend	\$ 1,100.00	\$ 4,550.00
County Road A	0261616019333D	Town of Maple Valley	\$ 1,550.00	\$ 1,750.00
11200 Clinic Road	010181801912G	Town of Breed	\$ 29,900.00	\$ 33,400.00
13823 Ranch Lake Drive	008451203134E	Town of Brazeau	\$ 27,400.00	\$ 29,400.00

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Adopted by an electronic vote: _____ Ayes _____ Nays _____ Absent _____ Abstain _____ Vacant



OCONTO COUNTY

PUBLIC FACILITIES
HANDBOOK

Revised:

~~October 21, 2021~~

~~April 21, 2022~~

December 2, 2025

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I. **PUBLIC FACILITIES SYSTEM**

A. Authority

1. This handbook is promulgated under the authority of the Oconto County Board of Supervisors and is designated to set forth Oconto County's public facilities policies and to promote consistent and uniform use of county facilities and property.
2. This handbook is not exhaustive, is subject to change without notice by the Oconto County Board of Supervisors, and must be construed in conjunction with all applicable laws and regulations, County Ordinances and Oconto County policies.
3. The Oconto County Board of Supervisors possesses the sole right to operate County government and all management rights reposed in it. These rights include, but are not limited to, the following:
 - a. To direct all operations of the County government.
 - b. To establish facility rules and procedures, including safety rules.
 - c. To maintain efficiency and services of County government operations.
 - d. To apply whatever action is necessary to comply with State and/or Federal law.
 - e. To introduce, change, or modify existing methods or facilities, especially for safety reasons.
 - f. To determine the methods, means, and personnel by which County operations are to be conducted.
 - g. To take whatever action is deemed necessary to carry out the operations of County government in emergency situations.

B. Purpose

The purpose of this handbook shall be to establish a set of rules and procedures to safely and efficiently meet the needs of Oconto County government. This system shall include policies and procedures to maintain, protect, and provide safe and professional facilities for the public and the employees.

C. Scope

This handbook shall govern all employees and Departments of the County of Oconto, State employees who are employed in these facilities, contracted employees, vendors, volunteers, and the public who use the facility. ~~The following buildings A,B,C and L.E.C.~~

D. Public Facilities Function

1. Organization

There shall be in Oconto County government, a public facilities administration system directed by the ~~Maintenance Engineer~~ Facilities Manager under the direction of the ~~Public Property~~ Property & Technology Committee.

2. ~~Public Property~~Property & Technology Committee

Duties of the ~~Public Property~~Property & Technology Committee are located in the County Board rules.

E. Intergovernmental Cooperation

The ~~Maintenance Engineer~~Facilities Manager shall cooperate with other governmental agencies regarding the enforcement and administration of this handbook.

F. Department Heads

Department Heads shall fully cooperate with the ~~Maintenance Engineer~~Facilities Manager in all areas covered under this handbook.

G. Severability

If any provision of this handbook, or any policy or order, relating to the application of such provision shall be held invalid for any person or circumstances, the remainder of this handbook, and the application of other policies to persons or circumstances, other than those to which it is held invalid, shall not be affected thereby. The finding of invalidity of any provisions will not result in a greater benefit provided to employees than originally received. There shall be a presumption of validity to this policy.

II. **COURTHOUSE KEYS**

A. No employees shall be allowed to duplicate any key issued to them by Oconto County for Courthouse or Annex doors. Any request for keys must come from the employee's Department Head. Any requests for keys to doors other than their own department's keys must have the approval of the department for which door the keys are fit. All requests for keys must be made to the ~~Maintenance Engineer's~~Facilities manager's office.

B. It shall be the responsibility of the Department Head to make sure all keys are turned in when an employee transfers or leaves county employment for any reason. All changes of key possession must be recorded with the Maintenance Engineer's office in writing.

C. It shall be the responsibility of the ~~Maintenance Engineer~~Facilities Manager to maintain a master list of all employees with ~~Courthouse~~ keys to the courthouse complex/LEC.

