

**AGENDA**  
**(THURSDAY) SEPTEMBER 18, 2025 – 9:00 A.M.**  
**OCONTO COUNTY BOARD OF SUPERVISORS MEETING**  
**COUNTY BOARD ROOM #3041 – COURTHOUSE 3<sup>RD</sup> 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](http://www.ocontocountywi.gov)

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Invocation – Supervisor Matravers
4. Statement of County Mission and Vision
5. Presentation of Awards and Recognition
6. Presentation of Communications and Petitions
7. Consent Agenda
  - 7.1. Removal of Items from Consent Agenda
  - 7.2. Approval of Consent Agenda
    - 7.2.1. **A2025-09-01** Zoning Change – Town of How (Firgens) – L&W Resources Com. (2)
    - 7.2.2. **A2025-09-02** Zoning Change – Town of Stiles (Spaulding) – L&W Resources Com. (4)
    - 7.2.3. **A2025-09-03** Zoning Change – Town of Underhill (St. Nicks Pines 11 LLC) – L&W Resources Com. (6)
    - 7.2.4. **R2025-09-01** Approval of a Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid – Administration Com. (8)
    - 7.2.5. **R2025-09-02** Approval of Birth to Three Special Education Teacher/Service Coordinator Position – Health and Human Services Board (14)
    - 7.2.6. **R2025-09-03** Approval of WIC Coordinator Position – Health and Human Services Board (22)
    - 7.2.7. **R2025-09-04** Approve Building Encroachment Easement Agreement – Highway Com. (30)
    - 7.2.8. **Appointments** Aging Advisory Council – County Administrator (34)
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 August 21, 2025 and August 28, 2025 (35)
10. Committee and Departmental Reports (No Action to be taken)
  - 10.1. Report – Bay Lake Regional Planning Commission
  - 10.2. Report – Health & Human Services Board Update
  - 10.3. Report – Opioid Abatement Ad-Hoc Steering Committee Update (39)
  - 10.4. Report – Highway Facilities Update
  - 10.5. Report – Human Resources Employee Update (40)
  - 10.6. Report – TEDCOR (Tourism & Economic Development Corporation of the Oconto Region) Update
  - 10.7. Report – 2026 Budget Update
11. **R2025-09-05** Approve County Sales Tax – County Highway Road Improvement Projects – Admin. Com. & Highway Com. (41)
12. **R2025-09-06** Approval of Health & Dental Insurance Renewal Rates and Oconto County Sheriff Deputies Association (OCSDA) Plan Designation for Employees for 2026 – Administration Com. (42)
13. **R2025-09-07** Continuation of County Recreation Committee and Funding for Projects – Administration Com. (43)
14. **R2025-09-08** Approval of Pay Grade Change for Administrative Assistant II Position – L&W Resources Com. & Administration Com. (44)
15. **R2025-09-09** Replacement of Carpet in Building C – 2<sup>nd</sup> & 3<sup>rd</sup> Floor Offices – Property & Technology Com. (45)
16. **R2025-09-10** Approval of Administrative Specialist Position for Sheriff's Office – Public Safety Com. & Admin. Com. (54)
17. **R2025-09-11** Approval of Converting Emergency Management Program Assistant Part-Time Position to a Full-Time Account Specialist Position – Public Safety Com. & Administrative Com. (63)
18. **R2025-09-12** Approval of Lieutenant Position for Sheriff's Office (1) – Public Safety Com. & Administration Com. (64)
19. **R2025-09-13** Approval of Lieutenant Position for Sheriff's Office (2) – Public Safety Com. & Administration Com. (73)
20. Announcements/General Information (No Action to be taken)
  - 20.1. County Board Industry Tour October 3, 2025 (82)
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)

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3 **AMENDATORY ORDINANCE – A2025-09-01**

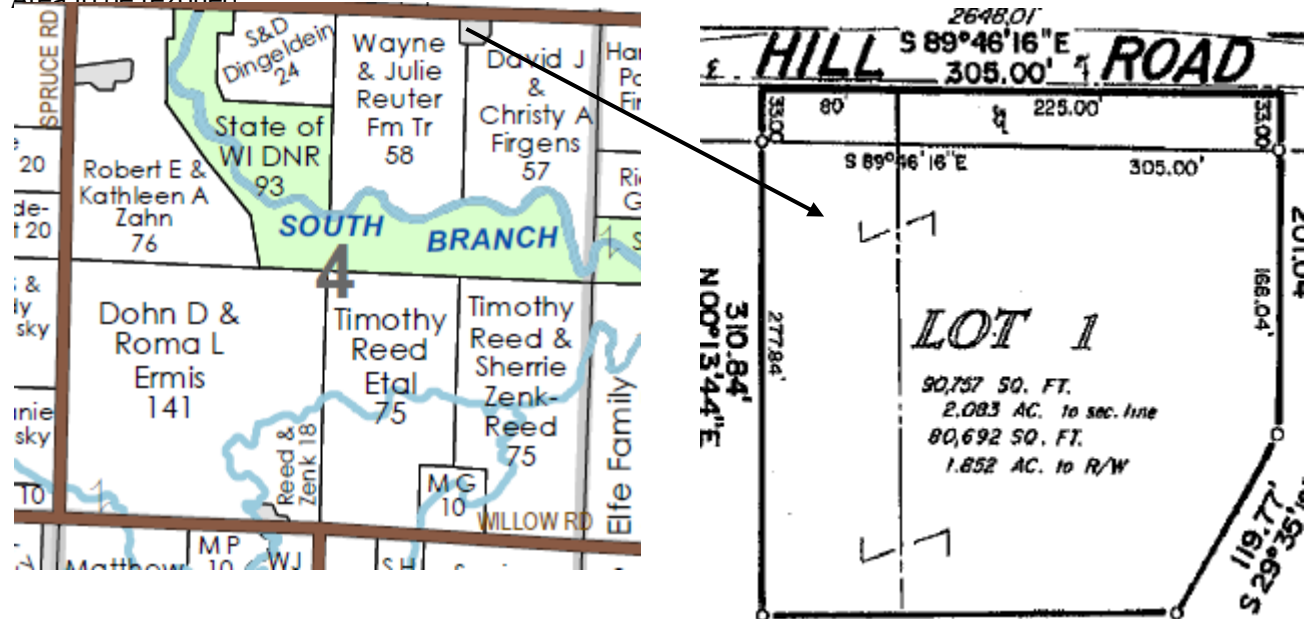
4 To: The Honorable Chair and Members of the Oconto County Board of Supervisors

5 WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-  
6 20250043, filed July 23, 2025, to amend the Oconto County Zoning District Map, and having given notice  
7 thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin  
8 Statutes, and having been informed of the facts pertinent to the changes as follows:  
9

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

11  
12 PROPERTY INFORMATION: Tax Parcel # 018-040400111A  
13 Part of Section 4, T29N, R17E, Town of How  
14 Existing Zoning: Agricultural District  
15 Proposed Zoning: Rural Residential District  
16 PROPERTY OWNER: Nathan Firgens  
17

18 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 2.083 acres to Rural Residential District in order to bring the parcel into compliance to develop for residential use; and

WHEREAS: the acreage is currently being utilized as a wooded lot; and

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

WHEREAS: the Town of How 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 9/8/2025 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.

57 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
58 FOLLOWS: Petition: RZ-20250043  
59

60 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance  
61 shall be and are hereby repealed as far as any conflict exists.  
62

63 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid  
64 by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.  
65

66 Section 3: Rezone petition RZ-20250043 is hereby adopted amending the Oconto County Zoning District  
67 Map, by changing the zoning classification from Agricultural District to Rural Residential District for the  
68 above noted description.  
69

70 Section 4: The ordinance shall take effect the day after passage and publication as required by law.  
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72

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73  
74 Submitted this 18th day of September, 2025.  
75

76 By: LAND AND WATER RESOURCES COMMITTEE  
77

78 Tim Cole, Chair  
79 Patrick J. Scanlan  
80 Keith Schneider  
81 Wayne Kaczrowski  
82 Mike Beyer  
83 Dennis Kroll, Alternate  
84 David Parmentier, Alternate  
85  
86

87 *Electronically Reviewed by Corporation Counsel on 09/11/2025 - BLE*  
88

89 *Adopted by an electronic vote: \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays, \_\_\_\_\_ Absent, \_\_\_\_\_ Abstain, \_\_\_\_\_ Vacant*





57 WHEREAS: the Land & Water Resources Committee held a public hearing on 9/8/2025 and after  
58 listening to testimony for and against, and after reviewing the application staff report, the standards for  
59 rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has  
60 recommended approval.

61  
62 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
63 FOLLOWS: Petition: RZ-20250044

64  
65 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance  
66 shall be and are hereby repealed as far as any conflict exists.

67  
68 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid  
69 by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

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71 Section 3: Rezone petition RZ-20250044 is hereby adopted amending the Oconto County Zoning District  
72 Map, by changing the zoning classification from Forest District & General Commerical District to Rural  
73 Residential District for the above noted description.

74  
75 Section 4: The ordinance shall take effect the day after passage and publication as required by law.  
76  
77

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78  
79 Submitted this 18th day of September, 2025.

80  
81 By: LAND AND WATER RESOURCES COMMITTEE

82  
83 Tim Cole, Chair  
84 Patrick J. Scanlan  
85 Keith Schneider  
86 Wayne Kaczrowski  
87 Mike Beyer  
88 Dennis Kroll, Alternate  
89 David Parmentier, Alternate  
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91

92 *Electronically Reviewed by Corporation Counsel on 09/11/2025 - BLE*

93  
94 *Adopted by an electronic vote: \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays, \_\_\_\_\_ Absent, \_\_\_\_\_ Abstain, \_\_\_\_\_ Vacant*

**AMENDATORY ORDINANCE – A2025-09-03**

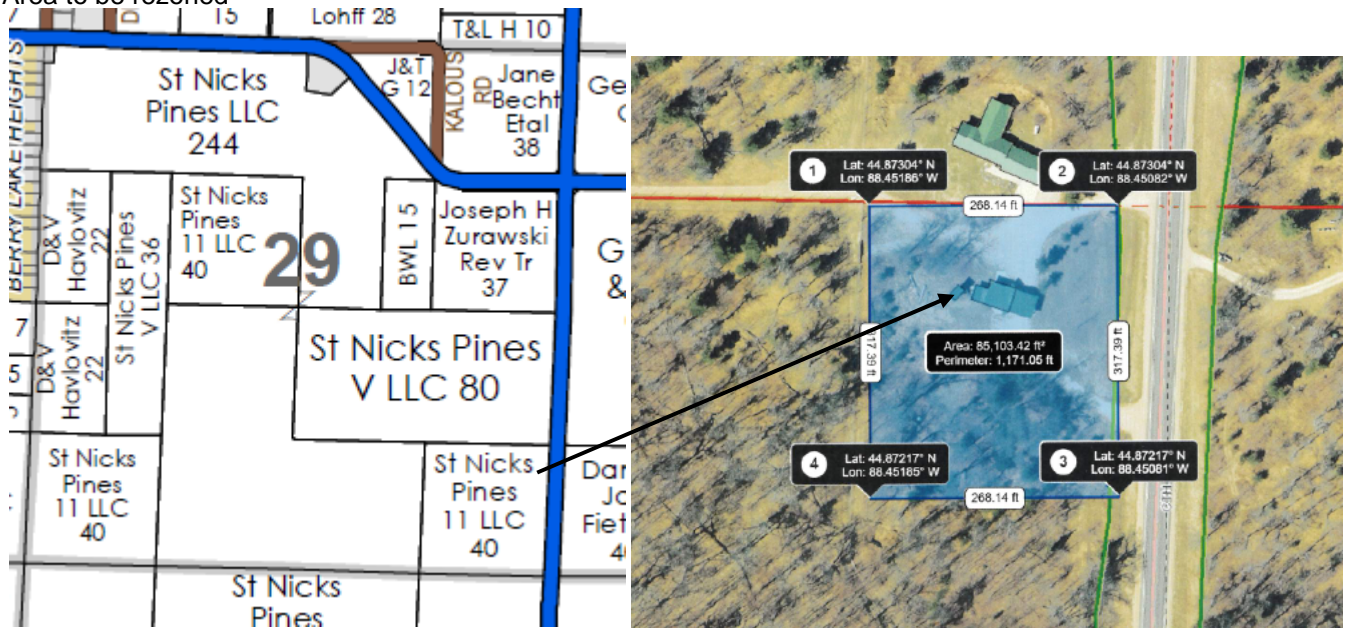
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250042, filed July 18, 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 Forest District to Restricted Commercial District on property described as:

PROPERTY INFORMATION: Tax Parcel # 044-292901844  
Part of Section 29, T28N, R17E, Town of Underhill  
Existing Zoning: Forest District  
Proposed Zoning: Restricted Commercial District  
PROPERTY OWNER: St. Nicks Pines 11 LLC

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 1.967 acres to Restricted Commercial District in order to bring the parcel into compliance to operate a food vending service for Primal Eats business; and

WHEREAS: the acreage is currently being utilized as part of the Apple Creek Whitetails game farm; and

WHEREAS: the parcel is located along County Hwy R and is in an area planned for woodlands use where an exclusive/limited commercial use by zoning to Restricted Commercial is an option if suitable to the Towns Comprehensive Plan; and

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

56 WHEREAS: the Land & Water Resources Committee held a public hearing on 9/8/2025 and after  
57 listening to testimony for and against, and after reviewing the application staff report, the standards for  
58 rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has  
59 recommended approval.

60  
61 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
62 FOLLOWS: Petition: RZ-20250042

63  
64 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance  
65 shall be and are hereby repealed as far as any conflict exists.

66  
67 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid  
68 by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

69  
70 Section 3: Rezone petition RZ-20250042 is hereby adopted amending the Oconto County Zoning District  
71 Map, by changing the zoning classification from Forest District to Restricted Commercial District for the  
72 above noted description.

73  
74 Section 4: The ordinance shall take effect the day after passage and publication as required by law.  
75  
76

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77  
78 Submitted this 18th day of September, 2025.

79  
80 By: LAND AND WATER RESOURCES COMMITTEE

81  
82 Tim Cole, Chair  
83 Patrick J. Scanlan  
84 Keith Schneider  
85 Wayne Kaczrowski  
86 Mike Beyer  
87 Dennis Kroll, Alternate  
88 David Parmentier, Alternate  
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90

91 *Electronically Reviewed by Corporation Counsel on 09.11.2025 - BLE*

92  
93 *Adopted by an electronic vote: \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays, \_\_\_\_\_ Absent, \_\_\_\_\_ Abstain, \_\_\_\_\_ Vacant*

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Re: **Approval of a Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid**

WHEREAS, the improvement project entails the following: Construct Hangars, Develop Hangar Area, Rehabilitate Rental Hangars, Upgrade/Expand Fuel System, Expand Apron Area, Develop Tie Down/Parking Area, Construct Parallel Taxiway for Runway 11/29, Lengthen Runway 11/29, Purchase Snow Removal Equipment, Purchase Mowing Equipment, Rehabilitate Terminal Building, Acquisition of Property for Runway Approaches, Clear Runway Approaches, per Wis. Admin. Code, Crack Fill/Seal/Paint Airport Pavements, Conduct Airport Master Plan Study, Update Airport Layout Plan, Upgrade Security Camera System, and any necessary and related work; and

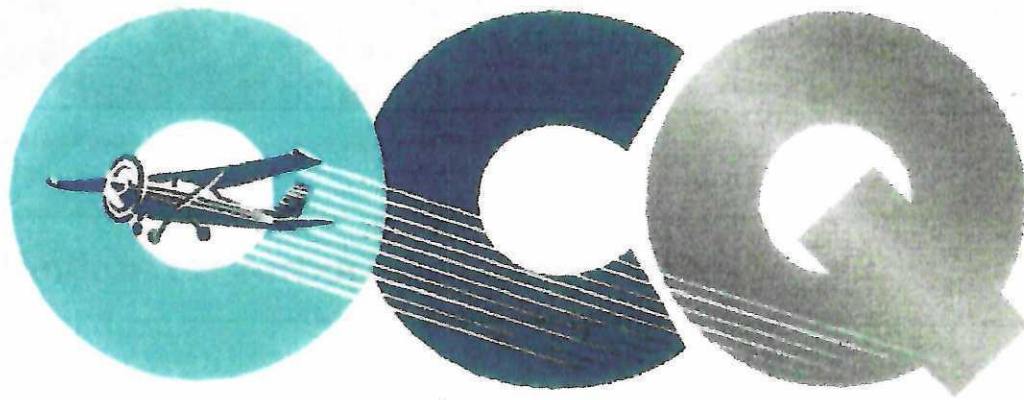
WHEREAS, the improvement project and the local financial contribution is anticipated to be approximately \$35,000.00; and

NOW, THEREFORE, BE IT RESOLVED, the Oconto County Board of Supervisors does hereby approve the attached resolution petitioning the Secretary of Transportation for airport improvement aid.

