

MINUTES
THURSDAY, JANUARY 15, 2026 – 9:00 A.M.
ADMINISTRATION COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041
OCONTO, WI 54153
www.ocontocountywi.gov
(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Dennis Kroll, John Matravers, Char Meier & Theresa Willems (arrived at 9:04)

COMMITTEE ABSENT: Carol Heise

OTHERS PRESENT: Betty Bickel, Finance Director; Richard Heath, County Administrator; Shelly Schultz, Human Resources Director; Beth Ellingson, Corporation Counsel; Ron Christensen, Veterans Service Officer; Nikki Tolzman, County Treasurer; Scott Shackelford, HHS Director; Mike Beyer, County Supervisor; Jayme Sellen, TEDCOR; Beth Trudell; Scott McCauley, MakeMyMove Representative; Kim Pytleski, County Clerk; Todd Skarban, Sheriff

1. Call to Order

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

2. Statement of County Mission and Vision

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

3. Approval of Agenda

3.1. Change of Sequence – None.

3.2. Removal of Items

Shelly Schultz, Human Resources Director, requested item 10.4 Employee Handbook – Review, Discuss and Possible Action be removed from the agenda.

Motion by Meier/Matravers to approve the agenda with Item 10.4 removed. The motion was voted on and carried.

4. Approval of Minutes of Previous December 11, 2025 Meeting

Motion by Kroll/Willems to approve December 11, 2025, minutes as presented. The motion was voted on and carried.

5. Communications – None.

6. MakeMyMove Presentation – Scott McCauley, MakeMyMove Representative, & Jayme Sellen, TEDCOR Executive Director

Jayme Sellen, TEDCOR Executive Director, and Scott McCauley, MakeMyMove Representative, presented information regarding MakeMyMove to the committee. Discussion followed.

6.1. Approve Funding of Talent Attraction Efforts Resolution

Motion by Matravers/Meier to Approve Funding of Talent Attraction Efforts Resolution. The motion was voted on and carried.

7. County Clerk

7.1. Staff Vacation Carry-Over Request

Following an explanation by Kim Pytleski, County Clerk, motion by Kroll/Meier to approve the vacation carryover request for the Chief Deputy Clerk for the allowable week and an additional 13.5 hours. The motion was voted on and carried.

8. Veterans Services

8.1. Monthly Activity Report

Ron Christensen, County Veteran Services Officer, reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

9. Treasurer

9.1. Treasurer's Report – November

Nikki Tolzman, County Treasurer, reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

9.2. Land Sale Bid Acceptance report – Information Only – None.

9.3. Land Sale – Municipal Interest to Purchase – Discuss/Approve – None.

9.4. Land Sale Minimum Bids – Discuss/Approve – None.

10. Human Resources Director

10.1. Monthly Employee Update Report – December 2025; information only

Shelly Schultz, Human Resources Director, reviewed the December 2025 Monthly Employee Update report with the Committee. Informational only, no formal action taken.

10.2. Consumer Price Index (CPI) Update; information only

Schultz presented Consumer Price Index (CPI) Update with the committee. No December number was available in time for the meeting. Informational only, no formal action taken.

10.3. Lieutenant Employment Agreement – Discussion and Possible Action

Schultz presented the Lieutenant Employment Agreement. Following discussion, motion by Willems to amend 4.3 to read “4.3 Both holiday and personal days must be used in full-day increments. These days do not carry over from year to year, nor is there a payout **at year end or** upon separation from employment. For Employees working a Pitman

rotation, a full day shall be considered 12 hours for the purposes of this section. The motion was voted on and carried. Following discussion, motion by Matravers/Kroll to forward a Sworn Non-Union Employment Agreement resolution and the attached agreement as amended and revised by the Public Safety Committee to the full county board for approval. The motion was voted on and carried. Committee directed the item be placed on the consent agenda.

10.4. Employee Handbook – Review, Discuss and Possible Action – Removed from agenda.

11. Finance Director

11.1. 2025 County Sales Tax Report

Betty Bickel, Finance Director, reviewed the 2025 County Sales Tax Report with the Committee. Discussion followed. Informational only, no formal action taken.

11.2. Bank Reconciliation Report

Bickel reviewed the bank reconciliation report with the Committee. Informational only, no formal action taken.

11.3. Review and Approve Financial Management Policy

Betty Bickel, Finance Director, reviewed the Financial Management Policy with the Committee. Following discussion, motion by Meier/Willems to Approve Financial Management Policy and forward to the full county board. The motion was voted on and carried. Committee directs item to be placed on regular agenda.

11.4. Approve 2025 Carryover Accounts

Following an explanation by Betty Bickel, Finance Director, motion by Matravers/Meier to approve the 2025 Carryover Accounts requests. The motion was voted on and carried.

12. County Administrator

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

Richard Heath, County Administrator, stated there were no new property/liability claims. Shelly Schultz, Human Resource Director, reported the new workers' compensation claims. Treated as information.

12.2. TEDCOR 2026 Agreement – Discussion and Action

Following an explanation by Richard Heath, County Administrator, motion by Willems/Meier to approve the TEDCOR 2026 Agreement. The motion was voted on and carried. Committee directed the item be placed on the regular agenda. Sleeter called a recess at 10:51 a.m. Back in session at 10:59 a.m.

13. Review Prior Month's Vendor Payments and Audit Dog License Fund when necessary

13.1. Report of Vendors Paid 12/01/25 – 12/31/25 – All Co. Depts. Except Human Services – Reviewed.

13.2. Report of Vendors Paid 12/01/25 – 12/31/25 – Human Services – Reviewed.

13.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. of December (Paid 01/30/2026) – Reviewed.

14. CLOSED SESSION: The committee will convene into closed session, pursuant to §§19.85(1)(d),(e),(f) & (g), Wis. Stats. to discuss confidential (offender and other) information and any appropriate residential option(s) related to the pending case per Sec. 980.08, Wis. Stats.

15. Motion by Willems/Kroll to convene into closed session pursuant to §§19.85(1)(d),(e),(f) & (g), Wis. Stats. to discuss confidential (offender and other) information and any appropriate residential option(s) related to the pending case per Sec. 980.08, Wis. Stats. The motion was voted on and carried by a roll call vote 5 ayes, 0 nays. Committee convened into closed session at 11:00 a.m. The closed session included the Administration Committee members; Richard Heath, County Administrator; Scott Shackelford, HHS Director; Beth Ellingson, Corporation Counsel; Mike Beyer, County Board Supervisor; and Kim Pytleski, County Clerk.

16. OPEN SESSION: The committee will return to open session, to discuss further legal business, if any

Motion by Meier/Matravers to return to open session at 11:39 a.m. The motion was voted on and carried.

Motion by Meier/Kroll send R2025-12-09 Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats. to the County Board for approval. Motion was voted on and carried with Supervisor Willems abstaining.

17. Announcements/General Information (No action to be taken) – None.

18. Next Meeting Date:

Next meeting of the Administration Committee will be January 22, 2026 at 8:45 a.m. and the next regularly scheduled meeting will be Thursday, February 12, 2026, at 9:00 a.m.

19. Adjournment

The meeting was adjourned by the Chair at 11:41 a.m.