D. A penalty of \$50.00 will be assessed to any employee who duplicates a Courthouse key. Employees who lose a key will be responsible for any and all costs due to the lost key.

E. A charge of \$50.00 will be assessed to any employee for a second call in of the maintenance department to open an office.

F. For security reasons, no employee shall keep their keys/fobs with their ID Badge.

III. **CONTRACTED CLEANING SERVICE**

A. Complaint Procedure

There are two binders, called "Communications Journal," in which complaints may be logged for any problems that you are encountering with the cleaning service. One is located on the west wall of the "mail room" in the County Clerk's Department and the other is located in the 2nd floor break room in Building C. If there is a problem, please write your complaint down, the date of the complaint and indicate the department where the problem is located. If the problem is not rectified, contact the Maintenance Department.

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B. Cleaning Crew Unlocking Doors & Moving Furniture

The staff of the cleaning service has been instructed NOT to unlock doors for anyone. They also are not responsible for removing old furniture or equipment. If you have furniture or equipment that you are no longer utilizing, contact the [County Administrator](#), [Maintenance Engineer](#), [Facilities Manager](#)

C. Desktop Cleaning

The cleaning service is not responsible for cleaning desktops. They have indicated that they would clean work surfaces if papers and personal items were removed. If you do not have the desktop cleared for cleaning, it is the employee's responsibility to keep their work area clean. The cleaning service is responsible for [vacuuming and](#) keeping the window ledges clean.

IV. **RECYCLING**

A. Aluminum Cans

All aluminum cans must be drained before placing in the designated receptacles for recycling. All receptacles containing recycled cans will be removed from the building by the maintenance department as soon as they are full. **ALL ALUMINUM CANS SHALL BE PLACED IN WASTEBASKETS DESIGNATED FOR THEIR DISPOSAL.**

B. Tan Bins – Mixed Paper

Newspapers, magazines, books, odd colored paper, post-it notes, yellow legal pad paper, manila envelopes, file folders and any other paper that you are not sure what to do with shall be disposed of in the tan bins.

C. Blue Bins – White Paper

White computer paper, white copier paper, white envelopes (with or without windows) shall be disposed of in the blue bins.

D. Brown Bins – Trash/Garbage

Anything trash, garbage or refuse that is not described as "Mixed Paper" or "White Paper".

E. Cardboard

Maintenance personnel are responsible for picking up cardboard and cardboard boxes. Please flatten cardboard boxes and place them next to the large recycling barrels for removal.

F. Plastics

Unacceptable plastics – plastic bags, wrap or film, motor oil bottles or jugs, Styrofoam, plastic cups or lids.

Acceptable plastics – Food, beverage and household bottles, jars, jugs, dairy containers, deli, bakery and produce containers.

All acceptable plastics items must be emptied and rinsed before placing in the designated receptacles for recycling.

G. Shredded Paper

Shredded papers should be segregated from other recyclables (if offices have access to a shredder). Shredded paper should be placed in an acceptable container (box or bag). Maintenance will collect shredder paper as necessary.

V. **OFFICE HOUSEKEEPING**

A. LIVE PLANTS & CUT FLOWERS:

Live plants are a pleasing addition to an office; however, plants should be size appropriate and neatly maintained, as determined by the ~~Maintenance Engineer~~ Facilities Manager. Maximum allowed would be three 6.8 inch pots with drip pans for each and no hanging plant. Employees are responsible for taking proper care of their personal plants and flowers. Employees are also expected to prevent any damages to file cabinets, floors, carpets when watering plants.

B. PERISHABLE FOOD:

Perishable food items should not be left at workstations, drawers or common areas for extended periods of time unless in sealed containers. Leaving perishable items in workstations may lead to pest infestations which, in turn, can create health hazards. All perishable food must be in a dated container. Any item not dated or 2 weeks old will be discarded by Maintenance Department -Heads. ~~Maintenance will check during the weekend for any items to be discarded.~~

C. OPEN FLAMES:

Items with open flames, such as candles or items that emit smoke, are not allowed; even as decoration.