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*



J. DOUGLAS BAKE

**OCONTO  
MUNICIPAL  
AIRPORT**

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**2025**

**PETITION  
FOR  
IMPROVEMENTS**



## **2025 Petition for Airport Improvements**

- Construct Hangars**
  - Construction of 2<sup>nd</sup> Quad Hangar
- Develop Hangar Area**
  - Additional Paved Taxilanes
- Rehabilitate Rental Hangars**
  - Replace Entry Doors
- Upgrade / Expand Fuel System**
  - Addition of Jet A Fuel Terminal - AIP 19
- Expand Apron Area**
  - Additional Movement Area
- Develop Tie Down / Parking Area**
  - Expansion for 10-12 Tie Downs
- Construct Parallel Taxiway for Runway 11/29**
  - Increase Safety for Aircraft Movement
- Lengthen Runway 11/29**
  - Provide for Larger Aircraft
- Purchase Snow Removal Equipment**
  - Replace Pickup / Snow Plow
  - Replace Tractor Snow Blower Unit
- Purchase Mowing Equipment**
  - Replace Flex Wing Cutter
- Rehabilitate Terminal Building**
  - Upgrade of 40 Year Old Terminal
- Acquisition of Property for Runway Approaches**
- Clear Runway Approaches per Wis. Admin. Code**
- Crack Fill / Paint / Seal Airport Pavement**
- Conduct Airport Master Plan**
  - FAA Required 20 Year Plan - AIP 18
- Update Airport Layout Plan**
  - FAA Required 20 Year Layout - AIP 18
- Upgrade Security Camera System**
  - Replace Outdated System
- And any necessary and related work**

**RESOLUTION PETITIONING  
THE SECRETARY OF TRANSPORTATION  
FOR AIRPORT IMPROVEMENT AID  
BY**

**County Board of Supervisors  
Oconto County, Wisconsin**

WHEREAS, Oconto County, Wisconsin, hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Oconto – J. Douglas Bake Municipal Airport, Oconto County, Wisconsin,

**"PETITION FOR AIRPORT PROJECT"**

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a local general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows:  
Construct Hangars, Develop Hangar Area, Rehabilitate Rental Hangars, Upgrade / Expand Fuel System, Expand Apron Area, Develop Tie Down / Parking Area, Construct Parallel Taxiway for Runway 11/29, Lengthen Runway 11/29, Purchase Snow Removal Equipment, Purchase Mowing Equipment, Rehabilitate Terminal Building, Acquisition of Property for Runway Approaches, Clear Runway Approaches, per Wis. Admin. Code, Crack Fill / Seal / Paint Airport Pavements, Conduct Airport Master Plan Study, Update Airport Layout Plan, Upgrade Security Camera System, and any necessary and related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons:  
To meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"**

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

**"AIRPORT OWNER ASSURANCES"**

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED that the County Board Chairman and County Administrator be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

\_\_\_\_\_  
(TITLE)  
\_\_\_\_\_  
(TITLE)  
\_\_\_\_\_  
(TITLE)

**CERTIFICATION**

I, Kim Pytleski, Clerk of Oconto County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a County Board meeting of the Oconto County on September \_\_\_\_, 2025, adopted by a majority vote, and recorded in the minutes of said meeting.

\_\_\_\_\_  
Kim Pytleski - Oconto County Clerk



# AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

## Department of Transportation Bureau of Aeronautics Madison, Wisconsin

WHEREAS, Oconto County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Oconto-J. Douglas Bake Municipal Airport project to:

Construct Hangars, Develop Hangar Area, Rehabilitate Rental Hangars, Upgrade / Expand Fuel System, Expand Apron Area, Develop Tie Down / Parking Area, Construct Parallel Taxiway for Runway 11/29, Lengthen Runway 11/29, Purchase Snow Removal Equipment, Purchase Mowing Equipment, Rehabilitate Terminal Building, Acquisition of Property for Runway Approaches, Clear Runway Approaches, per Wis. Admin. Code, Crack Fill / Seal / Paint Airport Pavements, Conduct Airport Master Plan Study, Update Airport Layout Plan, Upgrade Security Camera System, and any necessary and related work.

WHEREAS, the sponsor adopted a resolution on September \_\_\_\_, 2025, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

### AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

\_\_\_\_\_  
David M. Greene, Director (Date)  
Bureau of Aeronautics

### FEDERAL BLOCK GRANT OWNER ASSURANCES .....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Oconto County, Wisconsin

\_\_\_\_\_  
Name - Alan Sleeter  
County Board Chairman

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - Richard Heath  
Oconto County Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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Re: **Approval of Birth to Three Special Education Teacher/Service Coordinator Position**

WHEREAS, bringing the Birth to Three Special Education Teacher/Service Coordinator Position into Health and Human Services, as a County position would result in a yearly cost savings of approximately \$ 24,000; and

NOW, THEREFORE, LET IT BE RESOLVED, The Health and Human Services Board and Administration Committee hereby approves the adoption of the Special Education Teacher/Service Coordinator into the Health and Human Services organizational chart as a 1.0 FTE County position; Grade Level 120.

Submitted this 18th day of September, 2025.

## ADMINISTRATION COMMITTEE

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





To: HHS Administration Committee  
From: Jaelyn Scanlan, Human Resources Director, County Administrator  
Date: 8/18/25  
Re: Organizational Structure Change Request

**Section 1: Type of Request (Check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> New position, Add'l Budget Required*     | <input type="checkbox"/> Delete Existing Position     |
| <input checked="" type="checkbox"/> Reclassify Existing Position* | <input type="checkbox"/> Both Add/Delete positions    |
| <input type="checkbox"/> Reclassify Vacant Position*              | <input type="checkbox"/> Reorganization/Dept Transfer |
| <input type="checkbox"/> Vacancy/Replacement*                     |   |

\*Attach a finalized position description. Please highlight any new and/or revised Duties.

**Section 2: Employment Type**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Limited Term or Project<br>(Length: _____) |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Hrs/Wk, % Change ____%                     |

**Section 3: Classification & Compensation**

New/Addition/Reclassified/Replacement Position Requested	Deletion Requested:
Department: <u>Public Health</u>	Department: _____
Position Title: <u>Special Instruction Teacher/Case Manager</u>	Position Title: _____
Primary Position #: _____	Primary Position #: _____
Pay Grade: <u>120</u>	Pay Grade: _____
FTE: <u>1.0</u>	FTE: _____
Hourly Rate: <u>\$ 32.08</u>	Hourly Rate: _____
Annual Cost: <u>\$ 84,446.00</u>	Annual Cost: _____

Please identify the position funding below:

Funding Source:	Amount:	% of Position Funded:
County BCA	\$ 46,946.00	54.00
Federal Birth to Three Dollars	\$ 37,500.00	46.00

Does the request require additional funding? If so, identify any departmental funds available for the change:

No. Currently a contract through CESA. Adopting this change into our existing org. chart would actually be a cost savings of about \$23,500.

#### Section 4: Justification/Consideration

Please describe the reason for the change (attach additional documentation if needed):

Currently a contract through CESA. Adopting this change into our existing org. chart would actually be a cost savings. of about \$24,000

If the request is to only delete a position, please describe how the workload within the department will be handled or if the work of the position has been eliminated:

If the request is to only add a position, please describe how the workload will be handled if the position is not added:

The current position is contracted, we are just adding the position into the county organizational chart. The workload will remain the same as there are still two positions.

Is the position mandated, or does the position provide mandated services? If yes, please provide a reference to the mandate requirement (Statute, Administrative Code, etc.).

In Wisconsin, early intervention is known as the Birth to 3 Program. This type of program is required by the federal government under Part C of the Individuals with Disabilities Education Act (IDEA).

If a position is being deleted, or reclassified, is the position currently vacant? If no, has the current employee been made aware of the potential change including any changes to compensation or benefits?

- ☒ Current, or Proposed, Position Description Attached
- ☒ Revised Organizational Chart Attached

#### Section 5: Recommended to move forward with Request

Human Resources: Andy Sattg

Comments:

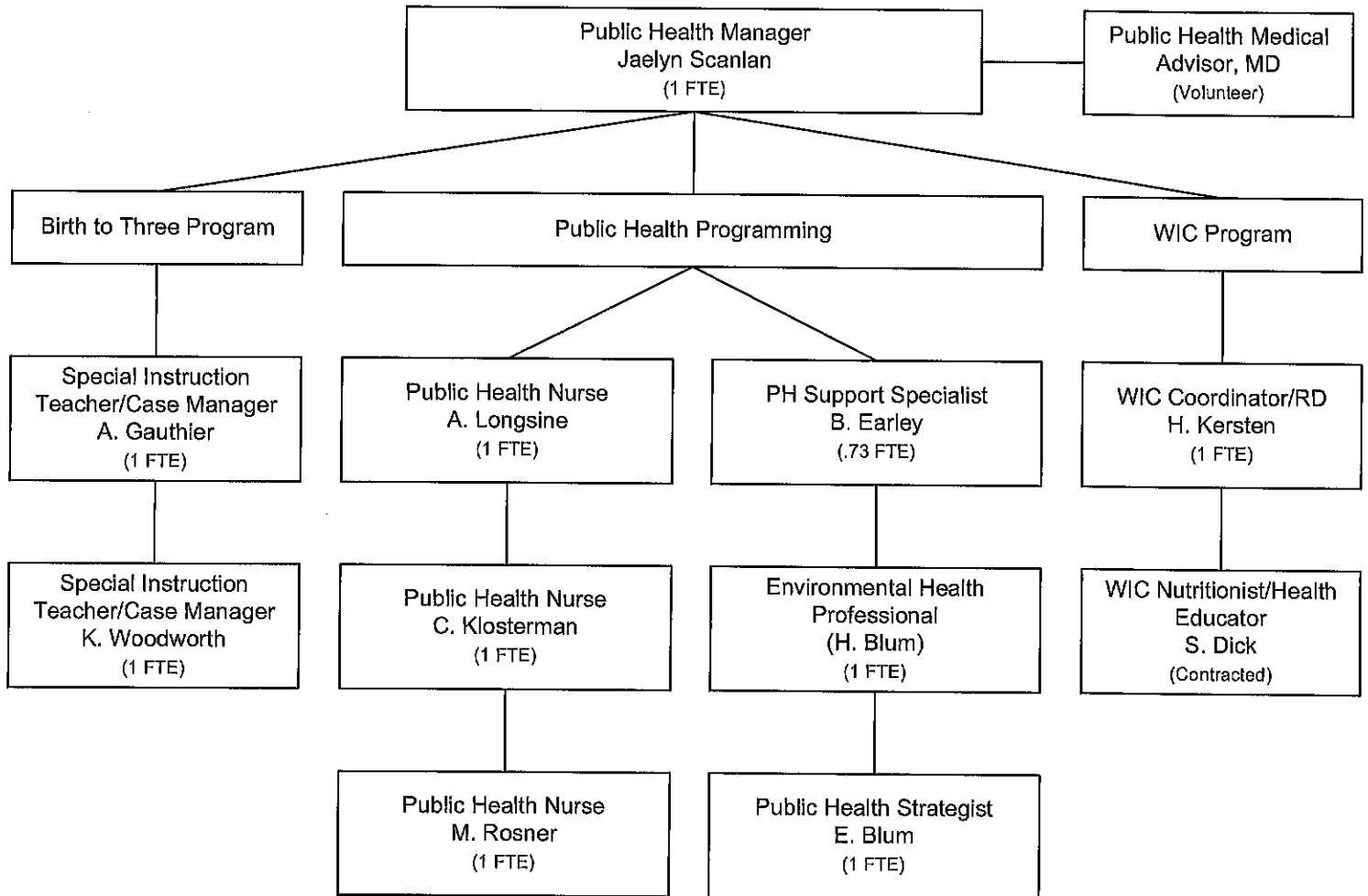
County Administrator: Richard Heath

Comments:

Finance Director: RRS

Comments:

## HEALTH & HUMAN SERVICES PUBLIC HEALTH



AUTHORIZED COUNTY POSITIONS: 10  
COUNTY FTE: 9.73  
CONTRACTED POSITIONS: 1

08/25/2025

### **Job Description**

**Job Title:** Special Instruction Teacher / Case Manager  
**Position #:**  
**Department:** Health & Human Services  
**Reports To:** Public Health Manager  
**FLSA Status:** Non-Exempt  
**Pay Classification:**  
**Work Comp Code:**  
**EEO Code:**  
**Approved Date:**

#### **SUMMARY**

This position is responsible to coordinate and provide Birth-to-3 services for eligible consumers. This includes carrying a caseload, maintaining fiscal and service records for all clients according to DHS 90 requirements, participating in the development of individualized treatment plans and monitoring progress, following through with treatment directives by therapists, and contacting schools, daycares, physicians and other community agencies to educate and provide outreach for age appropriate referrals. The teacher must understand, support and work within the values, mission, and vision of the agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

Assess client needs, develop case plans, coordinate services, advocate, monitor and document progress through regular contacts in a variety of settings, including but not limited to: homes, libraries & day cares. This includes face to face contact with families to coordinate, manage and monitor services.

Conduct evaluations and comprehensive assessments in the areas of cognitive development, physical development, including vision and hearing, communication development, social and emotional development, and adaptation for self-help skills.

Provide written documentation of assessments and make recommendations in developing individual service plans.

Attend Individualized Family Service Plan meetings to provide input to case managers, therapists and families for services.

Monitor child service providers to ensure that written individualized service plan goals are met. Educate parents and caregivers about the inclusion of developmental skills in to daily family activities and routines and support natural interactions of family and caregivers to achieve Individualized Family Service Plan goals.

Coordinate professional therapy services with families develop understanding of the child's disability and promote the achievement of treatment plan goals.

Provide information to families about the Birth-to-3 services and promote the coaching model to enhance skill development.

Provide intake services, i.e. gather information, assess safety, determine program eligibility, and make appropriate referrals.

Consult and collaborate with agency staff and outside resources to assure ongoing communication and service coordination.

Establish and maintain an effective working relationship with administration, co-workers and the general public.

Develop resources and programming to meet individual and family needs.

Complete all required documentation in a timely manner.

Participate in a program of staff development to enhance professional skills and knowledge through training and ongoing performance evaluations.

Keep up to date with Wisconsin State Statutes, standards, and program regulations as they relate to agency services.

Comply with agency and county policies and procedures.

Mandated reporter for child abuse and neglect.

Assist in the writing of grants and funding proposals to support existing services and to develop new programs and community resources.

Prepare for and respond to community emergencies including, but not limited to, natural and manmade disasters.

Perform all other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **SUPERVISION RECEIVED**

Receives guidance and oversight from Manager and refers unusual matters to the Manager.

#### **QUALIFICATIONS**

Requires one of the following:

1. Bachelor's degree from an accredited school in the education field and one year of experience in an education-related field.
2. Bachelor's degree in a field specializing in Early Childhood Special Education.

Able to use tact and diplomacy in dealing with fellow employees, clients and their families, legal guardians, general public, and other public or private agencies.

Excellent organizational skills and the ability to influence the actions of others.

Self-direction and self-motivation are required.

Knowledge of the principles and practices used in working with people who have varying abilities and experiences.

Proficient computer utilization skills.



Capable of working flexible hours to meet community and program needs.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CONFIDENTIALITY**

Able to use discretion and integrity to process client and office information and data in a confidential and professional manner including protected health information (includes electronic PHI). Information may be of a personal nature and if disclosed, could cause serious adverse legal and community reaction and concern for this department, the county, or this position. Maintain security of all client records.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires WI Department of Public Instruction License 42:808 or 42:809

Or

Eligible to obtain WI Department of Public Instruction License 42:808 or 42:809 within four years of hire.

Possess a valid driver's license, a reliable means of transportation, and appropriate vehicle insurance.

### **MATERIALS AND EQUIPMENT USED**

General office equipment, computer and technological equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. The employee regularly works in areas with security measures in place.

The employee may be exposed to bloodborne pathogens and sometimes works with persons of questionable character, in their home environment.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not intended to be an exhaustive list of specific responsibilities, duties, and skills required of personnel so classified.

*Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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Re: **Approval of WIC Coordinator Position**

WHEREAS, bringing the WIC Coordinator Position into Health and Human Services, as a County position would result in a yearly cost savings of approximately \$ 16,000; and

NOW, THEREFORE, LET IT BE RESOLVED, The Health and Human Services Board and the Administration Committee hereby approves the adoption of the WIC Coordinator into the Health and Human Services organizational chart as a 1.0 FTE County position; Grade Level 135.

By: HEALTH AND HUMAN SERVICES BOARD                      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*



To: HHS Administration Committee  
From: Jaelyn Scanlan, Human Resources Director, County Administrator  
Date: 8/18/25  
Re: Organizational Structure Change Request

**Section 1: Type of Request (Check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> New position, Add'l Budget Required*     | <input type="checkbox"/> Delete Existing Position     |
| <input checked="" type="checkbox"/> Reclassify Existing Position* | <input type="checkbox"/> Both Add/Delete positions    |
| <input type="checkbox"/> Reclassify Vacant Position*              | <input type="checkbox"/> Reorganization/Dept Transfer |
| <input type="checkbox"/> Vacancy/Replacement*                     |   |

\*Attach a finalized position description. Please highlight any new and/or revised Duties.

