

MINUTES
(THURSDAY) FEBRUARY 16, 2023 – 9:00 AM
ADMINISTRATION COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041
OCONTO WI 54153

www.co.oconto.wi.us

(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Char Meier, Dennis Kroll, Gary Frank & John Matravers & Teri Willems

COMMITTEE ABSENT:

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Todd Skarban, Sheriff; Chris Augustine, County Supervisor; Ann Hogan; Jim Zitlow; Guy Gooding, County Supervisor; Dave Behrend, County Supervisor; Jolene Barkhaus, County Supervisor; Darren Laskowski, Chief Deputy; Beth Trudell; Monty Brink, Forestry and Parks Administrator; Kim Pytleski, County Clerk; Betty Bickel, Deputy Health & Human Services Director; Jeff Belongia, Member of the public

1. Call to Order

Chair Sleeter called the meeting to order at 9:00 am.

2. Approval of Agenda

2.1. Change of Sequence

Motion by Kroll/Matravers to move item #11.2 and 11.3 to follow item #5. The motion was voted on and carried.

2.2. Removal of Items

Motion by Meier/Matravers to remove item #9.4 from the agenda. The motion was voted on and carried.

Motion by Meier/Matravers approve the agenda as amended. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Meier/Kroll approve the January 16, 2023 minutes as presented. The motion was voted on and carried.

4. Communications –

- Pytleski read a letter from Beth Trudell – Copies will be sent out to each of the Committee members. For information only no action to be taken. Jan 13, 2023 County Board received the communication and it was referred to the Administration Committee.
- Sleeter reports that he received a communication from Supervisor Barkhaus regarding making Oconto County a Second Amendment Sanctuary County, this item is being forwarded to Public Safety Committee for review.

4.1. Supervisor Augustine Letter

Augustine read his letter he sent in response to the Riverview ARPA request.

5. Resolution Authorizing the Issuance and Sale of General Obligation Refunding

Pritzl states this is in regards to the refinancing the Law Enforcement Center bonds. Belongia thanked Sherman and Pritzl as well as their staff for the continuing work they have done to get this process to where is today. Belongia explained the process. County has an AA+ rating. Interest rates will be brought to the County Board next week for approval. Belongia reviewed the preliminary statement that will be used for bids. Belongia will quote a true interest cost at the next County Board meeting to complete the final resolution. Discussion followed. Motion by Frank/Meier to forward the resolution to the County Board as stated. The motion was voted on and carried.

6. Review Draft Financial Management Policy Update

Lisa Sherman, Finance Director, reviewed the draft Financial Management Policy changes. No request for action, Sherman is requesting input from the committee. Sherman reviewed the marked-up version on the big screen. Discussion followed. Mileage reimbursement questions/discussion. Request to create a use of personal vehicle policy. Proof of insurance, minimum coverage of insurance, DMV checks annually, etc. Discussion followed. Schultz is charged to create a personal vehicle use policy. Schultz also working on a Remote work policy.

Chair Sleeter called a recess at 11:16 a.m. – 11:24 a.m.

Discussion resumed regarding FMP changes. Committee to review for next month.

7. Veterans Service

7.1. Monthly Activation Report

Christensen reviewed the activity report with the Committee. Discussion followed. Informational only, no formal action taken.

8. Treasurer

8.1. Treasurer Report

Reports are in the packet for review. Discussion followed. Informational only, no formal action taken.

9. Human Resources Director

9.1. Monthly Employee Update Report – January 2023

Schultz reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

9.2. Monthly CPI-U Report

Schultz reviewed the report with the Committee. Informational only, no formal action taken.

9.3. Exit Interview Summary

Schultz distributed and reviewed the 2022 Exit Interview Summary.

9.4. Recruiting Summary – removed from agenda.

10. Finance Director

10.1. 2022 County Sales Tax Report

Sherman reviewed the report with the Committee. Informational only, no formal action taken.

10.2. 2023 County Sales Tax Report

Sherman reviewed the report with the Committee. Informational only, no formal action taken.

10.3. Bank Reconciliation Report

Sherman reviewed the pooled cash bank reconciliation and investment account report with the committee. Informational only, no formal action taken.