D. DISPLAY AND HANGING ITEMS:

A few pieces of wall art, as well as family pictures, are encouraged but should be displayed as space allows on file cabinets, book cases or desk tops. Papers, jokes, draped cloth or any other item which are posted, taped, pinned to the wall are discouraged. No taxidermy items.

Windows and windowsills are to remain free of pictures, plants and any other items.

E. PERSONAL APPLIANCES: The use of kitchen appliances is restricted to designated break rooms or as otherwise noted below

- ~~Refrigerators — Maintenance Department will remove all items from the refrigerators on Friday after 4:00 p.m. except unopened water and soda. Department Heads are responsible for ensuring refrigerator is cleaned out.~~
- Microwaves
- No toasters, ovens, hot plates, pizza makers, etc. allowed in any area of the facilities, except for 911/Dispatch. Items in 911/Dispatch must be approved by the ~~Maintenance Engineer~~ Facilities Manager.

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- Coffee Makers/Pots – allowed in designated break rooms, meeting rooms and in office areas out of view of the public. All coffee makers/pots shall have an automatic shut off feature.

*** All appliances other than the above listed may be removed by the Maintenance Department.*

All appliances must be in good working condition and made after 2012. Exception: One day special events.

F. SPACE HEATERS:

Employee-owned heating devices are prohibited along with scented air purifiers/ infusers-

Space heaters are permitted, but only as issued with our inventoried and approved heaters by the Maintenance Department.

G. OTHER APPLIANCES:

Personal fans may be used but shall be turned off after working hours.

H. POWER STRIPS/EXTENSION CORDS:

Only extension cords and surge protectors provided by the County shall be permitted, however, under no circumstances shall one power strip or cord be plugged into another as this creates a fire hazard.

I. HOLIDAY DECORATIONS:

Live Christmas trees and wreaths are not permitted, as they present a potential fire hazard.

J. CONSERVATION EFFORTS:

Turn off all lights when not in use to conserve energy and reduce power consumption.

K. HALLWAYS:

For safety reasons, no furniture, file cabinets, chairs, bookcases or other items may be stored or used in any corridor or hallway and, under no circumstances, shall fire exits be blocked or propped open.

L. SAFETY:

Each employee is responsible to keep his/her work area clear and uninhibited from protruding objects or object on the floor may result in fall hazards. This includes no throw rugs. Office areas shall be kept clean with electrical cords secured and out of the way and file drawers shall be closed after use. All papers, boxes, and other items will be kept out of the hallways. Do not store any loose paper items on the floor as it is a trip hazard. Discard, recycle or shred unneeded documents regularly.

M. ENFORCEMENT:

The policy will be reviewed annually by the Public-PropertyProperty & Technology Committee, included as part of the safety inspection and shall be used in conjunction with employee reviews. The provisions of this policy shall be enforced by the Maintenance Engineer, who shall report violations to the Public-PropertyProperty & Technology Committee on a quarterly basis, for any action which the Committee may deem appropriate.

VI. **PARKING OF VEHICLES IN COURTHOUSE PARKING LOT**

Employees must **not** block any portion of the sidewalks or driveway aprons when parking their vehicles in the courthouse parking lot or nearby residences.

County, State, Federal and contracted employees who normally work in the Courthouse are prohibited from parking in the Park Ave. lot immediately next to Building C. Violation of this policy may result in prosecution pursuant to Sec. 5.102 of the Oconto County Code of Ordinances.

VII. **MAIL**

A. Personal Mail and Packages Delivered to Courthouse

1. Courthouse employees are not to use the County's mailing address for any personal mail/package delivery, including parcels through UPS or USPS. Any deliveries from UPS that require special handling (i.e. refrigeration upon arrival; etc.) must be delivered to the Department that the package is addressed to. Please inform all personnel who make deliveries to the Courthouse of the procedure to be followed for any packages requiring special handling.
2. Maintenance employees will not accept personal mail and packages at the Post Office for County employees (this includes UPS delivered and items shipped Parcel Post.) Any packages or mail of a personal nature will be refused and it will be the responsibility of the employee to notify the sender(s) to ship these items to their home address.