**Section 2: Employment Type**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Limited Term or Project<br>(Length: _____) |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Hrs/Wk, % Change ____%                     |

**Section 3: Classification & Compensation**

New/Addition/Reclassified/Replacement Position Requested	Deletion Requested:
Department: <u>Public Health</u>	Department: _____
Position Title: <u>WIC Coordinator</u>	Position Title: _____
Primary Position #: _____	Primary Position #: _____
Pay Grade: <u>135</u>	Pay Grade: _____
FTE: <u>1.0</u>	FTE: _____
Hourly Rate: <u>\$ 39.30</u>	Hourly Rate: _____
Annual Cost: <u>\$ 113,349.00</u>	Annual Cost: _____

Please identify the position funding below:

Funding Source:	Amount:	% of Position Funded:
Federal WIC Allocation	\$ 113,349.00	100.00

Does the request require additional funding? If so, identify any departmental funds available for the change:

No. Currently a contract through CESA. Adopting this change into our existing org. chart would actually be a cost savings of \$15,700.

#### Section 4: Justification/Consideration

Please describe the reason for the change (attach additional documentation if needed):

Currently a contract through CESA. Adopting this change into our existing org. chart would actually be a cost savings of \$15,700.

If the request is to only delete a position, please describe how the workload within the department will be handled or if the work of the position has been eliminated:

If the request is to only add a position, please describe how the workload will be handled if the position is not added:

The current position is contracted, we are just adding the position into the county organizational chart. The workload will remain the same as there are still two positions in our current org chart.

Is the position mandated, or does the position provide mandated services? If yes, please provide a reference to the mandate requirement (Statute, Administrative Code, etc.).

No it is not a mandated program, it is a federally funded program under the U.S. Department of Agriculture's Food and Nutrition Service.

If a position is being deleted, or reclassified, is the position currently vacant? If no, has the current employee been made aware of the potential change including any changes to compensation or benefits?

- ☒ Current, or Proposed, Position Description Attached
- ☒ Revised Organizational Chart Attached

#### Section 5: Recommended to move forward with Request

Human Resources: 

Comments:

County Administrator: 

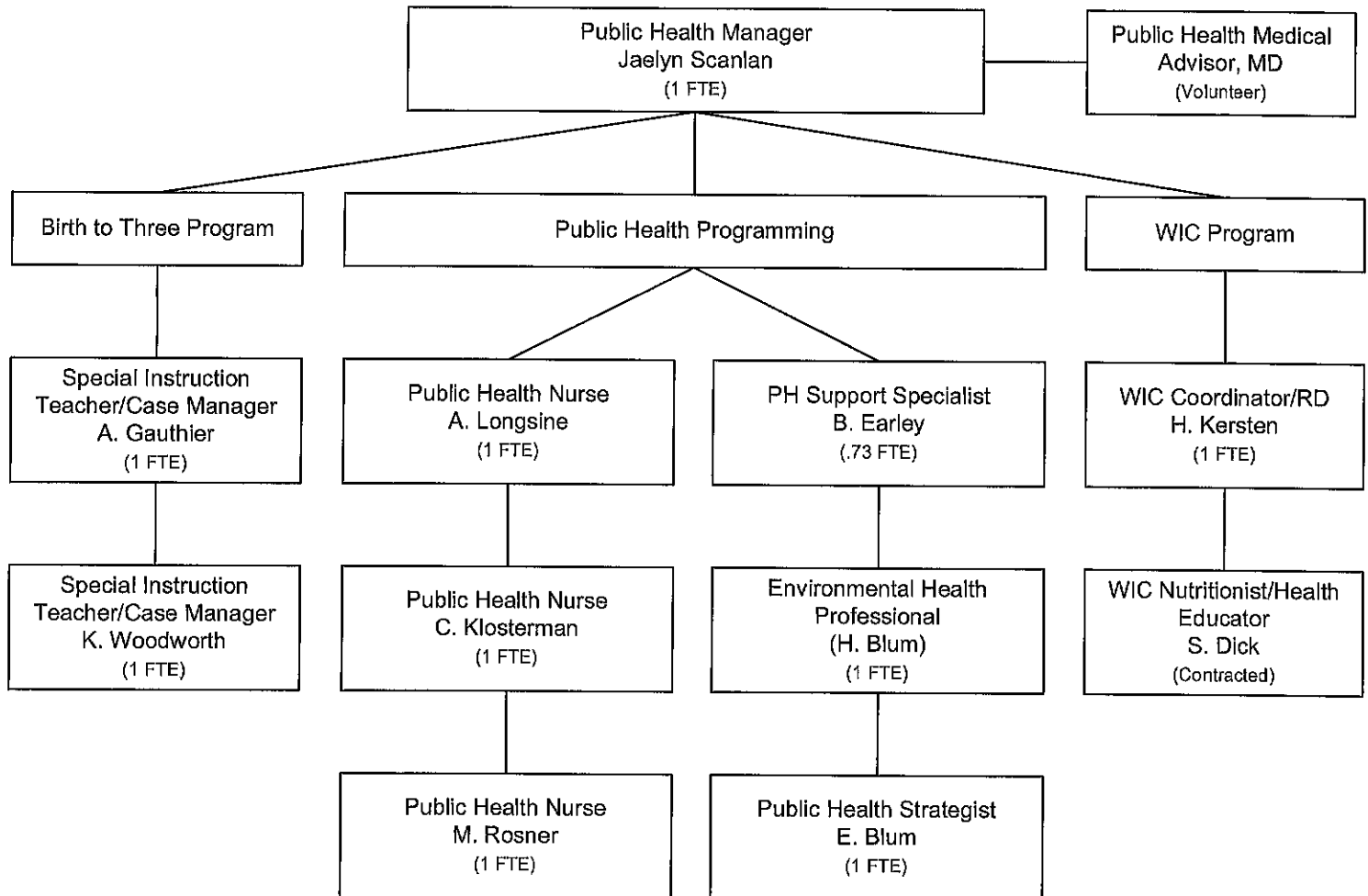
Comments:

Finance Director: 

Comments:



## HEALTH & HUMAN SERVICES PUBLIC HEALTH



AUTHORIZED COUNTY POSITIONS: 10  
COUNTY FTE: 9.73  
CONTRACTED POSITIONS: 1

08/25/2025

## Oconto County - Job Description

**Job Title:** WIC Coordinator / Registered Dietician  
**Position #:**  
**Department:** Health and Human Services  
**Reports To:** Public Health Manager  
**FLSA Status:** Non-Exempt  
**Pay Classification:** 135  
**Work Comp Code:**  
**EEO Code:**  
**Approved Date:**

### SUMMARY

This position is responsible for planning, developing, implementing and evaluating WIC services to eligible residents in Oconto County. Collaboration with community partners is beneficial to accomplish this work. The WIC Director / Registered Dietician must understand, support and work within the values, mission, and vision of the agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Oversee daily WIC Program operation
- Serve as ROSIE administrator – stay up to date and communicate changes in ROSIE with staff.
- Routinely meet with WIC and agency staff to review policies and procedures and share other program information.
- Enforce compliance with WIC confidentiality policies.
- Prepare and justify the annual WIC program budget, ensuring staffing and resources to meet the program goals and objectives in compliance with WIC and county policies.
- Monitor and train staff on the implementation of established guidelines, using accurate techniques to assure accuracy of medical measurements and hemoglobin/lead results to assure quality and consistent services.
- Provide breastfeeding education and support.
- Participate in the development and achievement of program objectives and continuous quality improvement.
- Ensure the WIC and Farmers' Market Nutrition Program are developed, coordinated and implemented in an efficient manner, ensuring implementation of new policies and procedures as mandated by the State and Federal WIC Program guidelines.
- Review nutrition reports and develop, implement and evaluate annual WIC Objectives as directed by the State WIC Office.
- Ensure program reports regarding participation and expenditures are submitted monthly to the State WIC Program.
- Prepare for and respond to public health emergencies including but not limited to natural disasters, biological and chemical terrorism and disease outbreaks.

- Provide leadership, training and follow-up regarding nutrition care services to other agency programs such as Birth to Three and Child Protective Services.
- Provide WIC related nutrition education (i.e., nutrition education focused on the needs of pregnant or postpartum women, breastfeeding, infants or children) to appropriate healthcare providers or agencies (i.e. physicians, childcare providers, Head Start).
- Develop referral criteria and procedures in a confidential matter from WIC to other health care providers for further diagnosis or nutrition-related care when concerns arise about a WIC client. Coordinate follow-up care with primary care providers or local agencies (i.e. weight checks, blood lead testing etc.)
- Provide referrals to necessary health care providers, community and social service programs.
- Coordinate services at WIC clinics between WIC and public health programs, such as fluoride varnish, immunizations and child passenger safety.
- Participate in CHIP (Community Health Improvement Plan)
- Positively promote the WIC program within the community to all areas of the eligible WIC population.
- Authorize invoices related to program needs. and monitor monthly expenses
- Contact and maintain effective working relationships with area groceries and pharmacies and provide training and monitoring per instruction from the State WIC Vendor Management Unit.
- Provide follow up with WIC client vendor policy violations or fraud/ abuse and implement the appropriate education and sanctions, with help from the Vendor Management Unit, when needed.
- Develop other policies as need to ensure consistency of the services provided, to improve WIC services and to coordinate services with other programs to best meet the health and nutrition needs of WIC clients.
- Facilitate and participate in coalitions to promote health within our communities.
- Collaborate, refer and communicate with other Health and Human Services staff, other service providers and community resources to ensure integrated services.
- Participate in the development, implementation and evaluation of programs through collaboration with and engagement of agency staff and community partners which promote health within our communities.
- Prepare grant applications with agency and community partners.
- Mentor new employees and students.
- Participate in staff, agency and other required meetings.
- Participate in a program of staff development to enhance professional skills and knowledge through training and ongoing performance evaluations.
- Ensure applicable staff are adequately trained and annually monitored for compliance with State WIC policies 'Confidentiality of WIC Participant Application Information' and 'Prevention of Employee Fraud and Abuse'.
- Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.

- Mandated reporter for child abuse and neglect.
- Perform all other duties as assigned.

**PUBLIC HEALTH CORE COMPETENCIES (per WI Chapter DHS 140.05)**

- A. Analytical/Assessment Skills
- B. Policy Development/Program Planning Skills
- C. Communication Skills
- D. Cultural Competency Skills
- E. Community Dimensions of Practice Skills
- F. Public Health Sciences Skills
- G. Financial Planning and Management Skills
- H. Leadership and Systems Thinking Skills

**SUPERVISORY RESPONSIBILITIES**

This job has supervision over the WIC Health Educator/Nutritionist.

**SUPERVISION RECEIVED**

Employee receives minimal guidance and oversight, referring unusual matters to manager.

**QUALIFICATIONS**

Bachelor's degree in Dietetics, Nutrition or a related field

One year's experience in public health or in client counseling preferred

Ability to work with infants and children and clients from varying socio-economic backgrounds  
Capable of working flexible hours to meet family/community needs.

Proficient in computer utilization skills.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to the medical community, the public, state representatives and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

#### **CONFIDENTIALITY**

Able to use discretion and integrity to process client and office information and data in a confidential and professional manner including protected health information (includes electronic PHI). Information may be of a personal nature and if disclosed, could cause serious adverse legal and community reaction and concern for this department, the county, or this position. Maintain security of all client records.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be currently licensed as a Registered Dietician (RD)

Must provide own form of transportation; possess a current, valid driver's license; and have automobile liability insurance.

#### **MATERIALS AND EQUIPMENT USED**

General office equipment, computer, keyboard, printer, calculator, and photocopier, equipment and supplies associated with nutritional field equipment including infant and adult scales, measuring board and tape, HemoCue, Lead Care II Analyzer, etc.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, ability to adjust focus and depth perception.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is frequently exposed to blood-borne pathogens and sometimes works with persons of questionable character in community settings. Security measures are in place in areas the employee regularly works in. The noise level in the work environment is usually moderate.

#### **DISCLAIMER**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

*Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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Re: **Approve Building Encroachment Easement Agreement**

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

**BUILDING ENCROACHMENT  
EASEMENT AGREEMENT**

THIS BUILDING ENCROACHMENT EASEMENT AGREEMENT (the Agreement) is between OCONTO COUNTY, a municipal corporation, (County) and NOBLE F JONES, individually, (Property Owner).

**RECITALS**

Property owner is the owner of certain real property located in the Town of Maple Valley, Oconto County, WI, tax parcel #026-141401233, identified on Exhibit A, hereto attached, as the parcel upon which the "Shed" is located.

County is the owner of the right-of-way of County Highway A, located in the Town of Maple Valley, Oconto County, WI, as identified on Exhibit A, hereto attached.

Property Owner and County acknowledge that a shed on Property Owner's land encroaches the County Highway A right-of-way depicted on Exhibit A, hereto attached.

County is willing to grant an easement to Property Owner over a portion of the County Highway A right-of-way, described below, to permit the shed to continue to encroach the County Highway A right-of-way:

*An easement located in the right-of-way of County Highway A for an existing building encroachment located in part of the Southwest quarter of the Southwest quarter of Section 14, Township 29 North, Range 18 East, Town of Maple Valley, Oconto County, Wisconsin, described as follows: COMMENCING at the Southwest corner of said Section 14; Thence South 88 degrees 34 minutes 13 seconds East, a distance of 395.00 ft.; Thence North 01 degrees 25 minutes 47 seconds East, a distance of 40.00 ft.; Thence South 88 degrees 34 minutes 13 seconds East, a distance of 244.00 ft. to the **POINT OF BEGINNING** Thence continuing South 88 degrees 34 minutes 13 seconds East, a distance of 25.00 ft.; Thence South 01 degrees 25 minutes 47 seconds West, a distance of 16.00 ft.; Thence North 88 degrees 34 minutes 13 seconds West, a distance of 25.00 ft.; Thence North 01 degrees 25 minutes 47 seconds East, a distance of 16.00 ft. to the **POINT OF BEGINNING**. Together with and subject to any easements, covenants, and restrictions of record.*

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree, as follows:

1. County grants a non-exclusive easement to Property Owner and Property Owner's successors and assigns, as owner of the County Highway A right-of-way, for Property Owner's shed to continue to encroach upon said right-of-way, as described above and depicted on Exhibit A, hereto attached.

2. Property owner shall indemnify and hold County, its officers, agents and employees harmless from all liability, suits, actions, claim, costs, damages and expenses of every kind and description, including court costs and legal fees, for claims of any character, including liability and expenses in connection with loss of life, personal injury, or damage to property, brought because of any injuries or damages received or sustained by any person, persons or property on account of or arising out of the use of the County Highway A right-of-way by Property Owner or its agents, contractors, subcontractors, invitees, or employees.

3. Property owner shall at all times maintain in effect during the term of this Easement Agreement a policy of general liability insurance naming the County as additional insured, to insure against injury to property, person or loss of life arising out of Property Owner's use, occupancy, or maintenance of the Easement Property with limits of \$1,000,000 per occurrence.

Recording Area

Name and Return Address

Oconto County Land & Water Resources

4. All of the terms and conditions in this Agreement, including the benefits and burdens shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by the Property Owner and the County and their respective successors and assigns. The Easement granted under paragraph 1. of this Agreement is an easement appurtenant to Property Owner's parcel upon which the "Shed" is located and may not be transferred separately from, or severed from, title to the parcel to which it is appurtenant.

5. This easement shall terminate at such time in the future, if ever, that the shed which now encroaches the County Highway A right-of-way is removed as an encroachment and all rights granted hereunder shall be extinguished and shall not be renewed under any circumstances.

