



MEETING MINUTES

Committee: ADMINISTRATIVE COMMITTEE
Date: Tuesday, May 14, 2024
Time: 5:30 PM
Location: County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

As a courtesy to others, please silence cell phones and please notify the Chairman if you intend to record this meeting.

- 1. Meeting called to order at 5:30 PM**
- 2. Conduct Roll Call by Chairman Pierce.** Chairman Pierce appointed Balcerzak and Dieck to the Administrative Committee for today's meeting, for Medo and Sorano, who were absent.

ADMINISTRATIVE COMMITTEE							
Name		Role		Status			
Ben Pierce		Chairman		Present			
Todd Mayr		Member		Present			
John Medo		Member		Absent			
Andrew Bauknecht		Member		Present			
Steve Maier		Member		Present			
Justin Sorano		Member		Absent			
Bruce McDougal		Member		Present			
Reinhardt Balcerzak		County Board Supervisor		Appointed to serve at this meeting			
Roy Dieck		County Board Supervisor		Appointed to serve at this meeting			
Others Present							
Name		Interest		Name		Interest	
Robin Stowe		Corporation Counsel		Jason Hilger		County Administrator	
Teresa Poltrock		Supervisor		Al Murray		Forest Administrator	
Dan Bauknecht		Chief Dep/Undersheriff		Tammy Wilhelm		County Treasurer	
Kevin Bouche		Facilities Director		Scott Jaeger		Public	
Pam Berth		Public		Judy Nagel		County Clerk	
Kelly Hays		District Attorney					

- 3. Please silence all cell phones.**
- 4. Recite the Pledge of Allegiance.**
- 5. Approve/amend the minutes of the Administrative Meeting of March 18, 2024:** Motion by McDougal, second by Mayr to approve the March 18, 2024 Administrative Meeting Minutes. All ayes, motion carried.
- 6. Public requests for items to be added to future meeting agendas:** No public comment.
- 7. Elect a Vice-Chair for the Administrative Committee:** Balcerzak nominates Maier. The chairman calls three times for nominations. Maier requests that this agenda item be referred to the next meeting of the Administrative Committee. Elections for Vice-Chair will occur next meeting.
- 8. Acknowledge Plaque for Robert Benishek:** A plaque will be presented to Robert Benishek at the May 20, 2024, County Board Meeting.
- 9. Public Health ARPA Request: Grant Matching for Motivational Speaker and Wellness Counseling:** Chief Deputy Bauknecht stated the focus of the Sheriff's Office is wellness motivation/team building. Bauknecht found a keynote speaker to present at an event, Brilliant under Pressure, dealing with trauma and its lasting effects. Bauknecht stated the plan would be to work with Department Heads and open the event up to all County Departments that deal with trauma and the lasting effects such as DSS, Health, DA's Office, and others, essentially making it open to all county employees. County Administrator Hilger stated that this request is supported by the Public Health Department, aligning with ARPA

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spending guidelines. Motion by Maier, second by Balcerzak to approve the request for Public Health ARPA dollars, \$8500, for a Motivational Speaker and Wellness Counseling. All ayes, motion carried.

- 10. Discuss the District Attorney Budget for Out of State/County Testimony:** County Administrator Hilger discussed the request to pay for transporting out-of-state victims to Langlade County for trial. District Attorney Hays discussed the lack of policy and lack of funding in the District Attorney's Budget. Hays checked with several other Counties on their policy and budget for out-of-state victims. Discussion held. Hays stated that in the State, the Clerk of Court pays for mileage, which is per State Statute. Motion by Balcerzak, second by Maier for the District Attorney's Office to book the flights, with insurance on the flights, reimburse the meal costs at County per diem rates, pay the hotel, and if needed, the car rental for victims returning to the State for Court purposes. For 2024, if funding is needed, it will come from the Contingency Fund. In 2025, the County Administrator will build this into the 2025 District Attorney Budget. All ayes, motion carried.
- 11. 2024 Maintenance Capital Budget:** County Administrator Hilger and Facilities Management Director Bouche addressed the Committee on the 2024 Capital Budget Projects: Fairground, 5 new grandstand speakers. Clean and paint the School House. Paint the Exhibition Building. Courthouse: mud jacking will be used to level the sidewalks. Jail: grease trap replaced and brazier replacement. Safety Building: manual door locks or fob-locked doors in the Lobby of the Safety Building. Health Care Center, replacement of 2 windows. Resource Center, blacktop resurfacing. Hilger discussed the blacktop replacement at the Courthouse and the back side of the Resource Center. The Courthouse parking lot will be addressed in the near future. Bouche also discussed some items that will be on the end of life. No action was taken.
- 12. Expansion of Forestry Office Assistant from Part-Time to Full-Time:** County Administrator Hilger discussed the current staff at the Forestry Office, explaining that there is 1 FT, 1 PT, and 1 vacant 1300-hour PT. Forest Administrator Murray stated the change of part-time to another full-time employee would increase the office staff hours from 2.3 to 2.6. Hilger discussed the annual cost for the position increase, annually \$20,000 to \$45,000. Discussion held. Motion by Maier, second by Balcerzak to approve the expansion of the Forestry Office Assistant from Part-Time to Full-Time, not to exceed \$30,000, with the funding for 2024 coming from the General Fund. All ayes, motion carried. Resolution #5-2024 will be on the May 20, 2024 County Board Agenda.
- 13. Strategic Plan: Welcome to Langlade County Signage:** County Administrator Hilger shared with the Committee a map of Langlade County, showing the possible locations of Welcome Signs, some on County land, some will have to be negotiated with private land owners. Forest Administrator Murray is working the Economic Development and the DOT for permitting. Cost estimates for the project will be coming. No action was taken.
- 14. Credit Monitoring: This item was addressed early on the Agenda.** County Administrator Hilger discussed the request from Supervisor Poltrock to extend credit monitoring for those currently signed up through the incident of July 11, 2023. Corporation Counsel Stowe reminded the Committee that Langlade County took the advice from Privacy Counsel and is still under specific instructions of Privacy Counsel. Discussion held. Supervisor Poltrock stated she is requesting credit monitoring extensions, willing to donate the cost for two years of extended credit monitoring if the Committee agrees to extend the credit monitoring for one year. No formal action at this time will be on the future agenda.
- 15. Report on a letter to Administrator Regan regarding CARB's Clean Air Act Authorization Request:** The Committee was provided with a copy of a signed letter by County Administrator Hilger sent to Administrator Regan regarding CARB's Clean Air Act. No action was taken.
- 16. Consider Revisions to the Tax Deed Land Sale Policy:** Corporation Counsel Stowe discussed Act 216 and the recent changes to the Tax Deed Land Sale Policy: Cannot retain tax deed property for a public purpose and cannot sell or exchange the tax delinquent property with another municipality. Motion by Maier, second by Mayr to approve the two revisions discussed: Cannot retain tax deed property for a public purpose and cannot sell or exchange the tax delinquent property with another municipality. All ayes, motion carried.
- 17. Tax Delinquent Tax Parcels: Sealed Bid Process Closed May 1, 2024:**
 - N9053 Water Power Road, Town of Upham: 1 sealed bid:** Chairman Pierce opened the sealed bid. The Bid was for \$50,000, including a check for 20% down, \$10,000, from Pam Berth. Discussion was held on the development agreement that was also in the Class 3 Notice. Discussion held. Motion by McDougal, second by Balcerzak to accept the \$50,000 bid, requesting Stowe and Hilger meet with Berth to work out the details of the development agreement. The buyer also has to pay the \$30 recording fee. All ayes, motion carried.
 - N11153 Oak Lane, Town of Elcho: 1 emailed bid:** Chairman Pierce read the email bid for N11153 Oak Lane,