B. Postage Due Mail

Maintenance employees will not accept mail or packages at the Post Office with postage due. The post office has been instructed to return to sender any mail with postage due. (Departments are responsible to contact the Postmaster to see if they will notify them when they have postage due mail. Arrangements can then be made to pick up and pay the amount due.)

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VIII. **FIRE EVACUATION PLAN**

A. Fire Alarms are located throughout the Courthouse Building. All employees are to become familiar with the location and operation of fire alarms.

B. **NOTE: The fire alarm makes a continuous sound. Beeeeeeep!!!**

1. It is not recommended that employees fight a fire. The first duty shall be to warn others and get out. Firefighting efforts are at an employee's own discretion, and only after issuing a fire alarm/warning, and the Fire Department has been called.
2. When reporting a fire, dial 911 and calmly report the location (i.e. hallway, closet, office, of building A, B, and C) and type of fire.
3. Visitors in your office shall be directed, by any Department Head/Employees present at the time, to the designated exit for your office. Assistance should be given to those who may need help exiting building.
4. Department Heads or designees shall also issue a warning in normally occupied areas such as bathrooms, storage rooms, etc. Warning will be satisfied by announcing in a loud voice and visually checking areas as possible.

5. Posters indicating fire exits for each office shall be posted in plain sight for employees and visitors.
6. Elevators must **NOT** be used as fire exits because power may fail trapping those in the elevator.
7. Offices and vault doors shall be left closed and unlocked in Fire Evacuation Plan. Fire fighters may need to gain access to offices and to the vault to fight fire. NOTE: file cabinets and money drawers may be locked.
8. Department Heads shall attempt to notify all areas of their floor accessible to them after a warning has been sounded. Each individual office shall achieve an individual office plan to account for all employees.
9. No Department Head or employee shall leave the courthouse grounds or return to the building until the scene is safe and secured under the command of the City of Oconto Fire Chief.
10. All Department Heads will meet at the command post at the corner of Washington Street and Arbutus Avenue for employee and public accountability. The City of Oconto Fire Chief (or designee) will notify the command post when it is safe to return to work and or leave the area.

IX. **COURTHOUSE ROOM POLICY**

A. **GENERAL MEETING ROOMS**

1. **Priorities – Scheduling and use will be given as follows:**

Functions of County, State, or Federal Government shall always take precedence in scheduling the General Meeting Rooms in order as follows:

- a. County government shall include meetings and/or functions that are directly related to County Departments.
- b. All other Local Governmental Units.
- c. State Government shall include meetings and/or functions that are of educational or informational value by representatives of the State.
- d. Federal Government shall include meetings and/or functions that are of educational or informational value by representatives of the Federal Government.
- e. Organizations other than Governmental.

2. **Outside Organizations: An -Oconto County employee must be present after hours?**

- a. When available, the General Meeting Rooms may be let to a "For Profit" commercial organization with prior written approval of the Public PropertyProperty & Technology Committee.
- b. All meetings shall be finished and all people shall be out of the CourthouseCourthouse complex and L.E.C by 10:00 p.m.

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- c. There shall be no meetings scheduled for Saturdays or Sundays LEC AND EOC IS EXEMPT.
- d. No intoxicating beverages may be served, consumed or otherwise brought into the Courthouse; and no persons under the influence of intoxicating beverages shall be permitted in the Courthouse.
- e. Persons or groups serving lunch or having food service are required to clean all facilities used.
- f. All chairs and tables shall be returned to their proper place when meetings are concluded.
- g. County owned kitchen facilities, i.e. stove, refrigerator, microwave and county owned computer or audiovisual equipment, are not to be used.