6. The Agreement shall be construed in accordance with the laws of the State of Wisconsin. Any dispute arising from the terms of this Agreement shall be venued in Oconto County Circuit Court.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Alan Sleeter, Chairman of the Oconto County  
Board of Supervisors

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public, Oconto County, WI

My commission: \_\_\_\_\_

\_\_\_\_\_  
Noble F Jones, Property Owner

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_, WI

My commission: \_\_\_\_\_

\_\_\_\_\_  
Kim Pytleski, Oconto County Clerk

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public, Oconto County, WI

My commission: \_\_\_\_\_

**THIS DOCUMENT DRAFTED BY:**

Attorney Beth Ellingson  
Corporation Counsel, Oconto County, WI  
WI SBN: 1031458



13418 LOGAN ROAD  
SURING WI. 54174  
920-842-2426

SHEET ONE OF THREE

HARRY (JESS) SMITH, PLS  
Job No. 25-6916  
Dwg. No. 6916jones

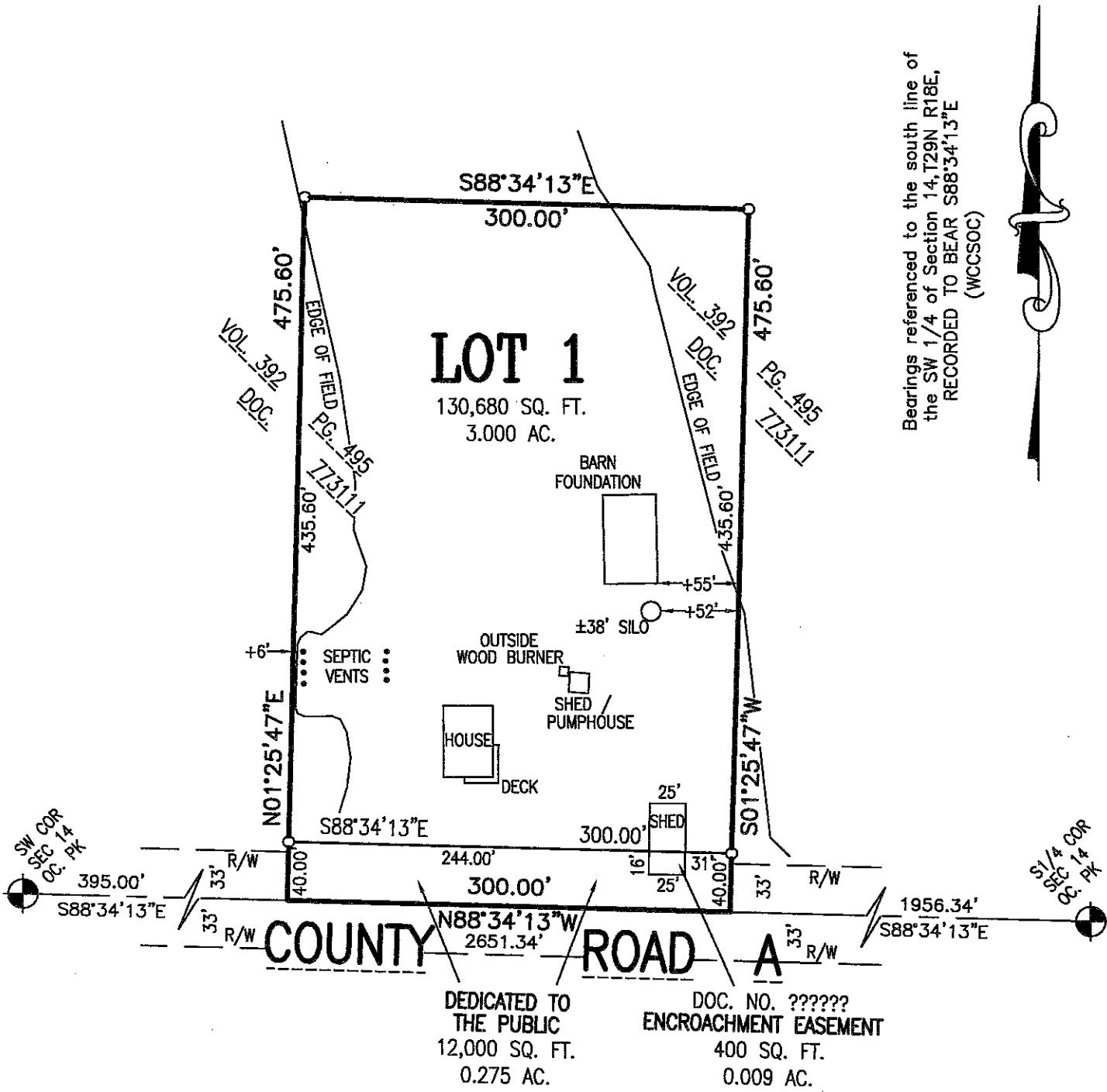
REGISTER OF DEEDS



**Northeast  
Surveying, Inc.**  
Professional Wisconsin Land Surveyors

# CERTIFIED SURVEY MAP

PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER  
OF SECTION 14, TOWNSHIP 29 NORTH RANGE 18 EAST,  
TOWN OF MAPLE VALLEY, OCONTO COUNTY, WISCONSIN.



Bearings referenced to the south line of  
the SW 1/4 of Section 14, T29N R18E,  
RECORDED TO BEAR S88°34'13"E  
(WCCSOC)

PORTIONS OF THIS BOUNDARY ARE  
BASED ON THE SUBDIVISION OF  
SECTION 14, ON FILE IN THE OCONTO  
COUNTY SURVEYOR'S OFFICE (WCCSOC)

PRIOR TO ANY CONSTRUCTION OR OTHER LAND  
USE ACTIVITY, ALL BUILDING SETBACKS AND  
OTHER LAND USE REQUIREMENTS SHOULD BE  
VERIFIED BY THE OCONTO COUNTY ZONING OFFICE.

1 **APPOINTMENT**

2  
3 To: The Members of the Oconto County Board of Supervisors  
4

5 **Re: Appointment(s) Aging Advisory Council**  
6

7 In accordance with the WI Elders Act and Resolution R2024-10-09 adopted by the Oconto County Board  
8 October 31, 2024, to administer services under Wis. Stats. Chapter 46, I have formally appointed the  
9 following individuals to the Aging Advisory Council:

10 Penny Helmle, 1-year term to expire August 1, 2026  
11 Bart Schindel, 2-year term to expire August 1, 2027  
12 Ann Ammermann, 2-year term to expire August 1, 2027  
13 Katie Daul, 3-year term to expire August 1, 2028  
14 Brenda Carey-Mielke, 3-year term to expire August 1, 2028  
15

16  
17 and hereby ask for confirmation of these appointments.  
18  
19

20 Submitted this 18<sup>th</sup> day of September 2025  
21

22 **By: Richard Heath, County Administrator**  
23

24  
25 *Adopted by an electronic vote: \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays, \_\_\_\_\_ Absent, \_\_\_\_\_ Abstain, \_\_\_\_\_ Vacant*

**OCONTO COUNTY BOARD OF SUPERVISORS MEETING**

**1. Call to Order and Roll Call**

County Board Chair, Al Sleeter, called the meeting to order at 9:00 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 31 members present: Supervisors Barkhaus, Bartels, Behrend, Beyer, Bitters, Christianson, Cole, Dhuey, Gooding, Heise, Holman, Kaczrowski, Kobylarczyk, Kroll, Lavarda, Matravers, Meier, Ondik, Parmentier, Pillsbury, Ragen, Scanlan, Schindel, Schneider, Schreiber, Sleeter, Willems, Winkler, Wittkopf, Wolf, Van Zeeland.

**2. Pledge of Allegiance**

**3. Invocation** was given by Supervisor Bitters.

**4. Statement of Oconto County Mission and Vision**

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

**5. Presentation of Awards and Recognition – None.**

**6. Presentation of Communications and Petition**

There was one communication.

- An email dated 08/16/2025 addressed to the Oconto County Board and Supervisors, from Lori Witthun, Town of Morgan Chairperson regarding Fox Solar; treated as information to the board and referred to the Land & Water Resource Committee.

**7. Consent Agenda**

**7.1. Removal of Items from Consent Agenda**

Supervisor Barkhaus requested Item 7.2.10, Revision to A2025-06-07 Zoning Change - Town of Stiles, be removed from the consent agenda and placed after Item 13.

**7.2. Approval of Consent Agenda**

- 7.2.1. **A2025-08-01** Zoning Change – Town of Bagley (Benser & Hendricks) – L&W Resources Com.
- 7.2.2. **A2025-08-02** Zoning Change – Town of Brazeau (Dufek) – L&W Resources Com.
- 7.2.3. **A2025-08-03** Zoning Change – Town of Brazeau (Rakowski) – L&W Resources Com.
- 7.2.4. **A2025-08-04** Zoning Change – Town of Breed (Rich) – L&W Resources Com.
- 7.2.5. **A2025-08-05** Zoning Change – Town of Chase (Szczepanski) – L&W Resources Com.
- 7.2.6. **A2025-08-06** Zoning Change – Town of Lena (Hodge) – L&W Resources Com.
- 7.2.7. **A2025-08-07** Zoning Change – Town of Little Suamico (Foster Real Estate LLC) – L&W Resources Com.
- 7.2.8. **A2025-08-08** Zoning Change – Town of Little Suamico (Kirby) – L&W Resources Com.
- 7.2.9. **A2025-08-09** Zoning Change – Town of Riverview (Thelen Land LLC) – L&W Resources Com.
- 7.2.10. ~~Revision to A2025-06-07 Zoning Change – Town of Stiles (Oconto County) – L&W Resources Com.~~
- 7.2.11. **O2025-08-01** Text Amendments to Chapter 26 Shoreland Protection Ordinance of the Oconto County Code of Ordinance – L&W Resources Com.
- 7.2.12. **R2025-08-01** Delegating the Authority to Enter into Settlement Agreements with Opioid Defendants to the Designated Oconto County Officer or Officers – Administration Com.
- 7.2.13. **R2025-08-03** Approval of the Oconto County Land and Water Resources Management Plan – L&W Resources Com.
- 7.2.14. **R2025-08-04** Approval of Access Control Doors at Tower Sites – Property and Technology Com. & Public Safety Com.

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

**8. Regular Agenda**

**8.1. Change in Sequence**

Motion by Schindel/Lavarda to move Item #15 R2025-08-07 Approval of 2026 Mar-Oco Landfill Administration and Operational Budgets to follow Item #9. The motion was voted on and carried.

**8.2. Removal of Items – None.**

**8.3. Approval of Regular Agenda**

Motion by Lavarda/Christianson to approve the agenda as amended. The motion was voted on and carried.

**9. Approval of Previous Meeting Proceedings**

Motion by Winkler/Cole to approve the proceedings from the 07/24/2025 meeting. The motion was voted on and carried.

**15. R2025-08-07 Approval of 2026 Mar-Oco Landfill Administration and Operational Budgets – Mar-Oco Landfill Com.**

Motion by Lavarda/Barkhaus to adopt R2025-08-07 Approval of 2026 Mar-Oco Landfill Administration and Operational Budgets. Following an explanation by Paul Kloes, MAROCO Landfill Administrator, and discussion, the motion to adopt carried by a unanimous electronic vote.

**10. Committee and Departmental Reports (No Action to be taken)**

**10.1. Report – Highway Facilities Update**

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

**10.2. Report – Health & Human Services**

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

**10.3. Report – Human Resources**

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

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

Jayme Sellen, TEDCOR Director, presented a pre-recorded Tourism & Economic Development Corporation of the Oconto Region report.

**10.5 Report – McGrath Wage Study Results Presentation**

Malayna Halvorson Maes, Senior Consultant with the McGrath Human Resources Group, presented the Compensation and Classification Study. Discussion followed.

**11. Closed Session 1: The Board will convene in to closed session, pursuant to Wis. Stats. Sec. 19.85(1)(c) to consider performance evaluation data of a public employee over which the Board exercises responsibility.**

The board did not enter closed session.

**12. Open Session 1: The Board will return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct further legal business, if any**

The board did not enter closed session.

**13. R2025-08-05 Adoption of the 2025 McGrath Classification and Compensation Study and Approve the 2026 General Employees Wage Schedule – Administration Com.**

Motion by Matravers/Van Zeeland to adopt R2025-08-05 Adoption of the 2025 McGrath Classification and Compensation Study and Approve the 2026 General Employees Wage Schedule. Following an explanation by Shelly Schultz, Human Resource Director, and Richard Heath, County Administrator, the motion to adopt carried by an electronic vote of 28 ayes, 3 nays (Gooding, Lavarda, Schneider).

**7.2.10. Revision to A2025-06-07 Zoning Change – Town of Stiles (Oconto County) – LWR Resources Com.**

Motion by Lavarda/Dhuey to adopt Revision to A2025-06-07 Zoning Change – Town of Stiles (Oconto County). Following an explanation by Pat Virtues, Zoning Administrator, and discussion, motion by Barkhaus/Gooding to send back to committee for reconsideration of the Amendatory Ordinance. Following discussion, the motion to send back to committee failed by an electronic vote 13 ayes (Ragen, Gooding, Kroll, Behrend, Barkhaus, Cole, Lavarda, Schindel, Wolf, Ondik, Winkler, Sleeter, Christianson), 18 nays. The motion to adopt Revision to A2025-06-07 carried by an electronic vote 29 ayes, 2 nays (Kroll, Winkler).

**14. R2025-08-06 Approval of Acquisition of Forest Land – L&W Resources Com**

Motion by Kobylarczyk/Schneider to adopt R2025-08-06 Approval of Acquisition of Forest Land. Following an explanation by Richard Heath, County Administrator, and Christopher Firgens, Forest, Park & Recreation Administrator, and discussion, the motion to adopt carried by an electronic vote of 30 ayes, 1 nay (Winkler).

**Chair Sleeter called for a recess at 11:11 a.m.**

**Board reconvened at 11:21 a.m. with Supervisor Dhuey out of attendance for the remainder of the meeting.**

**16. Closed Session 2: The Board will convene in to closed session, pursuant to Wis. Stats. Sec. 19.85(1)(c) to consider performance evaluation data of a public employee over which the Board exercises responsibility.**

Motion by Lavarda/Scanlan to go into closed session at 11:24 a.m. with the following in attendance: 30 county board members; Richard Heath, County Administrator; Beth Ellingson, Corporation Counsel; Shelly Schultz, Human Resources Director; Betty Bickel, Finance Director; Kim Pytleski, County Clerk; and Kathy Goldschmidt, Deputy County Clerk. The motion was voted on and carried by an electronic vote 29 ayes, 1 nay (Beyer), 1 absent (Dhuey). Chair Sleeter instructed Supervisors Pillsbury/Parmentier to monitor the doors.

**Supervisor Lavarda out of attendance at 11:56 p.m. for the remainder of the meeting.**

**17. Open Session 2: The Board will return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct further legal business, if any.**

Motion by Winkler/Barkhaus to enter into open session at 12:01 p.m. The motion was voted on and carried.

Motion by Scanlan/Meier to appoint the Deputy County Treasurer to the position of County Treasurer to fill the unexpired term. Following discussion, the motion was voted on and carried by an electronic vote 21 ayes, 8 nays (Gooding, Kroll, Behrend, Barkhaus, Holman, Wolf, Winkler, Sleeter), 2 absent (Dhuey, Lavarda).

**18. R2025-08-02 Filling by Appointment the Office of the Treasurer for the Residue of the Unexpired Term – Executive Com – No action was taken on R2025-08-02.**

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

- Kim Pytleski, County Clerk, announced the County Board Supervisor Industry Tour on October 3, 2025, and requested a show of hands for attendance to arrange transportation.
- Oconto County Fair Opening Ceremony is tonight, Thursday, August 21, 2025, at 6:00 p.m. in Gillett, WI.
- Pytleski announced she will not be at the September 18, 2025, board meeting.

- Supervisor Barkhaus and Behrend were recognized for comments.
- Sheriff Skarban announced the K9 golf outing will be held September 13, 2025, and asked the representatives from the Towns of Breed, Bagley, Mountain, Riverview and Townsend to see him following adjournment.

## **20. Adjournment**

Chair Sleeter declared the meeting adjourned at 12:12 p.m.

The next meeting of the Oconto County Board of Supervisors will be on 09/18/2025.

Proceedings of County Board meeting may be viewed in its entirety at [www.ocontocountywi.gov](http://www.ocontocountywi.gov)

Kim Pytleski, Oconto County Clerk

*kp/Date Posted: August 29, 2025*

**(Draft Proceedings, not approved by Board)**  
**PROCEEDINGS – AUGUST 28, 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 9:00 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 28 members present: Supervisors Barkhaus, Bartels, Behrend, Bitters, Christianson, Cole, Dhuey, Gooding, Heise, Holman, Kaczrowski, Kobylarczyk, Kroll, Lavarda, Meier, Ondik, Parmentier, Pillsbury, Ragen, Scanlan, Schindel, Schneider, Sleeter, Willems, Winkler, Wittkopf, Wolf, Van Zeeland; 3 absent: Beyer, Matravers, Schreiber.

**2. Pledge of Allegiance**

**3. Invocation** was given by Supervisor Sleeter.

**4. Statement of Oconto County Mission and Vision**

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

**5. Presentation of Communications and Petition**

There were 2 communications:

- Letter dated 08/22/2025 from Al Schreiber, Supervisor District 14, addressed to the County Board supporting the original motion to appoint passed at the 08/21/2025 meeting; treated as information to the board.
- Letter dated 08/24/2025 from Mike Beyer, Supervisor District 26, addressed to the County Board supporting the original motion to appoint passed at the 08/21/2025 meeting; treated as information to the board.

**6. Regular Agenda**

**6.1. Change in Sequence** – None.

**6.2. Removal of Items** – None.

**6.3. Approval of Regular Agenda**

Motion by Scanlan/Pillsbury to approve agenda as presented. The motion was voted on and carried.