10.4. Update on Loans Receivable Balances

Sherman reviewed the loans receivable balances. Informational only, no formal action taken.

10.5. Petty Cash Fund Request for Chute Pond Campground

Sherman reported on the petty cash fund request for Chute Pond Campground. Request was approved by Land & Water Committee at the February meeting. Motion by Meier/Matravers to approve the \$500.00 petty cash request for Chute Pond Campground. The motion was voted on and carried.

10.6. 2022 Carryover Request – LATCF Funds

Sherman requested LATCF funds from 2022 be carried over to 2023. Motion by Frank/Meier to approve the carryover of LATCF funds from 2022 to 2023. The motion was voted on and carried.

10.7. 2022 EOY Financial Summary

Sherman reviewed the 2022 EOY Financial Summary. Informational only, no formal action taken.

11. County Administrator

11.1. Review Insurance Claims Against the County, If Any.

Pritzl reports two lost time workers comp claims. Another claim filed notice to the County to be discussed in closed session.

11.2. Review ARPA Plan Discussion

Pritzl reviewed the ARPA plan with the Committee and noted changes in the overall rules that have changed since inception. Review included update to timeframes for use as well as current amounts that remain as capital projects to be determined. Discussion followed.

11.3. ARPA Request and Resolution for Town of Riverview Building

Erik Pritzl, County Administrator, presented an overview of the Riverview project regarding inception and benefits to County operations. Todd Skarban, Sheriff, spoke to the Committee on the benefits and services of having a more comprehensive Northern office. Darren Laskowski, Chief Deputy, reported calls for service and crime rate statistics. Pritzl continued with a review of the contract terms. Following discussion, the floor was yielded to Supervisor Gooding and Town of Riverview representative, Ann Hogan. Hogan discussed the purpose of the request, the stats of Riverview, and the benefits of the project to the County as a whole. Jim Zitlow also addressed the committee highlighting the resident's need for service and how the distance to the county seat can be a hurdle for those services. Pritzl commented on the mileage costs to provide those services and how the lease cost could be covered by reducing mileage reimbursements. As federal lands exist in the northern portion of the county, the Local and Tribal Consistency Funds (LATCF) could be a funding source for the project. Discussion continued focusing on project size and the needs-based space analysis. Following final comments on the project from committee members, motion by Frank/Matravers to allocate \$550,000 to the Riverview project, with \$342,000 from LATCF funds and \$208,000 coming from ARPA funds. The motion was voted on and carried.

11.4. Library Funding Update

Pritzl reported on how Library Fund is funded and disbursements are allocated. Several options, #1 change the funding formula. Maintain current structure or consolidated county library system. Looking at the system cost. What to do with assets, buildings (who even owns the buildings), staffing (# and type), and qualifications of librarians. Create a library in southern Oconto County in an effort to get out of Brown County billing. Annual operational needs is \$100,000.00. Needs to be completed in 2024 for the next Library System.

11.5. State Budgeting Discussion

WCA put out a summary of the state budget. Pritzl reviewed and shared revenue discussion.

12. Review Prior Months Vendor Payments

12.1. Report of Vendors Paid 1/1/2023 – 12/31/2023– All Co. Depts. Except Human Services – Reviewed.

12.2. Report of Vendors Paid 1/1/2023 – 12/31/2023 Human Services – Reviewed.

12.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. Of January (Paid 02/17/2023) – Reviewed.

13. Closed Session: The Committee may convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to confer with legal counsel regarding litigation in which the County is or is likely to become involved.

Motion by Kroll/Meier to enter into closed session at 12:15 a.m. The motion was voted on and carried 5 ayes.

14. Open Session: The Committee shall return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct all legal business, if any.

Motion by Kroll/Willems to return to open session at 12:17 pm. The motion was voted on and carried. Motion by Meier/Matravers to authorize Corporation Counsel to draft denial to claim discussed during closed session. The motion was voted on and carried.

15. Announcements/General Information (No action to be taken)

6. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, March 16, 2023 at 9:00 am.

Meier will not be in attendance.

7. Adjournment

The meeting was adjourned by the Chair at 12:19 pm

Sharon Aubry/Kim Pytleski, Recordors

Posted 03/07/2023