B. ALL GROUPS USING ROOMS

Persons or groups are required to clean all facilities when finished. Spray bottle, paper toweling and bags will be provided. Coffee pots should be removed daily and garbage should be emptied and placed in the dumpsters. (Abuses will be reviewed by the [Public Property & Technology](#) Committee). Outside entrance doors shall not be propped open. Contact the [Maintenance Engineer](#) [Facilities Manager](#) to arrange for the automatic locks to be open during the times necessary. All chairs and tables shall be returned to their proper place when meetings are concluded.

C. CONFERENCE/JURY/JURY GATHERING ROOMS

Conference/Jury/Jury Gathering Rooms are to be utilized by County Governmental Departments, judicial personnel, or attorneys for litigation purposes only. No rooms are to be let out for private use by non-governmental organizations, or private individuals, except as set forth herein.

D. SCHEDULING ROOMS

All rooms shall be scheduled as follows:

1. **1st Floor – New Building “C”**
 - *Jury A Room #1202 Contact the Clerk of Courts Office at 834-6855
 - *Jury B Room #1198 Contact the Clerk of Courts Office at 834-6855
 - *Jury Gathering Room #1168 ...Contact the Clerk of Courts Office at 834-6855
 - *Conference Room #1223 Contact the Clerk of Courts Office at 834-6855
 - *Conference Room #1167 Contact the Clerk of Courts Office at 834-6855
 - *Conference Room #1175 Contact the Clerk of Courts Office at 834-6855
2. **2nd Floor – New Building “C”**
 - *Conference Room #2119Reserve through Microsoft Outlook
 - *Conference Room #2120Reserve through Microsoft Outlook
 - *Conference Room #2121 Reserve through Microsoft Outlook
3. **3rd Floor – Original Courthouse Building “A”**
 - *[Conference Room #3045](#)..... [Reserve through Microsoft Outlook \(See note below\)](#)
 - *Conference Room #3041 Reserve through Microsoft Outlook
 - * [Conference Room #3040 - located in Conference Room #3041](#)

~~Note: Room #3045 can be used for UWEX-Satellite programs, WISLINE programs, and training for departments that require the use of the projector on the ceiling or the other technology equipment in the room. The County Board room CANNOT be used for staff meetings, as a work area, storage area or as a lunch area. The use of food or drink in the County Board Room, other than for County Board meetings, is discouraged. It is the responsibility of departments to communicate this to anyone they allow to use the room. Note: Room #3041 will be used for all Standing Committee meetings. No food or beverages in County Board room with the exception of water. Committee/Departments who use the County Board Room for public events shall remind participants at the beginning of the event to respect and not tamper with any equipment or personal property in drawers, etc.~~

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4. **1st Floor – Courthouse Annex Building “A”**

*General Meeting Room #RR1003-04 ~~(West half)~~ ~~Reserve through Microsoft Outlook)~~

Commented [KG3]: Conference rooms were combined during COVID.

~~*General Meeting Room #1004 (East half) (Reserve through Microsoft Outlook)~~

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*The Law Library will be available during working hours (8:00 a.m. to 4:00 p.m.) Monday through Friday, except for days that the Courthouse is closed. Parties, who use the Law Library, shall report to and sign in at the Office of the Clerk of Courts.

*All complaints or disputes are to be reviewed by the County Administrator who will then bring the dispute to the ~~Public Property~~ Property & Technology Committee.

2nd Floor – Courthouse Annex Building “A”

*Conference Room #2023 - Reserve through Microsoft Outlook

5. Law Enforcement Center #RR-CR3189 LEC. Reserve through Microsoft Outlook

Commented [KG4]: These conference rooms were also combined during COVID.

X. **COURTHOUSE FURNITURE ACQUISITION POLICY**

~~A. Make every effort to acquire all furnishings from Krueger International.~~

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- A. Notify Maintenance ~~Department Engineer~~ Department of purchases ~~to coordinate deliver and and delivery dates~~ installation and re-use or disposal of the old furniture. That are being shipped to the facilities including Buildings A,B,C and LEC.