**7. Discussion and Possible Action on R2025-08-02 Filling by Appointment the Office of the Treasurer for the Residue of the Unexpired Term – Executive Com.**

Kim Pytleski, County Clerk, provided a timeline of events from the 08/21/2025 board meeting. Beth Ellingson, Corporation Counsel, informed the board of the options available to them at today's meeting. Following discussion, motion by Barkhaus/Gooding to rescind the motion by Scanlan/Meier to appoint the Deputy County Treasurer to the position of County Treasurer to fill the unexpired term passed on 08/21/2025. The motion to rescind failed by an electronic vote 10 ayes (Willems, Gooding, Behrend, Barkhaus, Lavarda, Holman, Schindel, Schneider, Winkler, Sleeter), 18 nays, 3 absent.

**8. Announcements/General Information (No Action to be taken)** – None.

**9. Adjournment**

Chair Sleeter declared the meeting adjourned at 9:22 a.m.

The next meeting of the Oconto County Board of Supervisors will be on September 18, 2025.

Proceedings of County Board meeting may be viewed in its entirety at [www.ocontocountywi.gov](http://www.ocontocountywi.gov)

Kim Pytleski, Oconto County Clerk

*kp/Date Posted: September 2, 2025*



## Opioid Abatement Ad-Hoc Steering Committee Update

September 18, 2025

This committee was formed through the passage of Resolution 2023-05-06 with the responsibility to provide recommendations on the use of the settlement funds received from opioid manufacturers, distributors, and retailers.

The committee meets monthly and is comprised of representatives from county government, elected officials, school districts, area hospitals, non-profit organizations, and public safety. Through August, the committee has approved funding for 10 separate initiatives through an application and review process. These initiatives are intended to address one of the approved uses: treatment, prevention, education, support, and training.

Total Settlement Funds Received to Date	\$460,396
Interest Income Earned to Date	\$39,150
Less Bank Fees	-\$80.00
Total Available Funds	\$499,466
Total Allocated to Date	<u>\$253,749.19</u>
Remaining Balance	\$245,716.81

### Awarded Initiatives

Unity Recovery Services/Oconto Office	\$60,000
Lena After Prom Event	\$1,000
Oconto Afterglow Event (Post Prom)	\$1,000
Narcan Cabinets	\$7,586.19
Mail Changing Course Program (Continuation in OC Jail)	\$27,468
Female Changing Course Program (New Program in OC Jail)	\$52,000
Community Services Program	\$45,000
Vivitrol Doses (OC Jail)	\$20,400
*Guest Speaker on Addiction, Incarceration, Recovery	\$4,675
**Guest Speaker on Addiction, Incarceration, Recovery	\$9,620
CESA 8- Five Educational Videos	\$25,000

\* Oconto Unified School District

\*\*Lena, Suring, Gillett, Oconto Falls School Districts

At this time, the Opioid Remediation Funding Anticipated for Oconto County through 2038 is \$1.4 million but that total amount is likely to go up as more lawsuits are being settled. The county receives random payments based on the settlement agreements.

Previously funded projects/initiatives are reported on at each meeting.

# **Employee Update**

**August 2025**

## **Retirements/Resignations/Terminations**

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment/Yrs.</u>
Christina Garbrecht	Treasurer	Admin I	08/01	\$21.62	2 Years
Tonya Peterson	Treasurer	Treasurer	08/08	\$37.67	25 Years/Elected
Dan Woodke	Sheriff	Deputy	08/25	\$32.48	9 Years

## **Promotions/Transfers/Re-Hired**

NONE

## **New Hires**

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Brindley Mikle	Child Supp	Admin I	08/11	\$26.17	

## **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	Hired 2 now holding
HHS	CLTS Supervisor	08/22	\$32.83	Offer Made-Internal
HWY	Operator III	Ongoing	\$28.01	Posted new wage
HWY	Operator I or II	Ongoing	\$23.17/\$25.58	Reviewing Candidates
Sheriff Office	Deputy	Ongoing	\$29.23	

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Re: **Approve County Sales Tax – County Highway Road Improvement Projects**

WHEREAS, the Sales Tax fund contains unallocated funds; and

WHEREAS, due to funding limitations, only 9.5 miles are scheduled to be paved this year. This shortfall leads to a deferral of miles which results in higher costs and potential safety issues; and

WHEREAS, the Highway Committee hereby recommends the allocation of 2025 Sales Tax funding to improve County Highway miles; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does hereby approve \$500,000.00 of unallocated Sales Tax funds for the purpose of improving county highways.

Submitted this 18th day of September, 2025.

HIGHWAY COMMITTEE

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

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

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Re: **Approval of Health & Dental Insurance Renewal Rates and Oconto County Sheriff Deputies Association (OCSDA) Plan Designation for Employees for 2026**

WHEREAS, the County has received a 2% overall renewal increase for 2026 health coverage and a 0% increase overall for 2026 dental coverage; and

WHEREAS, the County will again be offering a \$2000/\$4000 deductible plan (plan 1) as well as a \$4000/\$8000 deductible plan (plan 2) in 2026; and

WHEREAS, the foregoing requirements result in a fiscal increase of \$82,724.72 in the designated health plan rates over 2025, (subject to open enrollment elections) and a fiscal increase of \$0 in the dental plan rates over 2025; and

BE IT FURTHER RESOLVED that the Oconto County Board of Supervisors hereby designates the \$4000/\$8000 copay medical plan (plan 2) as the plan choice for the County; and

Submitted this 18th day of September, 2025.

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

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

**RESOLUTION – R2025-09-07**

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

Re: **Continuation of County Recreation Committee and Funding for Projects**

WHEREAS, Oconto County is authorized by Wis. Stats. §59.56(9) to create, promote, conduct and assist in creating, promoting and conducting recreational activities in the county that are conducive to the general health and welfare; and

WHEREAS, the Oconto County Board of Supervisors created a County Recreation Committee with the passage of Resolution R2023-08-08 to enhance recreational opportunities and amenities in the county; and

WHEREAS, American Rescue Plan Act funds in the amount of \$200,000 were initially used only for capital projects requested by and through municipal units of government in Oconto County; and

WHEREAS, all projects were documented by an application approved by the County Recreation Committee and the required 70% local match, and the 30% ARPA funding were verified for each approved project prior to starting; and

WHEREAS, the County Recreation Committee meets twice per year through Spring of 2027 to monitor the completion of the nine approved projects; and

WHEREAS, the nine approved projects leveraged an additional \$1,360,985 in local money; and

WHEREAS, the Administration Committee recommends continuation of the Recreation Committee through December 31, 2029, recognizing the success of the projects approved by the Recreation Committee, and the positive impacts that they made on local communities; and

WHEREAS, the Administration Committee recommends that \$100,000 be allocated to the Recreation Committee in 2026, and an additional \$100,000 be allocated in 2027 to continue providing funding for these types of recreational opportunities and amenities; and

WHEREAS, the fiscal impact for Oconto County to support this initiative will be a maximum of \$200,000 from Sales Tax Revenues to be appropriated for this purpose.

NOW, THEREFORE, BE IT RESOLVED, the Oconto County Board of Supervisors does hereby approve the continuation of the County Recreation Committee and current grant award process through 2029 and allocation of a total of \$200,000 in Sales Tax Revenues to be used for capital projects that create, promote, conduct and assist in creating, promoting and conducting recreational activities in the county that are conducive to the general health and welfare; and

BE IT FURTHER RESOLVED, the Oconto County Finance Director, County Administrator, and Treasurer are authorized to release project funding after projects are approved by the Oconto County Recreation Committee.

Submitted this 18th day of September, 2025.

By: ADMINISTRATION COMMITTEE

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

*Electronically Reviewed by Corporation Counsel on 08.25.2025- BLE*

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

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Re: **Approval of Pay Grade Change for Administrative Assistant II position**

WHEREAS, the Forestry, Parks, & Recreation Administrator submitted a request to re-classify the Administrative Assistant II position to an Account Specialist & corresponding pay grade increase effective September 21, 2025; and

WHEREAS, the fiscal impact is \$3,015.00 to be funded from the elimination of one summer limited term employee.

Submitted this 18th day of September, 2025.

Tim Cole, Chair	Alan Sleeter, Chair
Patrick J. Scanlan	Dennis Kroll
Keith Schneider	Carol Heise
Wayne Kaczrowski	John Matravers
Mike Beyer	Char Meier
	Theresa Williams

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



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Re: **Replacement of Carpet in Building C – 2<sup>nd</sup> & 3<sup>rd</sup> Floor Offices**

WHEREAS, the County Board previously approved Resolution R2025-05-02 to replace carpeting in the 3rd Floor Corridors, Common Areas, and Conference Rooms for \$38,590.00; and

WHEREAS, the Property and Technology Committee received bids from Macco's Commercial Interiors, Inc. and H.J. Martin and Son, Inc. as follows; and

2 <sup>nd</sup> Floor Offices	\$43,633.00
3 <sup>rd</sup> Floor Offices	<u>\$43,960.00</u>
Total	\$87,593.00

2 <sup>nd</sup> Floor Offices	\$ 52,320.00
3 <sup>rd</sup> Floor Offices	\$ <u>49,335.00</u>
Total	\$101,655.00

WHEREAS, the total fiscal impact is \$87,593.00, with \$45,000.00 budgeted in 2025 from account #100-26-51610-52470-M225. An additional \$42,593.00 for project expansion will be added from the county sales tax account.

Submitted this 18th day of September, 2025.

Guy Gooding, Chair  
Brandon Dhuey  
Wesley Kobylarczyk  
Richard Pillsbury  
John Wittkopf

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

MACCO'S COMMERCIAL INTERIORS, INC.  
PO BOX 12028  
GREEN BAY, WI 54307  
Telephone: 920-499-7988 Fax: 920-499-7998

Page 1

ES583578

QUOTE

Sold To	Ship To
OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153	OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153

Quote Date	Tele #1	PO Number	Quote Number
04/08/25	920-834-6809		ES583578

Style/Item	Color/Description	Extension
BUILDING C SECOND FLOOR DUMPSTER	PER PLAN	700.00
COST TO SUPPLY A ROLL OFF DUMPSTER. COUNTY MAY OP TO PROVIDE A DUMPSTER AND DEDUCT COST.		
BUILDING C SECOND FLOOR CARPET & BASE	PER PLAN	42,933.00
COST TO REMOVE EXISTING CARPET/ADHESIVE, SUPPLY AND INSTALL 792 SY OF CARPET TILE WITH A BUDGET OF \$23/SY AND 1,920 LF OF TARKETT 4" COLOR MATCH VINYL BASE. MANUFACTURER'S RECOMMENDED ADHESIVES ARE FIGURED. COORDINATING TRANSITIONS ARE FIGURED.		
**TO SWITCH TO A \$28/SY ALLOWANCE CARPET TILE PLEASE ADD \$3,960.00 TO THE QUOTE.		
****TO SWITCH TO A \$32/SY ALLOWANCE CARPET TILE PLEASE ADD \$7,128.00 TO THE QUOTE.		

QUOTE IS FIGURED FOR WEEKDAY, NIGHT TIME HOURS  
LABOR PRICING IS GOOD THROUGH MAY 2026  
MATERIAL PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE  
NOT RESPONSIBLE FOR FINAL CLEAN, AS DUST MAY BE PRESENT  
FURNITURE LIFTING IS FIGURED  
NO PERSONAL PROPERTY MOVING IS FIGURED

REMOVAL IS FIGURED  
TYPICAL FLOOR PREP IS FIGURED  
NO SALES TAX IS INCLUDED  
DUMPSTER IS FIGURED  
NO IT SUPPORT FIGURED  
BOOK CARTS ARE FIGURED

\*\*REMOVE EXISTING CARPET, CARBIDE EXISTING ADHESIVE, FILL SAW JOINTS TWO TIMES IS ALL FIGURED  
UNDER TYPICAL FLOOR PREP. ANY HEAVY GRINDING, STRAIGHT EDGING OR HEAVY FLOOR SKIMMING IS FIGURED  
AT A T/M RATE TO KEEP COST DOWN ON PROJECT.

— 04/15/25 — 9:50AM —

Sales Representative(s):

BAKER, RYAN

STARBUCK, KATHY

QUOTE TOTAL: \$43,633.00

**MACCO'S COMMERCIAL INTERIORS, INC.**  
**PO BOX 12028**  
**GREEN BAY, WI 54307**  
**Telephone: 920-499-7988 Fax: 920-499-7998**

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**ES583579**

**QUOTE**

Sold To	Ship To
OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153	OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153

Quote Date	Tele #1	PO Number	Quote Number
04/08/25	920-834-6809		ES583579

Style/Item	Color/Description	Extension
BLDG C 3RD FLOOR PUBLIC AREA DUMPSTER	PER PLAN	700.00
COST TO SUPPLY A ROLL OFF DUMPSTER. COUNTY MAY OP TO PROVIDE A DUMPSTER AND DEDUCT COST.		
<div>County Board approved R2025-05-02 \$38,590.00</div>		
BLDG C 3RD FLOOR PUBLIC/CORRIDOR AREA CARPET & BASE	PER PLAN	37,890.00
COST TO REMOVE EXISTING CARPET/ADHESIVE, SUPPLY AND INSTALL 696 SY OF CARPET TILE WITH A BUDGET OF \$23/SY AND 1,680 LF OF TARKETT 4" COLOR MATCH VINYL BASE. MANUFACTURER'S RECOMMENDED ADHESIVES ARE FIGURED. COORDINATING TRANSITIONS ARE FIGURED.		
**TO SWITCH TO A \$28/SY ALLOWANCE CARPET TILE PLEASE ADD \$3,480.00 TO THE QUOTE.		
****TO SWITCH TO A \$32/SY ALLOWANCE CARPET TILE PLEASE ADD \$6,264.00 TO THE QUOTE.		
BLDG C 3RD FLOOR OFFICE DUMPSTER	PER PLAN	700.00
COST TO SUPPLY A ROLL OFF DUMPSTER. COUNTY MAY OP TO PROVIDE A DUMPSTER AND DEDUCT COST.		

— 04/15/25 — 9:57AM —

Sales Representative(s):

BAKER, RYAN

STARBUCK, KATHY

**QUOTE TOTAL: \$82,550.00**

MACCO'S COMMERCIAL INTERIORS, INC.  
PO BOX 12028  
GREEN BAY, WI 54307  
Telephone: 920-499-7988 Fax: 920-499-7998

Page 2

ES583579

**QUOTE**

Sold To	Ship To
OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153	OCONTO COUNTY 301 WASHINGTON ST OCONTO, WI 54153

Quote Date	Tele #1	PO Number	Quote Number
04/08/25	920-834-6809		ES583579

Style/Item	Color/Description	Extension
BLDG C 3RD FLOOR OFFICE CARPET & BASE	PER PLAN	43,260.00

COST TO REMOVE EXISTING CARPET/ADHESIVE, SUPPLY AND INSTALL 720 SY OF CARPET TILE WITH A BUDGET OF \$23/SY AND 2,160 LF OF TARKETT 4" COLOR MATCH VINYL BASE. MANUFACTURER'S RECOMMENDED ADHESIVES ARE FIGURED. COORDINATING TRANSITIONS ARE FIGURED. THIS IS A BUDGET NUMBER FOR 2026-2027.

**\$43,960.00**

\*\*TO SWITCH TO A \$28/SY ALLOWANCE CARPET TILE PLEASE ADD \$3,960.00 TO THE QUOTE.  
\*\*\*TO SWITCH TO A \$32/SY ALLOWANCE CARPET TILE PLEASE ADD \$7,128.00 TO THE QUOTE.

QUOTE IS FIGURED FOR WEEKDAY, NIGHT TIME HOURS  
LABOR PRICING IS GOOD THROUGH MAY 2026  
MATERIAL PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE  
NOT RESPONSIBLE FOR FINAL CLEAN, AS DUST MAY BE PRESENT  
FURNITURE LIFTING IS FIGURED  
NO PERSONAL PROPERTY MOVING IS FIGURED

REMOVAL IS FIGURED  
TYPICAL FLOOR PREP IS FIGURED  
NO SALES TAX IS INCLUDED  
DUMPSTER IS FIGURED  
NO IT SUPPORT FIGURED  
BOOK CARTS ARE FIGURED

\*\*REMOVE EXISTING CARPET, CARBIDE EXISTING ADHESIVE, FILL SAW JOINTS TWO TIMES IS ALL FIGURED UNDER TYPICAL FLOOR PREP. ANY HEAVY GRINDING, STRAIGHT EDGING OR HEAVY FLOOR SKIMMING IS FIGURED AT A T/M RATE TO KEEP COST DOWN ON PROJECT.

— 04/15/25 — 9:57AM —

Sales Representative(s):

BAKER, RYAN

STARBUCK, KATHY

**QUOTE TOTAL: \$82,550.00**

**BID NUMBER:** 13338GV

Job Name: Oconto County Courthouse Date: 04/16/2024  
Job Location: Oconto, WI  
Company: Direct Attention: Scott Krueger  
Phone: 920-834-6809 Email: Scott.krueger@co.oconto.wi.us

**We propose the following:**

Remove existing flooring and adhesives in areas of scope. Furnish and install carpet tiles.