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offering \$29,000, which bid will be rejected as it is under the published FMV. Corporation Counsel Stowe stated this will now need a Class 1 Notice, and list with Public Surplus with a development agreement for the new owners. Discussion on costs to remediate the site, and the associated costs. Motion by Maier, second by McDougal allowing two years to remediate the site, starting with a minimum bid of \$20,000, with the details outlined in a development agreement, listing this parcel with Public Surplus. All ayes, motion carried.

18. Update the Committee on the 2020 Tax Delinquent Parcels, recently viewed:

Parcel 006-0830.001, 811 Vista Lane: No house, 2 car garage, in the Town of Antigo: Discussion held. Motion by Balcerzak, second by Maier to have the County take tax deed to Parcel #006-0830.001, list this parcel on a Class 3 Notice, with development agreement requirement. All ayes, motion carried.

Parcel 201-1507, 1213 N. Superior Street: Vacant, Small Cabin/Home, three-fourths torn down, small, non-conforming lot: Discussion held. Motion by Mayr, second by Bauknecht to have the County take tax deed to Parcel #201-1507, list this parcel on a Class 3 Notice, with a development agreement requirement. All ayes, motion carried.

Parcel 201-2886, 1205 Clermont Street: Respectable house on a corner lot, occupied: Discussion held on this parcel, with the owner/occupant present, Scott Jaeger. Jaeger requested time to pay the taxes, and/or find somewhere to re-locate. Motion by McDougal, second by Mayr to have the County take tax deed to Parcel #201-2886, and list this parcel on a Class 3 Notice. All ayes, motion carried.

Parcel 201-2982, 215 Wausau Road: House in disrepair, vacant, nice City lot: Discussion held. Motion by Maier, second by Pierce to have the County take tax deed to Parcel 201-2982, list this parcel on a Class 3 Notice, with a development agreement requirement. All ayes, motion carried.

Parcel 034-0245.001 N4003 Red Pine Drive, White Lake: Small cabin, unkept, on a 5-acre lot in White Lake: Discussion held. Motion by Mayr, second by McDougal to have the County take tax deed to Parcel #034-0245.001, list this parcel on a Class 3 Notice, with a development agreement requirement. All ayes, motion carried.

Parcel 201-2978, 218 Wausau Road: House in need of repair, on a double lot, with excess property on the lot, occupied: Discussion held. Motion by Maier, second by McDougal to have the County take tax deed to Parcel #201-2978, list this parcel on a Class 3 Notice, with a development agreement requirement. All ayes, motion carried.

Parcel 201-0364, 1029 4th Avenue: Vacant house in disrepair, on City lot: Discussion held. Motion by Bauknecht, second by Maier to have the County take tax deed to Parcel #201-0364, list this parcel on a Class 3 Notice, with a development agreement requirement. All ayes, motion carried.

19. County Administrator H/R Update: County Administrator Hilger discussed vacant positions, with no major issues.

20. Update or Report on Activities from the Corporation Counsel: Corporation Counsel Stowe provided a written report, that was provided to the County Clerk and emailed to the Board.

21. Update or Report on Activities/Grants from the County Administrator: County Administrator Hilger discussed the recent department head meeting, making phone calls rather than sending rash text messages. Hilger thanked Facilities Management Director Bouche for handling his department so well.

22. Verify the date of the next meeting: Maier thanked the Supervisors who filled in for tonight's meeting. Administrative Committee will plan to meet on the third Wednesday of each month. The next meeting will be on June 19, 2024, at 5:30 p.m.

23. Adjourn the meeting. Motion by Mayr, second by Bauknecht to adjourn the May 14, 2024 Administrative Meeting at 8:20 p.m. All ayes, motion carried.

Minutes submitted by:

Judy Nagel, County Clerk, Recording Secretary