XI. **COURTHOUSE WINDOWS AND WINDOW SILLS POLICY**

- A. County employees are not to place any items on the interior windows or window sills unless otherwise authorized by the maintenance department. Window treatments, such as shades and blinds, are allowed if installed by the Maintenance Department.
- B. Employees found in violation of this policy shall immediately remove the items and will be subject to the disciplinary process. Department Heads are responsible to ensure compliance with this policy.

XII. **EMPLOYEE MEMORIALS**

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It shall be the responsibility of the ~~Public Property~~Property & Technology Committee to receive and review all written requests regarding memorials for deceased employees. Memorials shall consist of a ~~tree~~Plaque or a Tree, selected by the ~~Public Property~~Property & Technology Committee, ~~Committee~~, Trees planted on County property at a location determined by the ~~Public Property~~Property & Technology Committee. Costs of the tree, including planting, and any decorative item shall be fully borne by the requestor. The ~~Public Property~~Property & Technology Committee shall involve any other home committee in review of the requests, when necessary.

XIII CHILDREN/YOUTH IN THE COURTHOUSE COMPLEX

The ~~Public Property~~Property & Technology Committee has a concern in regards to unsupervised children playing and loitering throughout the courthouse complex. We are concerned about vandalism, County liability as a result of injuries, and other potential issues. If any employees observe children playing throughout the complex, or loitering, please contact Maintenance Department personnel.

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XIV. ANIMALS IN BUILDINGS AND ON THE GROUNDS

- A. Dogs (except service dogs and K9) and other mammals, birds, and reptiles are not permitted in any County building or structure; and, if found, are subject to impoundment. Any person who walks an animal on public areas shall be responsible for the prompt collection and disposal of the solid waste excreted by that animal.
- B. Service Animals are permitted in County buildings. Service animals are defined by the Americans with Disabilities Act as "dogs that are individually trained to do work or perform tasks for people with disabilities."
 - a. The work or task a dog has been trained to provide must be directly related to the person's disability. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
 - b. Emotional support animals and therapy dogs are not defined as Service Animals and are not permitted in any county building or structure.
- C. Service dogs in training are allowed but subject to approval of the ~~Public Property~~Property & Technology Committee, the employee's respective home committee, and to the following restrictions:
 - 1. Must be properly controlled and confined. Proper confinement shall consist of a kennel or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog.
 - 2. Their presence does not jeopardize the safety or sanitation of county facilities or the safety of others.
 - 3. Must be properly licensed and vaccinated under the laws of Wisconsin and tags indicating such license and vaccination shall at all times be attached to the collar of the animal.
 - 4. Service dogs in training must be identified by a scarf or jacket worn by the dog that identifies which program the dog is being trained for.

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XV. MAINTENANCE WORK REQUEST FORMS

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- A. Departments are to use a "Maintenance Work Request" form for all routine maintenance jobs. The Maintenance Department shall not be called unless it is of an "emergency nature."
- B. The "Maintenance Work Requests" ~~can~~ should be entered in ServicePro Helpdesk. ~~must be placed in the Maintenance Department mailbox located in the County Clerk's Office.~~ Please allow at least 2-5 work days to have your request completed. ~~Additional copies of these forms are available on the intranet, or can be obtained from the Maintenance Department, or are available in the County Clerk's Office.~~

Commented [KG5]: In the process currently of updating form in ServicePro

XVI. CLEAN AIR/SMOKING POLICY

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Refer to Section 18.500, Oconto County Code of Ordinances.

XVII. WEAPONS POLICY

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Refer to Section 19.650, Oconto County Code of Ordinances.