3 <sup>rd</sup> Floor Corridors, Common Areas, and Conference Rooms	<b>For the sum of:</b>	<b>\$41,360.00</b>
Option to remove existing wall base and install new 4 ½" vinyl base	<b>Add the sum of:</b>	<b>\$4,605.00</b>
3 <sup>rd</sup> Floor Offices	<b>For the sum of:</b>	<b>\$49,335.00</b>
Option to remove existing wall base and install new 4 ½" vinyl base	<b>Add the sum of:</b>	<b>\$7,590.00</b>
2 <sup>nd</sup> Floor areas that haven't had the carpet replaced yet	<b>For the sum of:</b>	<b>\$52,320.00</b>
Option to remove existing wall base and install new 4 ½" vinyl base	<b>Add the sum of:</b>	<b>\$7,120.00</b>

**Inclusions and Qualifications:**

- Tax exempt status assumed
- Night work included as necessary. No weekends
- Carpet tile based on Bentley Multi-play II 24" x 24".
- HJ Martin will lift/move furniture and cubicles as needed, but owner is responsible for clearing all areas of loose, personal, breakable, electronic, and specialty items. The areas of work for each night must be cleaned up prior to installer's arrival or added charges could apply if downtime results.
- Dumpsters for scrap material included
- Pricing does not include any added costs for future tariffs or price increases that could go into effect after bid day

**Exclusions:**

- Moisture mitigation system
- Excessive floor preparation and leveling
- Final cleaning, sealing tile/grout, waxing and floor protection of finished floors

**Notes:**

- An intact moisture vapor barrier must be present under concrete slabs to receive finished flooring. If presence of vapor barrier is unknown, areas should have moisture mitigation system installed to guard against future moisture related failure. Mitigation price is not included above but can be provided upon request.
- General contractor to provide sub floor in compliance within tolerance also to be free of cracks, ridges, depression and foreign material that might interfere with installation of flooring material.

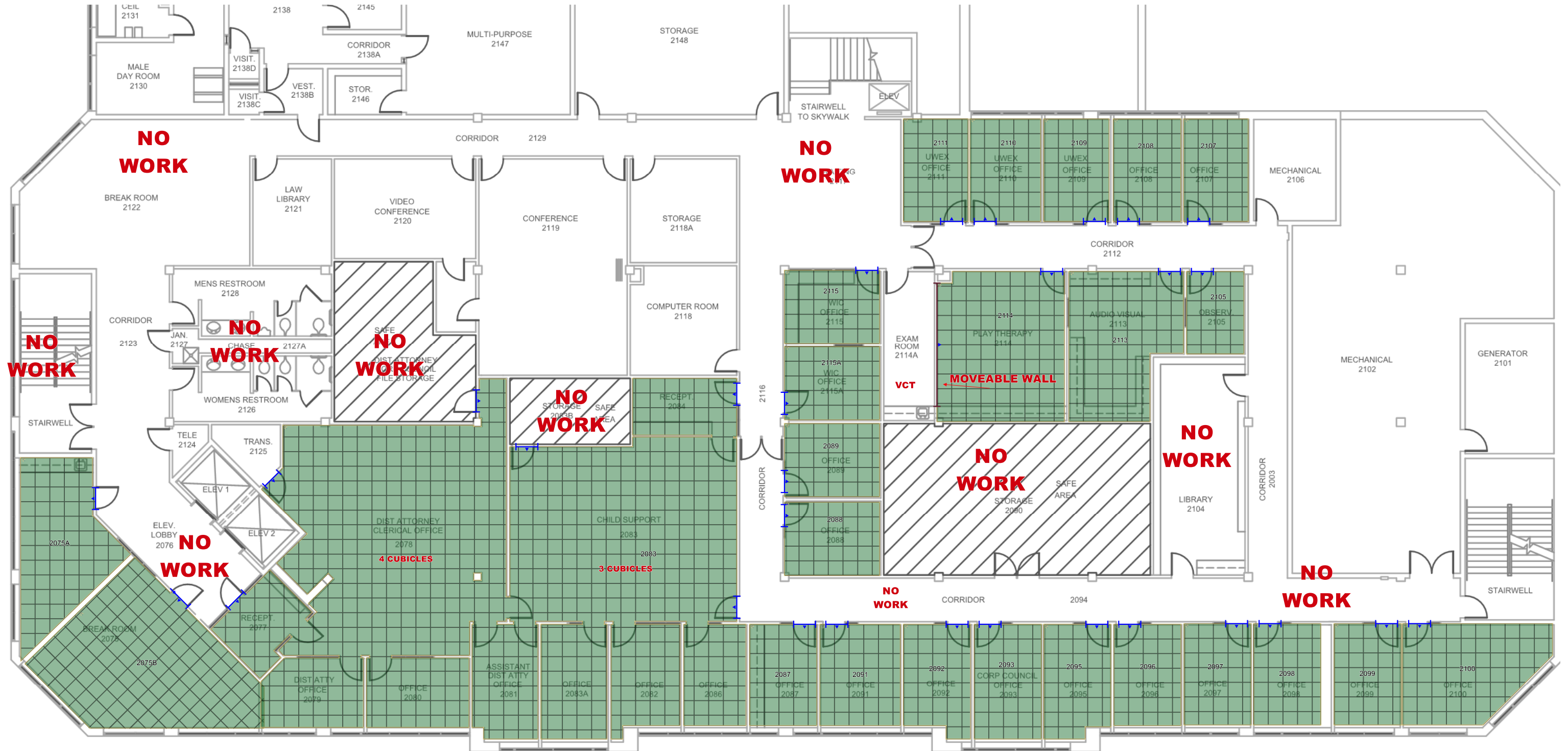
**Pricing expires after 30 calendar days. If this contract is acceptable, sign below and return within 30 days of its date.** Upon acceptance, this agreement is a binding contract. No merchandise may be returned for credit without prior written approval, and, will be subject to a 20% handling charge. Payments using a credit card may be subject to a 3.5% fee. No credit will be allowed on claims of error or shortage unless reported immediately. Unpaid invoices are subject to a 1.5% service charge with an annual rate of 18%. This agreement includes Additional Terms and Conditions set forth on its face or subsequent side. Terms of Payment: **Net 15 days.**

Proposed By: Gary VandenLangenberg Phone: 920-490-3150 Email: garyv@hjmartin.com  
Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



### ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT

1. GENERAL. All sales of H. J. Martin & Son, Inc. (hereafter "Company") are subject to the following terms and conditions. Company objects to the inclusion of any different and/or additional terms proposed by Purchaser. Unless Company accepts any such different terms and/or additional terms in writing, Purchaser's acceptance of Company's delivery of labor and/or materials shall conclusively constitute Purchaser's acceptance of Company's terms and conditions herein.
2. FORCE MAJEURE. Company shall not be responsible for delays or defaults where occasioned by any causes of any kind and extent beyond its control, including, but not limited to, armed conflict or economic dislocation resulting therefrom; embargoes; shortages of labor, raw materials, production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fire, flood, storm, accident or any act of God, or other causes beyond Company's control.
3. SECURITY OF MATERIALS. Purchaser will receive, and properly protect from all damage and loss, the materials necessary for carrying out this contract, and allow reasonable use of light, heat, water, power, available elevators, hoists, and other facilities required to further this agreement.
4. PROJECT SITE CONDITIONS. Surfaces on which the materials are to be applied shall be given to Company to work on at one time so that the work will not be interrupted. The surfaces shall be clean, dry, accessible and suitable for receiving our work. All electrical fixtures and other obstructions shall be removed at the expense of the Purchaser. Installations will not be performed at a temperature of less than 60 degrees Fahrenheit for flooring and 55 degrees Fahrenheit for drywall, from time of starting until completion of contract.
5. SPECIFICATIONS AND ALTERATIONS. Company shall not be responsible for any damages or expenses resulting from specifications not conforming to the requirements of the law. No credit or allowance shall be made for alterations, unless such credit or allowances has been agreed to by seller in writing before such alterations are made.
6. LABOR. Expenses of sending labor to the job on Purchaser's notification before surfaces are ready for the application of materials as agreed, or expenses due to any delays for which Purchaser may be responsible during the progress of the work, shall be borne by Purchaser. Work called for herein is to be performed during regular working hours. Overtime rates for all work performed outside such hours, will be paid by Purchaser.
7. INVOICING AND PAYMENT. The terms of payment are specified on the first page herein. Purchaser shall pay all costs of Company, including reasonable attorney's fees and court costs incurred by Company in collection of past due amounts from Purchaser.
8. TAXES. Any sales, excise, processing or any direct tax imposed upon the manufacture, sale or application of materials supplied in accordance with this proposal or any contract based thereon shall be added to the contract price.
9. DAMAGES. Any damage after completion, not caused by Company, will be the sole responsibility of Purchaser. Any expense incurred by Company for insurance or bond to cover liability under any "hold harmless" or "indemnify" clause or clause of a similar nature in any contract, specifications, letter or acceptance notice which in any way requires Company to assume any liability which is not imposed by law shall be paid by Purchaser. Company shall not be responsible for any damages to Purchaser, including compensatory, punitive, consequential, incidental, intentional, nominal or multiple damages.
10. RIGHT AND TITLE TO MERCHANDISE. The title and right of possession of the merchandise sold hereunder shall remain with Company, and such merchandise shall remain personal property until all payments hereunder (including deferred payments whether evidenced by note or otherwise) shall have been made in full in cash. Purchaser agrees to do all acts necessary to perfect and maintain such security interests and rights in Company.
11. DISCLAIMER OF CONSEQUENTIAL DAMAGES. In no event shall company be liable for consequential damages arising out of or in connection with this agreement, including without limitation, breach of any obligation imposed on Company hereunder or in connection herewith. Consequential damages for purposes hereof shall include, without limitation, loss of use, income or profit, or losses sustained as the result of injury (including death) to any person or loss of or damage to property (including without limitation property handled or processed by the use of product). Buyer shall indemnify Company against all liability, cost or expense which may be sustained by Company on account of any such loss, damage or injury.
12. WARRANTY. Pursuant to the warranty, if any, of a manufacturer, manufacturer's liability is limited to replacing any materials proved to be defective, provided, however, notice of the defective materials has been provided to manufacturer pursuant to any warranty thereof, if any, prior to said defective product being installed or used. The manufacturer's warranty, if any, does not apply to any materials which have been subject to misuse, mishandling, misapplication, neglect (including but not limited to improper maintenance or storage), accident, modification or adjustment. All claims made by Purchaser for breach of warranty, either express or implied shall be made within sixty (60) days after completion. There are no representations, promises, warranties, or agreements not expressed set forth herein.
13. CONSTRUCTION LIEN NOTICE. **IN THE EVENT WE ARE THE PRIME CONTRACTOR UNDER SEC. 779.02(2)(a), WIS. STATS., OR, THE SUBCONTRACTOR UNDER SEC. 779.02(2)(b), WIS. STATS., AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, COMPANY HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO COMPANY, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER. FOR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. COMPANY AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**
14. GOVERNING LAW, VENUE AND SEVERABILITY. This agreement shall be construed under and in accordance with the laws of the State of Wisconsin. The parties hereby consent to exclusive venue and personal jurisdiction in Brown County, Wisconsin for all disputes arising out of this agreement. If any provision of this agreement is invalid or unenforceable, the invalid or unenforceable provision should not affect any other provisions and this agreement shall be construed as if the invalid or unenforceable provisions have been omitted.



88 CPT TILE INSTALL

88 NIGHTS

96 CPT TILE ADHESIVE

96-CPT-1

97 CTA-55-A SILVER GREY



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Re: **Approval of Administrative Specialist Position for Sheriff's Office**

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



To: Public Safety Committee Administration Committee  
From: Sheriff, Human Resources Director, County Administrator  
Date: 7/1/25  
Re: Organizational Structure Change Request

**Section 1: Type of Request** (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> New position, Add'l Budget Required* | <input type="checkbox"/> Delete Existing Position             |
| <input type="checkbox"/> Reclassify Existing Position*        | <input checked="" type="checkbox"/> Both Add/Delete positions |
| <input type="checkbox"/> Reclassify Vacant Position*          | <input type="checkbox"/> Reorganization/Dept Transfer         |
| <input type="checkbox"/> Vacancy/Replacement*                 |   |

\*Attach a finalized position description. Please highlight any new and/or revised Duties.

**Section 2: Employment Type**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Limited Term or Project<br>(Length: _____) |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Hrs/Wk, % Change ____%                     |

**Section 3: Classification & Compensation**

New/Addition/Reclassified/Replacement Position Requested	Deletion Requested:
Department: <u>Sheriff's Office</u>	Department: <u>Sheriff's Office</u>
Position Title: <u>Administrative Specialist</u>	Position Title: <u>Records Assistant LTE</u>
Primary Position #: _____	Primary Position #: _____
Pay Grade: <u>110</u>	Pay Grade: _____
FTE: <u>Yes</u>	FTE: <u>No 1 LTE</u>
Hourly Rate: <u>\$ 25.37</u>	Hourly Rate: <u>\$ 16.50</u>
Annual Cost: <u>\$ 87,626.00</u>	Annual Cost: <u>\$ 8,750.00</u>

Please identify the position funding below:

Funding Source:	Amount:	% of Position Funded:
<del>Schedule A</del> <i>Remove LTE</i>	\$ 8,750.00	10.00
Radio Tower Lease	\$ 78,876.00	90.00

Does the request require additional funding? If so, identify any departmental funds available for the change:

**No**

#### Section 4: Justification/Consideration

Please describe the reason for the change (attach additional documentation if needed):

See attached documentation for justification.

If the request is to only delete a position, please describe how the workload within the department will be handled or if the work of the position has been eliminated:

N/A

If the request is to only add a position, please describe how the workload will be handled if the position is not added:

Workload is either not completed, handled on a priority basis, or completed as overtime. The one remaining LTE position will also help.

Is the position mandated, or does the position provide mandated services? If yes, please provide a reference to the mandate requirement (Statute, Administrative Code, etc.).

The position includes processing records requirements set by state statutes and agency policies.

If a position is being deleted, or reclassified, is the position currently vacant? If no, has the current employee been made aware of the potential change including any changes to compensation or benefits?

Current employee in LTE position is interested in fulltime position if approved.

☒ Current, or Proposed, Position Description Attached

☒ Revised Organizational Chart Attached

#### Section 5: Recommended to move forward with Request

Human Resources: 

Comments:

County Administrator: 

Comments:

Finance Director: 

Comments:

Okay, because reducing radio tower expenses.



The front office administrative staff for the Sheriff's Office has remained relatively unchanged for many years. There has only been three fulltime staff members to handle all administrative tasks for the 24/7/365 Sheriff's Office operations for well over 15 years.

Due to the increase in department size/staff growth (additional deputies, investigators, dispatchers, etc.) this has lead to an overall increase in the amount of records created. The population increases in the community have also lead to an increase in calls for service. In 2018, the total calls for service was 22,427, and in 2024 the total calls for service was 30,691. This increase has also increased the amount of records we have to manage and process as an agency.

Due to the increase in transparency within government, state statutes, and open record laws, the increase in record requests and lawsuits has also skyrocketed within the last ten years. Just in 2024, the Sheriff's Office administrative staff received and recorded 1,215 records requests. This does not include the requests we process for the District Attorney's Office which are multiple in a day. That means, on average in a five day a week open office (excluding holidays that we're closed) we received 9 records requests each day. It can take multiple hours to complete one average request depending on what it all involves.

A large portion of the records generated by the Sheriff's Office are permanent. This is a huge liability and responsibility as an agency to manage and maintain. This includes physical evidence, digital evidence, paper records, and electronic records. To help manage the physical paper records, a software called LIMS was used by the county. Unfortunately in 2017 that outdated software system died and was unable to be recovered, losing all of the data it stored. In 2023, administrative staff started to try to recreate the data it lost and added two LTE Record Assistants to help go through the extreme amount of paper records the Sheriff's Office has in its possession. In 2025 a software system was budgeted for in its capital improvement budget to replace the LIMS software and is currently being implemented.

In order to handle the increase in record requests, assist in the administrative functions as an agency, manage the new paper records software system, and provide more adequate project and work loads for current staff, the Sheriff's Office is requesting to add an a fulltime staff member titled an Administrative Specialist.

## Oconto County - Job Description

**Job Title:** Administrative Specialist  
**Position #:**  
**Department:** Sheriff  
**Reports To:** Office Manager (Sheriff)  
**FLSA Status:** Nonexempt  
**Pay Classification:** Grade 110  
**Work Comp Code:**  
**EEO Code:**  
**Approved Date:** July, 2025

### SUMMARY

Reports to the Office Manager for the Sheriff's Office. Provides a variety of administrative duties. Assists with maintaining official County records and administrative policies determined by or in conjunction with other officials by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but not limited to:

The duties of this position are semi-routine involving knowledge in law enforcement procedures and terminology, administrative tasks, records management, accounting and grant application procedures, and general knowledge of department policies and procedures.

Organizes confidential correspondence, relating to lawsuits, investigations and background checks.

