

MINUTES
(THURSDAY) JUNE 15, 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, Dennis Kroll, Gary Frank, John Matravers, Char Meier & Theresa Willems (In at 9:05)

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; Tanya Peterson, Treasurer; Todd Skarban, Sheriff, Scott Shackelford, Health & Human Services Director; 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 - None

2.2. Removal of Items – None

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

3. Approval of Minutes of Previous Meeting

Motion by Matravers/Meier approve the May 11, 2023 minutes as presented. The motion was voted on and carried.

4. Communications – None

5. Veterans Service

5.1. Monthly Activation Report

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

6. Treasurer

6.1. Treasurer Report

Peterson reviewed the Treasurers report with the Committee. Stephenson National Bank & Trust (SNBT) representative visited the Treasurer's Office. SNBT would like their Treasury Management Team come to present at a future Administration Committee meeting to discuss rates. Peterson suggests that the Committee look into investing quickly to lock in current rates as rates are expected to go down soon. SNBT, PMA & Ehlers to present at next month. Discussion followed. Frank requesting an equity report by month going forward. Informational only, no formal action taken.

7. Human Resources Director

7.1. Monthly Employee Update Report – May 2023

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

7.2. Monthly CPI-U Report

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

8. Finance Director

8.1. 2023 County Sales Tax Report

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

8.2. Bank Reconciliation Report

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

8.3. Approve Annual Petty Cash Fund for New Beginnings Summer Program

Sherman reports that NEW View runs a summer program for children and would like to increase petty cash May-Sept from 100 to 1000 so they have cash available to pay for things on the spot vs waiting for AP to cut a check. This was approved by Health & Human Services Board in June. Motion by Willems/Meier to increase petty cash for New View as a reoccurring increase yearly from May through September from \$100 to \$1000. The motion was voted on and carried.

8.4. Approve Additional 2022 Carryover Funds

Sherman reports there was an additional 2022 carryover for the Crime Prevention Fund that didn't take place. Would like to adjust the Crime Prevention fund in the amount of \$6730.33. In 2019 Emergency Management/EMS Council received a HERC MCI grant. These grant funds were previously brought to Home Committee and approved for carry over but was never moved forward to the Finance Department. Would like it brought forward and restored to the Emergency Management budget. Would like to amend the account by \$5500. Motion by Kroll/Frank to approve adjustment of lines 18 and 42 of the carryover funds report. The motion as voted on and carried.

9. County Administrator

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

Pritzl reports there has been two workers comp claim since the last meeting and these claims did not result in lost time. Three squad damage claims. A piece of equipment from ATV club sustained damage of over \$40K. Discussion followed. Notice of claim on a traffic stop/arrest and jail stay was received. Informational only, no formal action taken.

9.2. 2024 Budget

9.2.1 Discussion on Budget Guidance Letter

Pritzl provided a copy of the Draft Budget Guidance Letter and reviewed it with the Committee. Letter needs to go to County Board in July. Sherman reviewed debt service payments with the Committee. Discussion followed. Pritzl/Sherman will bring back spreadsheet illustrating that options to the next Administration Committee meeting.

9.3. Department Head Evaluations Update

Pritzl reports all Dept Head evaluations have been completed. Very productive and goals set. Merit amounts were a flat percent and then a dollar amount per points scored. Total not over 3% increase.

9.4. County Mutual Appraisal Value Program

Pritzl reports County Mutual will be starting an appraisal program that will have an appraiser come in and review all buildings. Being rolled out in phases and Oconto County will be in phase 2 to start next year.

9.5. Tyler v. Hennepin County Supreme Court Decision/Land Sale Proceeds Discussion

Pritzl reviewed recent Supreme Court decision regarding proceeds taken on a foreclosure. You can recoup what is owed to you but remaining proceeds needs to be returned to the land owner. Ellingson states in WI the law changed last year and we are currently consistent with the law. Discussion followed. Informational only, no formal action taken.

9.6 Discussion/Possible Action on Creating of County Recreation Committee

Pritzl provided a handout of WI Stat. 59.56(9) and reviewed it with the Committee. Is this something the Committee would like created? This would only be in place as long as the ARPA funds are still available. Discussion followed. Pritzl will put together a resolution for the July Administration meeting to move this forward.

9.7. Discussion/Possible Action on Obligating ARPA Funds to Oconto County Economic Development Corporation

Pritzl reports met with Sellen regarding supporting housing study. Sellen states the housing study indicates we need housing. Discussion followed. Pritzl/Sellen will put together some guidelines and bring this back to the Committee.

10. The Committee will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to discuss pending County litigation. Motion by Matravers/Meier to move to closed session at 11:08 am. The motion was voted on and carried.

11. The Committee will return to open session, pursuant to Wis. Stats. Sec. 19.85(s) to conduct all legal business, if any. Motion by Meier/Willems to return to open session at 11:16 am. The motion was voted on and carried. Motion by Meier/Willems to deny request discussed in closed session. The motion was voted on and carried.

12. Review Prior Months Vendor Payments and Audit Dog License Fund When Necessary

10.1. Report of Vendors Paid 5/1/2023 – 5/31/2023 – All Co. Depts. Except Human Services – Reviewed

10.2. Report of Vendors Paid 5/1/2023 – 5/31/2023 - Human Services - Reviewed

10.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. Of May (Paid 06/23/2023) Reviewed

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

- Frank questions if there will be a roll out to employees and the community on the Mission Vision Value Statement. Pritzl is working on how that will happen and what it will look like it.
- Sleeter states the Beyer home has been reserved on July 20 for Ice Cream Social. No food will be served, just ice cream.

14. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, July13, 2023 at 9:00 am.

15. Adjournment

The meeting was adjourned by the Chair at 11:23 a.m.

Posted: 06/19/2023