

MINUTES
(THURSDAY) OCTOBER 12, 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, Char Meier & John Matravers

COMMITTEE ABSENT: Theresa Willems

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Director; Lisa Sherman, Finance Director; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Kim Pytleski, County Clerk; Scott Shackelford, Health & Human Services Director; John Panetti, Mayor City of Oconto; Paul Lukas; Beth Trudell; Mike Trudell

1. Call to Order

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

2. Statement of County Mission and Vision

Pritzl reviewed the items taken up at the recent Mission visions and value meeting. Statement will be read at the beginning of all Standing Committees meeting, noted as an item on the agenda following the call to order and will also be noted at the bottom of each agenda. Frank states that while decisions are being made during Committee meetings the missions, vision and value statement should be taken into consideration. Discussion followed.

3. Approval of Agenda

3.1. Change of Sequence - None

3.2. Removal of Items – None

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

4. Approval of Minutes of Previous from September 14 & September 21, 2023 Meeting

Motion by Frank/Kroll to approve the minutes as presented. CC

5. Communications – None

6. Discussion and Possible Action on Appropriation of \$15,000 to OCEDC for Support of Fishing Tournaments

Pritzl reports that further discussion and clarification was needed regarding the \$15,000.00 that was omitted during budget discussion from the OCEDC budget. The amount was a line item for future fishing tournaments but after review it was removed as the Committee appeared to have conflicting information on the match the City of Oconto had agreed upon. Mayor Panetti addressed the Committee and provided a handout that reviewed the history of the economic impact the tournaments have had. Panetti introduced Lukas, a small business owner that spoke to the Committee on the increase in sales that the tournaments bring into the Oconto area as well as the County as a whole. Discussion followed. Motion by Matravers/Meier to approve \$15,000.00 from sales tax be used to increase the OCEDC 2024 budget with a line item for fishing tournament funding. The motion was voted on and carried.

7. Treasurer

7.1. Treasurer Report – August

Peterson reviewed the reports with the Committee. Discussion followed. Informational only, no formal action taken.

7.2. Discuss/Approve Land Sale Bids for public purchase Statute 75.69(4)

Peterson reviewed the letter and that all municipalities have been notified to see if they are interested in the parcels with the Committee. Public notice will be going out next week. Discussion followed. With Act 216 in place, Chapter 5 ordinance will need to be reviewed.

8. Human Resources

8.1. Monthly Employee Update Report – September 2023

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

8.2. Month CPI-U Report

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

8.3. 2024 Holiday Schedule Discussion and possible action

Pritzl reviewed the 2024 Holiday schedule stating that Holiday schedules are set by policy. January 1st of 2024 is a bit different as it falls on a Monday that is not fully addressed in the handbook. Pritzl states we have to review the handbook language going forward as it takes into consideration how holidays are handled when they happen on a Saturday/Sunday, but not when they fall on a Sunday/Monday. Motion by Kroll/Frank to approve the holiday schedule as presented. The motion was voted on and carried.

9. Finance

9.1. 2023 County Sales tax

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

9.2. Bank Reconciliation Report

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

9.3. Review Quarterly Financial Summary

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

10. County Administrator

10.1. Review Insurance Claims Against the County, If Any

Pritzl states the County was notified of a possible claim UTV vs pedestrian, nothing formal has been received to date in this matter. In a separate situation a claim is being filed to compel the Sheriff to act on trespassing charges.

10.2. Resolution for approval of 2024-2028 Capital Improvement Plan – Discussion and Possible Action

Pritzl reviewed the Capital Improvement plan with the Committee. Discussion followed. Motion by Meier/Matravers to forward the resolution for approval of 2024-2028 Capital Improvement Plan to the County Board for inclusion on the regular agenda. The motion was voted on and carried.

10.3. Resolution for approval of American Rescue Plan Act Funding for Purchase of the Department of Natural Resources building located in Oconto Falls WI Discussion and Possible Action

Pritzl reviewed the resolution with the Committee and reports that we have been utilizing the building for several years for housing the MRAP and Response Trailer. Pritzl reviewed the possible uses and building information. Discussion followed. Motion by Kroll/Frank to forward the Resolution for Approval of American Rescue Plan Act Funding for Purchase of the Department of Natural Resources building located in Oconto Falls WI for approval to County Board for inclusion on the regular agenda. The motion was voted on and carried.

Short recess called at 10:33 am to 10:43 am

10.4. Resolution for Adopting the Oconto County Budget for the Fiscal Year 2024 – Discussion and Possible Action

Pritzl reviewed the resolution and supporting information with the Committee. Sherman provided a handout and reviewed it with the Committee. Sherman also reviewed the public notice that has been published. Sherman reports that four motions to amend have already been received. Discussion followed. Copies of the budget books will be mailed out to supervisors only upon request, with a couple on hand for the County Board meeting. Motion by Frank/Matravers to forward the Resolution for Adopting the Oconto County Budget for the Fiscal Year 2024 to County Board for approval. The motion was voted on and carried.

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

11.1. Report of Vendors Paid 9/1/2023 – 9/30/2023 – All Co. Depts. Except Human Services – Reviewed

11.2. Report of Vendors Paid 9/1/2023 – 9/30/2023 - Human Services - Reviewed

11.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. of September (Paid 10/20/2023) Reviewed

12. Announcements/General Information (No action to be taken) - None

13. Next Meeting Date

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

14. Adjournment

The meeting was adjourned by the Chair at 11:38 a.m.