Assists in the processing and upkeep of the Sheriff's Office records through the use of the computer R.M.S. system (Spillman).

Assists with administration of the Sheriff's Office paper records room, policies and procedures, and paper records management software system, Versatile.

Responds to record requests and for copies of E911 recordings and other departmental records. Clerks Sheriff Sales for the Sheriff or his designee if necessary.

Publishes information on the Sheriff's Office App, social media accounts, website, and other internal and external outreach platforms. Creates educational and public outreach materials for the department, and attends public events as needed.

Organizes, transcribe, type, file, distribute and maintain, various confidential and complex reports, statistics, contracts, agendas, plans, proposals, schedules, legal documents, public notices, memos, correspondence, purchase orders, news releases, job advertisements, etc., via operation of word processing equipment and with the use of graphic and marketing tools.

Assists with the preparation of filing of legal documents with government agencies to conform to statutes.

Assists with the processing of department accounts payables and receivables. Processes receipts of funds, deposits monies with the County Treasurer, and records financial transactions. Works with Office Manager to ensure proper documentation is completed and department is in compliance with county financial policies and procedures.



Provides over the counter assistance to the public.

Provides back-up duties to the Records Specialist, Civil Processing Specialist, and is sufficiently cross trained to provide other backup duties as needed by the department administrative team.

Orders, verifies receipt, and distributes departmental office supplies. Monitors inventory of office supplies and equipment.

Screens incoming calls and correspondence and responds independently when possible.

Assists in the coordination of meetings by arranging for facilities, issuing information or invitations, coordinating attendees.

Acts as custodian of certain documents and records for the Oconto County Sheriff's Office. Release such documents per established State Statutes or County Policy.

Assists with researching, preparing and organizing grant applications. Assist with the preparation, filing, and organizing of all necessary state reporting forms for grants. Via telephone – transfer monies into county bank account accurately for grants.

Participates as an active member of the Crisis Communication Team (CCT) for Oconto County and serves on the team as a Public Information Officer.

Responsible to be aware of, review, and to follow the Oconto County Sheriff's Office policies and procedures.

## **QUALIFICATIONS**

Two-year certificate from college or technical school and one to three years related experience and/or training; or equivalent combination of education and experience.

Knowledge of office and department terminology and policies, computer networking, practices, and procedures as gained by practical progressive clerical work experience in bookkeeping, typing, scheduling, computer skills, grant writing, civil procedures, and operation of general office equipment are necessary to performing the duties of this position. Employee must keep updated on schooling in civil procedures, open records law, and state grant opportunities.

Must be able to type minimum of 60wpm.

Knowledge of modern office equipment, such as computers, printers, fax machines, scanner and copiers.

Knowledge of the computer programs and systems used within the Sheriff's Office.

Knowledge of records management policies and procedures.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as legal papers, safety rules, operating and maintenance instructions, computer and computer program manuals and general procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Employee has daily contact with other county departments, outside law enforcement agencies, other county governments, State and Federal drug agencies, Federal Bureau of Investigations. This employee

has security clearance with Mid-State Organized Crime Center. Regular contact with other Law Enforcement Administrators.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. High degree of accuracy is mandatory working with considerable large amounts of money, financial transactions.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Probable errors may involve major consequences, legal consequences, loss of considerable money and prominent public relations; duties may involve the preparation of data on which the court or the county board base important decisions. Work is verified and checked by employee and supervisor as needed. Federal, state, and county court cases could be jeopardized due to error by employee. Employee may jeopardize state grant applications due to error. Employee must be able to concentrate both mental and visual attention closely on work.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **SUPERVISION RECEIVED**

Reports to the Office manager. Employee receives guidance and oversight by supervisor but works independently. Employee works from department policies and procedures. Refers specific cases to supervisor for clarification or interpretation of policies and procedures.

### **CONFIDENTIALITY**

Employee has regular access to confidential reports, files, records, plans, programs where utmost integrity is required to safeguard the relationship between county government and the public. Confidential information such as drug investigations, search warrant information, pending criminal investigations, juvenile information, employee disciplinary correspondence, contract correspondence and protected health information (includes electronic PHI).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Notary, bonded

### **MATERIALS AND EQUIPMENT USED**

General office equipment, computer, keyboard, printer, calculator, photocopier, E911 Recording System.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently is required to stand and move about. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in areas with security measures in place and regularly works with persons of questionable character. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is

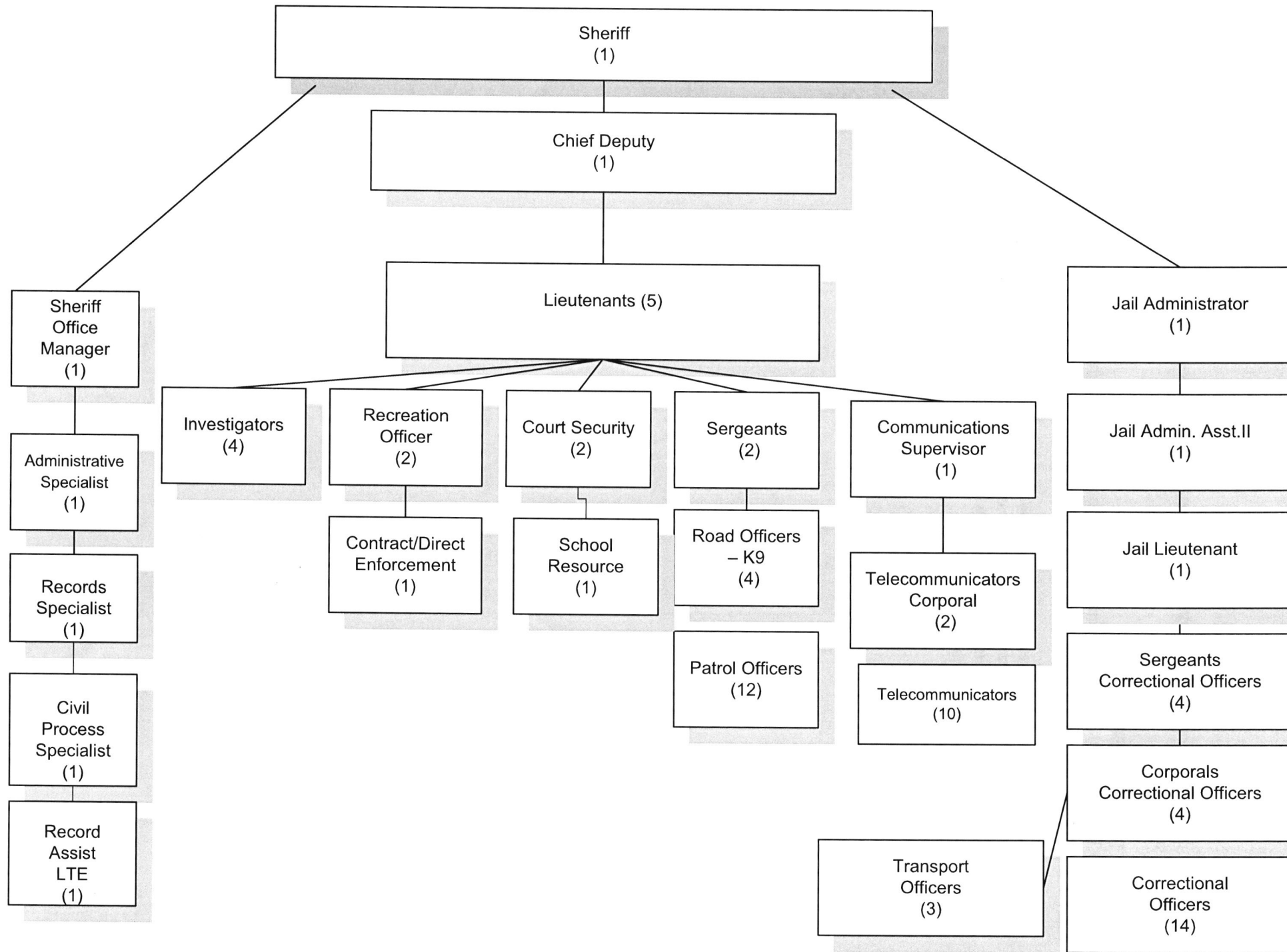
usually moderate. The employee has interruptions from walk-in and call-in customers that require assistance.

**DISCLAIMER**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

*Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

# SHERIFF'S OFFICE



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Re: **Approval of Converting Emergency Management Program Assistant Part-Time Position to a Full-Time Account Specialist Position**

WHEREAS, the current Program Assistant position in Emergency Management is part-time (17.5 hours per week) and the current employee in that position is available to work full-time; and

WHEREAS, this change is effective January 1, 2026; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors approves converting the Program Assistant part-time position in Emergency Management to a full-time Account Specialist position effective January 1, 2026.

By: PUBLIC SAFETY COMMITTEE

Dennis Kroll, Chair  
David Parmentier  
Don Bartels, Jr.  
Tracy S. Ondik  
Al Schreiber

*Electronically Reviewed by Corporation Counsel on 09.11.2025 - BLE*

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

## RESOLUTION – R2025-09-12

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

Re: **Approval of Lieutenant Position for Sheriff's Office (1)**

WHEREAS, the Sheriff's Office is requesting to update the organizational structure of the patrol division to replace two vacant hourly sergeant positions with two salaried lieutenant positions; and

WHEREAS, this change will create consistent administrative leadership throughout the patrol division and remove the conflict of interest at the sergeant level with not being able to appropriately direct, manage, and discipline their peers within the union; and

WHEREAS, going to four salaried non-union lieutenants will allow for proper supervision, consistency within the four shifts, provide 24/7/365 command staff coverage, and create reasonable span of control of their direct reports; and

WHEREAS, the fiscal impact will be \$132,640.00 with it being funded through the deletion of one sergeant position at \$129,371.00 and the remaining amount of \$3,269 being covered by the reduction of the overtime expenditures by the sergeant position resulting in a \$0.00 increase to the overall budget; and

NOW, THEREFORE, BE IT RESOLVED, that the Public Safety Committee and Administration Committee do hereby approve the creation of the Lieutenant position within the Sheriff's Office at pay grade 145 in the general employee pay plan with no budget impact to Oconto County.

Submitted this 18th day of September, 2025.

By: PUBLIC SAFETY COMMITTEE

## ADMINISTRATION COMMITTEE

Dennis Kroll, Chair  
David Parmentier  
Don Bartels, Jr.  
Tracy S. Ondik  
Al Schreiber

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

*Electronically Reviewed by Corporation Counsel on 09.11.2025- BLE*

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



To: Public Safety Committee, Administration Committee

From: Sheriff, Human Resources Director, County Administrator

Date: 8/1/25

Re: Organizational Structure Change Request

**Section 1: Type of Request** (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> New position, Add'l Budget Required* | <input type="checkbox"/> Delete Existing Position             |
| <input type="checkbox"/> Reclassify Existing Position*        | <input checked="" type="checkbox"/> Both Add/Delete positions |
| <input type="checkbox"/> Reclassify Vacant Position*          | <input type="checkbox"/> Reorganization/Dept Transfer         |
| <input type="checkbox"/> Vacancy/Replacement*                 |   |

\*Attach a finalized position description. Please highlight any new and/or revised Duties.

**Section 2: Employment Type**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Limited Term or Project<br>(Length: _____) |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Hrs/Wk, % Change ____%                     |

**Section 3: Classification & Compensation**

New/Addition/Reclassified/Replacement Position Requested	Deletion Requested:
Department: <u>Sheriff's Office</u>	Department: <u>Sheriff's Office</u>
Position Title: <u>Lieutenant (Patrol)</u>	Position Title: <u>Sergeant (Patrol)</u>
Primary Position #: <u>50101</u>	Primary Position #: <u>2020x</u>
Pay Grade: <u>N</u>	Pay Grade: <u>WPPA</u>
FTE: <u>Yes</u>	FTE: <u>Yes</u>
Hourly Rate: <u>\$ 39.96</u>	Hourly Rate: <u>\$ 34.54</u>
Annual Cost: <u>\$ 132,640.00</u>	Annual Cost: <u>\$ 129,371.00</u>

Please identify the position funding below:

\$3,269

Funding Source:	Amount:	% of Position Funded:
<del>Schedule A</del>	<del>\$ 132,640.00</del>	<del>100.00</del>
<u>OT</u>	<u>\$3269</u>	<u>100%</u>

Does the request require additional funding? If so, identify any departmental funds available for the change:

**No**

#### Section 4: Justification/Consideration

Please describe the reason for the change (attach additional documentation if needed):

See attached document for justification.

If the request is to only delete a position, please describe how the workload within the department will be handled or if the work of the position has been eliminated:

n/a

If the request is to only add a position, please describe how the workload will be handled if the position is not added:

n/a

Is the position mandated, or does the position provide mandated services? If yes, please provide a reference to the mandate requirement (Statute, Administrative Code, etc.).

Wisconsin Statutes 59.29(1-2)

If a position is being deleted, or reclassified, is the position currently vacant? If no, has the current employee been made aware of the potential change including any changes to compensation or benefits?

Two sergeant positions are vacant. The two current sergeants are aware of the potential change.

☒ Current, or Proposed, Position Description Attached

☒ Revised Organizational Chart Attached

#### Section 5: Recommended to move forward with Request

Human Resources: Shelly Long

Comments:

County Administrator: Richard Heath

Comments:

Finance Director: BRS

Comments:

Reducing OT expenses to cover increase.  
Sergeant OT for 2024=\$21,246.



## Lieutenant/Sergeant Change Request 2026

The Sheriff's Office is requesting to update the organizational structure of the patrol division to replace two vacant hourly sergeant positions with two salaried lieutenant positions. This will create consistent administrative leadership throughout the patrol division and remove the conflict of interest at the sergeant level with not being able to appropriately direct, manage, and discipline their peers within the union.

Going to four salaried non-union lieutenants will allow for proper supervision, consistency within the four shifts, provide 24/7/365 command staff coverage, and create reasonable span of control for their direct reports.

Each lieutenant would directly manage one patrol shift consisting of four to five deputies and two dispatchers in the absence of the communication supervisor. The patrol lieutenants will also provide patrol services including but not limited to providing area coverage, taking calls for service, and investigating the same. They will provide additional patrol services when extra patrol is requested, and have the authority to deploy necessary resources in a more timely manner. The lieutenants will also provide administrative support to the office and Chief Deputy. They will manage time off, schedules, assist with projects, manage patrol programs effectively and efficiently, and answer directly to the Chief Deputy and Sheriff.

## **Oconto County - Job Description**

**Job Title:** Lieutenant  
**Position #:** 50101  
**Department:** Sheriff  
**Reports To:** Sheriff & Chief Deputy  
**FLSA Status:** Exempt  
**Pay Classification:** Grade N  
**Work Comp Code:** 7720  
**EEO Code:** 04-04  
**Approved Date:** 12/01/2021

### **SUMMARY**

Responsible to the Sheriff and Chief Deputy. Supervision/problem solver for Patrol, Investigations, Dispatch and when needed oversee and assist the Jail. Expected to do in the field supervision, and as a working supervisor performing patrol functions as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Lieutenants shall promptly investigate all citizen complaints and requests for assistance that may come to their attention regarding the law. They shall, at all times, protect life and property, preserve the peace, apprehend criminals, prevent crime, recover lost and stolen property, direct traffic when needed, and enforce the ordinances of the County of Oconto and the laws of the State of Wisconsin and the United States Constitution. This includes patrolling assigned area on foot, ATV, snowmobile, watercraft, or on horseback to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.

Lieutenants shall be in command of all deputies, investigators, radio operators, and oversee Correctional Officers when needed. Lieutenants are held strictly responsible to the Chief Deputy and/or the Sheriff for their discipline, appearance, and efficiency. In the absence of the Chief Deputy and the Sheriff, and on their behalf, the Lieutenants shall make all decisions on any problems and/or incidents that may arise. Any decisions made in good faith on behalf of the Chief Deputy and Sheriff shall be fully supported by them.

Lieutenants shall enforce all orders issued by the Chief Deputy and/or Sheriff. Any orders given shall be consistent with the policies and procedures of the office, the ordinances of the County of Oconto, or the laws of the State of Wisconsin and the United States Constitution. A written report shall be prepared for the Chief Deputy and/or Sheriff for any such violation.

Lieutenants shall make a written report to the Chief Deputy and/or Sheriff of all complaints made by citizens regarding laxity or misconduct in the performance of duty by members of the Sheriff's Office that may come to their attention.

Assures staffing levels are adequate for assigned tasks. Inspects, approves, and reassigns the work of subordinate employees.

Approves or disapproves vacation, comp time, or sick leave request by employees.

Identify and implement office training needs.

Provide on-site supervision at crime/accident scenes.

In the event of any injury to a member of the Sheriff's Office while on duty, the Lieutenant shall prepare a written narrative report, giving all the details and circumstances that resulted in the injury.

Lieutenants shall be responsible for the normal maintenance on the squad cars and the County-owned issued equipment.