[XVIII. Reference Stand Alone Oconto County ID Badge Policy](#)

1 **RESOLUTION – R2025-12-06**

2
3 To: The Honorable Chair and Members of the Oconto County Board of Supervisors

4
5 Re: **Approval to Proceed to Phase II on New Highway Facility**

6
7 WHEREAS, the Oconto Board of Supervisors approved Resolution R2024-08-03 allocating \$43,031 in American
8 Rescue Plan Act funding for a Facility and Site Conditions Study for the Highway Department to be completed by Barrientos
9 Design & Consulting; and

10
11 WHEREAS, the study's findings were presented by Norman Barrientos to the Supervisors at their May 22, 2025
12 County Board meeting; and

13
14 WHEREAS, the study detailed the condition of each location with the focus being on the Oconto Highway facility,
15 which was determined to be old, outdated, unsafe, inadequate to properly maintain and store equipment, in need of major
16 costly repairs, and the current site is too small for expansion; and

17
18 WHEREAS, the Oconto Board of Supervisors approved Resolution R2025-06-05 to proceed with the next steps on
19 a new highway facility due to the condition of the existing Oconto Highway facility; and

20
21 WHEREAS, the Highway Committee members directed that an appraisal be completed for the Oconto Highway
22 facility to determine a value if sold, which has been finished and the appraisal presented to the Highway Committee; and

23
24 WHEREAS, the next phase in the process is to hire a construction management firm that will oversee the selection
25 of a structural and engineering firm to identify a suitable location for the new highway facility to include the review of
26 renovating/expansion at the existing site, estimate the general costs for property acquisition and site preparation, prepare
27 a schematic building design and site layout, and determine a projected total cost of a new highway facility; and

28
29 WHEREAS, the Highway Committee recommended hiring the Samuels Group for \$5,000 for the management of
30 the Request for Proposal process to hire a firm for Architectural and Engineering Services and the management of the Site
31 Determination and Schematic Design Planning Phase; and

32
33 WHEREAS, the Samuels Group prepared a Request for Proposals and solicited firms to submit proposals for this
34 phase of the process; and

35
36 WHEREAS, the Highway Committee reviewed proposals from three firms and is recommending the approval of
37 Excel Engineering in the amount of \$32,000.

38
39 WHEREAS, the expenses for the completed appraisal was \$2,500, the contracted cost to hire the Samuels Group
40 was \$5,000, and \$32,000 for the Site Determination and Schematic Design Planning Phase to be completed in 2026 by
41 Excel Engineering; and

42
43 NOW, THEREFORE, BE IT RESOLVED, the total fiscal impact to Oconto County is not to exceed \$47,500 to allow
44 for any unexpected costs with funding to be allocated from the approved 2025 Contingency Fund; and

45
46 BE IT FURTHER RESOLVED, that the Oconto County Board of Supervisors does hereby approve proceeding with
47 this next step on new highway facility utilizing approved 2025 Contingency funds.

48
49 Submitted this 18th day of December, 2025.

50
51 By: HIGHWAY COMMITTEE

By: ADMINISTRATION COMMITTEE

52
53 David Christianson, Chair
54 Elmer Ragen
55 David Behrend
56 Robert Wolf
57 Joel Lavarda

Alan Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

58
59
60
61 *Electronically Reviewed by Corporation Counsel on 12.09.2025 - BLE*

62
63 *Adopted by an electronic vote: ___ Ayes, ___ Nays, ___ Absent, ___ Abstain, ___ Vacant*

1 **RESOLUTION – R2025-12-07**

2
3 To: The Honorable Chair and Members of the Oconto County Board of Supervisors

4
5 Re: **Contract Award and County Sales Tax—County Highway Road Improvement Project**

6
7 WHEREAS, Oconto County in 1994 adopted a county Sales Tax to fund annual debt service
8 payments and subsequently to include Capital Improvement Plan projects; and

9
10 WHEREAS, the Sales Tax fund contains unallocated funds; and

11
12 WHEREAS, Wisconsin counties under Wisconsin Statutes Chapter 83 are responsible for the
13 construction of highways built with county aid, and the continuing repair and upkeep of all highways
14 maintained by the county; and

