

Menominee Town/County Board of Supervisors

W3269 Courthouse Lane
P.O. Box 279
Keshena, WI 54135



PERSONNEL & FINANCE/BUILDINGS AND GROUNDS COMMITTEE MEETING

Members Present: Eva Johnson, Keith Tourtillott, Beth Moses (5:15)

Others Present: Kim Neitzer, Jeremy Weso, Kourtney Erickson, Shelley Williams, Laure Pecore.

DATE: February 28, 2023

TIME: 5pm

PLACE: Menominee County Board Room, Lower level of the Courthouse.

W3269 Courthouse Lane, Keshena, WI 54135 And/ or ZOOM (log in information below)

COUNTY AGENDA

- 1. Call to order, Roll call:** *Meeting was called to order at 5:07 by Vice Chair, Keith Tourtillott. Quorum present.*
- 2. Community Input:** *Jeremy Weso, informed the committee that he received word that the Tribe placed 12 properties into trust.*
- 3. Approval of Minutes: 2-14-2023:** *Motion by Eva Johnson to approve the County portion of the minutes with any/all corrections. Seconded by Keith Tourtillott. All in favor. Motion carried.*
- 4. HSD Voucher Payment Request:** *Motion by Eva Johnson to approve the HSD payables vouchers 019-024 in the amount of \$5,470.79. Seconded by Keith Tourtillott. All in favor. Motion carried.*
- 5. County Voucher Payment Request:** *Motion by Eva Johnson to approve 2022 County vouchers 889-891 in the amount of \$9,758.02. Seconded by Keith Tourtillott. All in favor. Motion carried. Motion by Eva Johnson to approve 2023 voucher 104 in the amount of 1,146.91. Seconded by Keith Tourtillott. All in favor. Motion carried. Motion by Eva Johnson to approve the 2023-2 vouchers 81-103 & 105-115 in the amount of \$130,712.83. Seconded by Keith Tourtillott. All in favor. Motion carried. Motion by Eva Johnson to approve dispatch vouchers PS027 & 028 in the amount of \$1,955.02. Seconded by Keith Tourtillott. All in favor. Motion carried. Motion by Eva Johnson to approve the Medical Examiner vouchers PS 031 & 032 in the amount of \$3,093.00. Seconded by Keith Tourtillott. All in favor. Motion carried. Motion by Eva Johnson to approve Sheriff Vouchers*

PS029 & 030 in the amount of \$583.58. Seconded by Beth Moses. All in favor. Motion carried.

6. **Finance Directors Report:** Finance Director, Kourtney Erickson submitted her report to the committee in the meeting packet. She reviewed her report with the committee. Discussion on the variance in the December and January's reconciliation, and deposits being done in a timely manner.

7. **Treasurers Report:** Treasurer, Mary Beth Pecore handed out a copy of her report for the committee. She updated the committee on her deputy vacancy, the challenges that she is having with receipting and depositing and the steps that are being taken to improve the situation. She will discontinue the bank reconciliation, as the Finance Director also does it. There will be a follow up meeting with Administration and Finance to re-evaluate where she is at with the workflow processes. And lastly, she will seek help when she finds herself overwhelmed

8. **Closed session pursuant to Wis. Stats. 19.85(1)(c) to consider employment (Emergency Management Director), and under Wis. Stats. 19.85(1)(b) to consider discipline of a public employee (sexual harassment investigation):** Motion by Eva Johnson to go into closes session pursuant to Wis Stats 19.85(1)(c) and 19.85(1)(b). Seconded by Beth Moses. Roll Call Vote:

Elizabeth Moses	yes
Keith Tourtillott	yes
Eva Johnson	yes

Motion by Beth Moses to come out of closes session. Seconded by Eva Johnson. All in favor. Motion carried.

9. **Open Session to record action from closed session:** Motion by Eva Johnson to repost the EM position. Seconded by Beth Moses, All in favor. Motion carried.

Motion by Eva Johnson to accept and approve the recommendation as provided in regards to the sexual harassment investigation . Seconded by Beth Moses. All in favor. Motion carried.

10. Adjourn.

TOWN AGENDA

1. **Community Input:** None.

2. **Approval of Minutes: 2-14-2023:** Motion by Eva Johnson to approve the Town portion of the minutes from 2-14-2023 with any/all corrections. Seconded by Beth Moses. All in favor. Motion carried.

3. **Town Vouchers Payment Request:** Motion by Beth Moses to approve Town vouchers 2 & 3 in the amount of \$15,565.68. Seconded by Eva Johnson. All in favor. Motion carried.

Motion by Beth Moses to approve 2022 Fire Department voucher PS146 in the amount of \$2,013.45. Seconded by Eva Johnson. All in favor. Motion carried. Motion by Beth Moses to approve the 2023 Fire Dept. vouchers FD007 and 008 in the amount of \$461.70. Seconded by Eva Johnson. All in favor. Motion carried.

- 4. Town Finance Report:** *Finance Director, Kourtney Erickson, submitted her report to the committee in the meeting packet. She reviewed her report with the committee. No Questions.*
- 5. Adjourn.**