Lieutenants shall go anywhere in the county during their shift in order to carry out their supervisory duties. They shall ensure that all officers remain in their assigned patrol sector during their work shift. They shall perform other duties that may be given to them by the Sheriff or Chief Deputy.

Recommends, implements, reviews, and coordinates departmental policies, procedures, goals, and objectives. Reviews, evaluates, and assigns work activities, projects, and personnel.

Participates in developing, forecasting, implementing, and monitoring the Sheriff's Office budget when requested.

Confers with citizens and officials on law enforcement and community problems, attempting to resolve problems, and recommend appropriate programs and activities.

Directs or coordinates the provision of various support services necessary to the operation of the Sheriff's Office.

Recommends merit awards for subordinates.

Serves as liaison to various community, public, and professional organizations, groups, boards, and commissions.

Prepares, reviews, and analyzes reports, statistics, documents, data, and other information necessary to law enforcement planning and management.

Reviews activity reports prepared by Sheriff's Office personnel for quantity and quality of work performance.

Serves subpoenas or other official papers.

Testifies in court to present evidence by describing conditions, situations, and actions.

Works nights, days, weekends, and holidays.

Writes and submits Sheriff's Office press releases to media.

Ability to maintain a calm level demeanor while working in an environment that requires a person to prioritize stressful situations and handle several tasks simultaneously

Responsible to be aware of, review and to follow the Oconto County Sheriff's Office policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

Directly manages approximately 20 employees per shift. Responsible for the overall supervision, direction, coordination, and evaluation of the Sheriff's Office in the absence of the Sheriff and Chief Deputy.

Directly supervises investigators, patrol deputies, reserve deputies, dispatch, and assists in overseeing jail correctional staff in the absence of the Jail Administrator. Carries out supervisory responsibilities in accordance with the organization's policies and procedures throughout the office. Responsibilities include training employees as well as planning, assigning, and directing work. Responsible for appraising performance, disciplining employees, addressing complaints, and resolving problems. Assist when needed in the hiring process. Responsible for the coordination, implementation, and supervision of project management with special teams.

### **SUPERVISION RECEIVED**

Employee receives guidance and oversight by the Sheriff and/or Chief Deputy on a regular basis, and works alone on routine matters.

### **QUALIFICATIONS**

Associate's degree (A. A.) or equivalent from two-year college or technical school in Police Science or other related field AND five years of field experience in patrol and basic investigations or related experience and/or training; or equivalent combination of education and experience.

Must be a United States citizen, be a minimum age of 19, have the ability to possess a firearm, have no felony convictions, and no domestic abuse convictions. Residency required as allowed by law.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

In the absence of the Sheriff and Chief Deputy, and on their behalf, make all decisions on any problems that may arise. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CONFIDENTIALITY**

Most Sheriff Office matters are confidential, such as juvenile cases, investigations, undercover operations, personnel matters, and protected health information (including electronic PHI).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

LETSB Certification, Certified Police officer, Valid Driver's License with good driving record, including insurance.

### **MATERIALS AND EQUIPMENT USED**

General office equipment, computer, keyboard, printer, calculator, photocopier. All law enforcement tools and equipment such as firearm, Taser, handcuffs, etc.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to stand, walk, and sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and distance vision. Additional physical demands include but are not limited to: ability to run after a fleeing suspect and jump or climb over objects, ability to physically take a suspect into custody, ability to use force necessary to protect one's own safety and the safety of others, and intermittent movement from sitting, standing, or stopping.

### **WORK ENVIRONMENT**

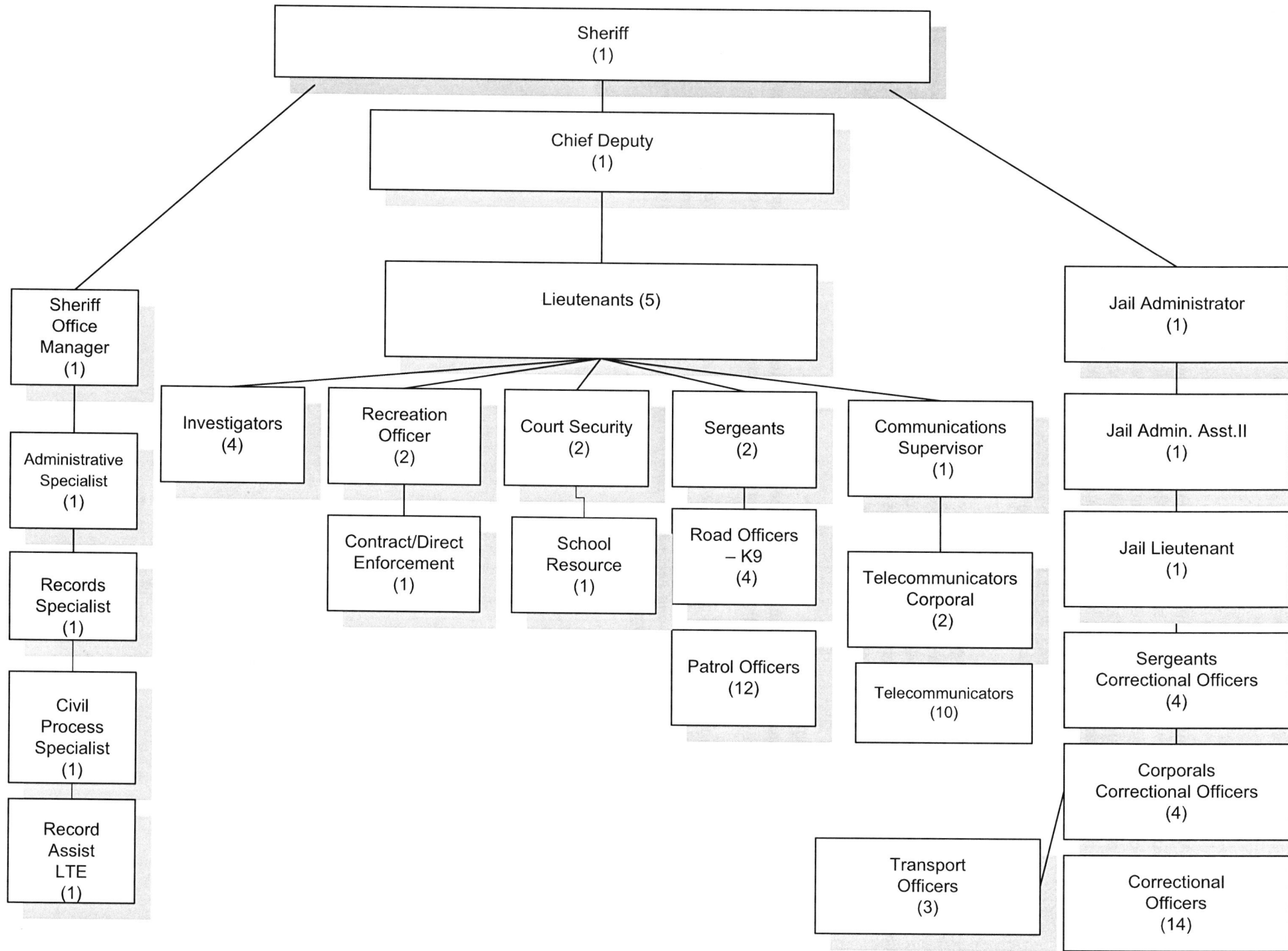
While performing the duties of this job, the employee frequently works in areas with security measures in place and frequently works with persons of questionable character. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; bloodborne pathogens; and vibration. The noise level in the work environment is usually moderate.

### **DISCLAIMER**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

*Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

# SHERIFF'S OFFICE



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Re: **Approval of Lieutenant Position for Sheriff's Office**

WHEREAS, this change will create consistent administrative leadership throughout the patrol division and remove the conflict of interest at the sergeant level with not being able to appropriately direct, manage, and discipline their peers within the union; and

WHEREAS, the fiscal impact will be \$132,640.00 with it being funded through the deletion of one sergeant position at \$129,371.00 and the remaining amount of \$3,269 being covered by the reduction of the overtime expenditures by the sergeant position resulting in a \$0.00 increase to the overall budget; and

Submitted this 18th day of September, 2025.

## 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*



To: Public Safety Committee, Administration Committee

From: Sheriff, Human Resources Director, County Administrator

Date: 8/1/25

Re: Organizational Structure Change Request

**Section 1: Type of Request** (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> New position, Add'l Budget Required* | <input type="checkbox"/> Delete Existing Position             |
| <input type="checkbox"/> Reclassify Existing Position*        | <input checked="" type="checkbox"/> Both Add/Delete positions |
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\*Attach a finalized position description. Please highlight any new and/or revised Duties.

**Section 2: Employment Type**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Limited Term or Project<br>(Length: _____) |
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**Section 3: Classification & Compensation**

New/Addition/Reclassified/Replacement Position Requested	Deletion Requested:
Department: <u>Sheriff's Office</u>	Department: <u>Sheriff's Office</u>
Position Title: <u>Lieutenant (Patrol)</u>	Position Title: <u>Sergeant (Patrol)</u>
Primary Position #: <u>50101</u>	Primary Position #: <u>2020x</u>
Pay Grade: <u>N</u>	Pay Grade: <u>WPPA</u>
FTE: <u>Yes</u>	FTE: <u>Yes</u>
Hourly Rate: <u>\$ 39.96</u>	Hourly Rate: <u>\$ 34.54</u>
Annual Cost: <u>\$ 132,640.00</u>	Annual Cost: <u>\$ 129,371.00</u>

Please identify the position funding below:

\$ 3,269

Funding Source:	Amount:	% of Position Funded:
<del>Schedule A</del>	<del>\$ 132,640.00</del>	<del>100.00</del>
<u>OT</u>	<u>\$ 3269</u>	<u>100%</u>

Does the request require additional funding? If so, identify any departmental funds available for the change:

**No**



#### Section 4: Justification/Consideration

Please describe the reason for the change (attach additional documentation if needed):

See attached document for justification.

If the request is to only delete a position, please describe how the workload within the department will be handled or if the work of the position has been eliminated:

n/a

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Comments:

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Comments:

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The Sheriff's Office is requesting to update the organizational structure of the patrol division to replace two vacant hourly sergeant positions with two salaried lieutenant positions. This will create consistent administrative leadership throughout the patrol division and remove the conflict of interest at the sergeant level with not being able to appropriately direct, manage, and discipline their peers within the union.

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## **Oconto County - Job Description**

**Job Title:** Lieutenant  
**Position #:** 50101  
**Department:** Sheriff  
**Reports To:** Sheriff & Chief Deputy  
**FLSA Status:** Exempt  
**Pay Classification:** Grade N  
**Work Comp Code:** 7720  
**EEO Code:** 04-04  
**Approved Date:** 12/01/2021

### **SUMMARY**

Responsible to the Sheriff and Chief Deputy. Supervision/problem solver for Patrol, Investigations, Dispatch and when needed oversee and assist the Jail. Expected to do in the field supervision, and as a working supervisor performing patrol functions as needed.

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LETSB Certification, Certified Police officer, Valid Driver's License with good driving record, including insurance.

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General office equipment, computer, keyboard, printer, calculator, photocopier. All law enforcement tools and equipment such as firearm, Taser, handcuffs, etc.

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### **WORK ENVIRONMENT**

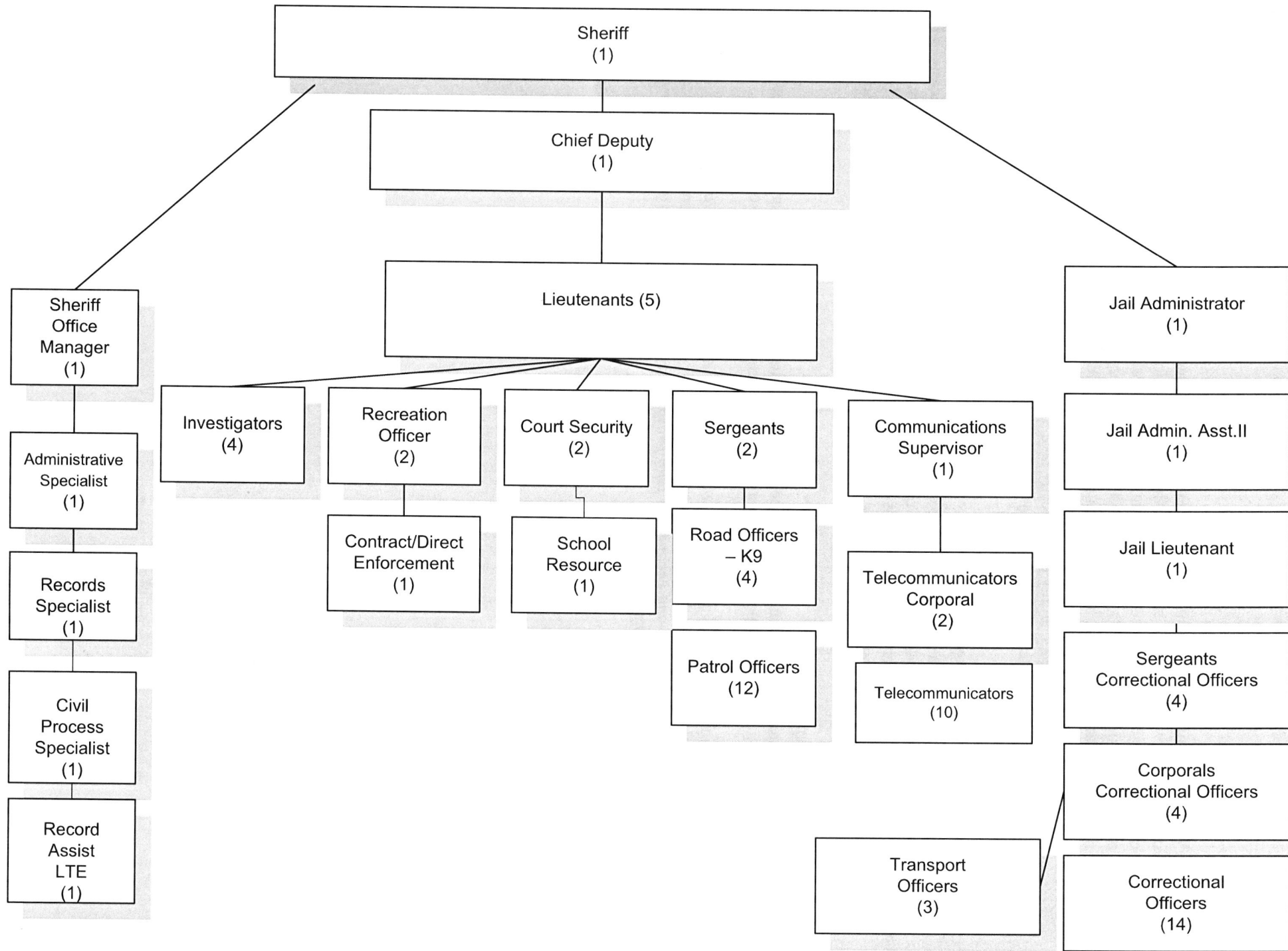
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# SHERIFF'S OFFICE



**AGENDA**  
**FRIDAY, OCTOBER 3, 2025 – 8:00 A.M.**  
**OCONTO COUNTY BOARD OF SUPERVISORS – INDUSTRY TOUR**  
**VILLAGE OF SURING HALL**  
**604 E. MAIN STREET, SURING, WI**

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.co.oconto.wi.us](http://www.co.oconto.wi.us)

A quorum of the Oconto County Board of Supervisors may attend the county wide industry tour for the purpose of gathering information and participating in discussions regarding matters on the schedule below in which there will be discussion and information gathering on matters within the governmental body's realm of authority.

**SCHEDULE**

8:00 to 8:15	Board Bus (Village of Suring Parking Lot)
8:15 to 8:30	Depart for Diversified Woodcrafts 300 Krueger Street, Suring, WI 54174
8:30 to 9:00	Tour Diversified Woodcrafts
9:00 to 9:40	Travel to Nicolet Plastics 16685 WI-32, Mountain, WI 54149
9:40 to 10:40	Tour Nicolet Plastics Tour
10:40 to 11:00	Travel to DNR's Fish Hatchery Property 14865 Hatchery Lane, Lakewood, WI 54138
11:00 to 11:30	Tour Fish Hatchery Property
11:30 to 11:45	Travel to McCauslin Brook Golf Course 17067 Club House Lane, Lakewood, WI 54138
11:45 to 12:45	Lunch at McCauslin Brook GC
12:45 to 1:30	Travel to The Urban Loft Apartments North 3 <sup>rd</sup> Street, Lena, WI 54139
1:30 to 1:40	Tour apartment complex
1:40 to 2:00	Travel to YakFab Metals, Inc. 190 N. Katch Drive, Oconto, WI 54153
2:00 to 2:30	Tour YabFab Metals, Inc.
2:30 to 2:50	Travel to HSHS St. Clare's Memorial Hospital 855 S. Main Street, Oconto Falls, WI 54154
2:50 to 3:30	Tour HSHS St. Clare's Memorial Hospital
3:30	Return to Village Hall

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.