15
16 WHEREAS, the Highway Department was awarded a County Highway Improvement Supplemental
17 (CHIS) project through the Local Road Improvement Program (LRIP) which will reimburse up to
18 \$575,640.50 of project costs for the CTH CC bridge structure work. At the time of our 2026 budget submittal
19 project plans were only 60% complete and the design consultant estimated \$50,000 to cover the county
20 share; and

21
22 WHEREAS, after receiving the following bids:

23
24 Zenith Tech, Inc., N6 W23673 Bluemound Rd., Waukesha, WI 53188 \$724,011.24

25
26 Lunda Construction, 620 Gebhardt Rd., Black River Falls, WI 54615 \$784,140.22

27
28 The low bid is over our estimated budget amount by \$98,370.74, but within 5% of the final project
29 estimate provided by the design consultant; and

30
31 WHEREAS, after careful review the Highway Committee hereby recommends approving Zenith
32 Tech, Inc. as the contractor and the allocation of Sales Tax funding to fund the county share of the project;
33 and

34
35 WHEREAS, the fiscal impact will be \$98,370.74, funded with unallocated Sales Tax account
36 proceeds.

37
38 NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does
39 hereby approve the contractor and \$98,370.74 of unallocated Sales Tax funds for the purpose of improving
40 county highways.

41
42 Submitted this 18th day of December, 2025.

43
44 By: ADMINISTRATION COMMITTEE

By: HIGHWAY COMMITTEE

45
46 Alan Sleeter, Chair
47 Dennis Kroll
48 Carol Heise
49 John Matravars
50 Char Meier
51 Theresa Willems

David Christianson, Chair
Elmer Ragen
David Behrend
Robert Wolf
Joel Lavarda

52
53
54 *Electronically Reviewed by Corporation Counsel on 12.01.2025 - BLE*

55
56 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

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Re: **Approval of Sheriff's Deputies Union Working Agreement 2025-2028**

WHEREAS, Oconto County Sheriff's Deputies Association and the Administration Committee have reached a new agreement for 2025-2028, which includes the following wage split increases on January 1 and July 1 for the following years: 2025 = 2%/2%, 2026 = 1%/2%, 2027=2%/1%, 2028= 2%/2%; addition of a step pay plan from probation to fifteen years of service; removal of compensatory time carryover from year to year with a maximum of 120 hours throughout the year with payout in the last payroll of each year; tuition reimbursement requiring 5 full years employment service after payment; and miscellaneous language revisions as outlined in the attached agreement; and

WHEREAS, the Administration Committee at their December 11, 2025 meeting, approved recommending the working agreement with the Oconto County Sheriff's Deputies Association to the Oconto County Board of Supervisors; and

NOW, THEREFORE, BE IT RESOLVED, the Oconto County Board of Supervisors approves the 2025-2028 working agreement with the Oconto County Sheriff's Deputies Association.

BY: ADMINISTRATION COMMITTEE

Alan Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

[illegible]

Re: **Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats.**

WHEREAS, the SVP's county of residence must submit its report, identifying an appropriate residential option within the county for the SVP, to WDHS within 120 days following the court order; and

WHEREAS, for many reasons, including strictures imposed by 980.08(4)(dm), Wis. Stats. on the location, it has been and continues to be very challenging to identify appropriate residential options in Oconto County that meet the statutory requirements; and

WHEREAS, it is considered prudent and necessary for Oconto County to develop an appropriate residential option in Oconto County for SVP's while on supervised release (the "Project"); and

WHEREAS, the Health and Human Services Board at its December 3, 2025 meeting recommends that the project proceed, with a not to exceed cost of \$250,000 related to the Project; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does hereby approve the utilization of up to \$250,000 from the Health and Human Services Department's fund balance account for the capital outlay expenses for the Project.

By: HEALTH AND HUMAN SERVICES BOARD ADMINISTRATION COMMITTEE

Al Sleeter, Chair
John Matravers
Carol Heise
Theresa Willems
Dennis Kroll
Char Meier

Adopted by an electronic vote: Ayes, Nays, Absent, Abstain, Vacant