

**YEAR 2022 AUDIT REPORT  
TOWN OF OCONTO**

# NOTICE

Spring Election will be April 4, 2023 Polls will open at 7:00 a.m. and close at 8:00 p.m.

Annual Town Meeting will be called to order at 7:00 p.m., Tuesday, April 18, 2023, at the Town of Oconto Town Hall located at 6120 Cream City Road. PHONE: 920-834-0280

TOWN BOARD MEETINGS ARE  
2<sup>ND</sup> MONDAY OF EVERY MONTH

## TOWN BOARD:

Patrick Scanlan, Chairman	834-4351
Paul Pansier, Supervisor I	834-3539
Chad Van Hulle, Supervisor II	604-3339
Mandy Leonard, Treasurer	373-6270
Lori Scanlan, Clerk	834-4351

## SANITARY DISTRICT #1

Kim McDonald, Chairperson	373-7455
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## COMPREHENSIVE PLANNING COMMITTEE

Tom Bitters, Chairman	834-4277
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## RECYCLING CENTER HOURS

(6608 Elm Grove School Rd.)

Friday: 2 p.m. to 4:15 p.m.

Saturday: 9 a.m. to 1:45 p.m.

## PROCEEDINGS OF ANNUAL MEETING

APRIL 19, 2022

7 pm at Town of Oconto Town Hall

6120 Cream City Road, Oconto

The Annual meeting for the Town of Oconto was called to order at 7:00 pm by Chairman Patrick Scanlan. Present: Supervisor Paul Pansier, Clerk Lori Scanlan, Supervisor Chad Van Hulle, Treasurer Mandy Leonard. All others present signed the registry. (7 town residents 5 town board members for a total of 12)

The Pledge of Allegiance was recited.

Chairman stated that the votes need to be tallied by voice, show of hands, standing, etc. Motion by T. Bitters, 2<sup>nd</sup> by D. Schroeder to tally by show of hands. 12 ayes, 0 nays M/C.

### **OLD BUSINESS:**

Minutes of last Annual Meeting held on April 20, 2021, are located at front of Annual Audit Report. Motion made by T. Bitters, 2<sup>nd</sup> by D. Schroeder to accept minutes as printed and dispense with reading of minutes. 12 ayes, 0 nays M/C

Treasurer Leonard gave summary of Financial Report located in Annual Report. Motion made by J. Bickel, 2<sup>nd</sup> by P. Scanlan to accept and approve the Financial Report for the year 2021 (Jan.1, 2021 through Dec. 31, 2021) as printed in the Annual Report. 12 ayes, 0 nays. M/C.

### **NEW BUSINESS:**

Chairman reminded everyone a burning permit is needed and you must call in and report that you are burning to the fire department (834-7775) and Sheriff Department (834-6900). Phone numbers for DNR are located in center of permit to call to see if burning is allowed on that day and/or check DNR's website as well. Permits available at Robert's Hometown. Once burning ban is lifted, then please be sure to get permits as needed for burning. Permits are good for one full year.

Chairman reported on year 2021 road work: 1 mile of Rangeline Road was done in conjunction with Town of Little River. Crack filling was done on River Road and other stretches of town roads. Culvert replacements and Bridge Aid at 50% reimbursement was also completed. Snow removal for November 2021 thru April 19, 2022, was \$54,205. Last year was \$31,438 and year before was \$45,735. Oconto County Highway Department is still our maintenance arm as the Town of Oconto does not have manpower or equipment etc. This includes road work, trees and storm damage along with snow plowing. \$216,000 was spent on roads for last calendar year.

Recycling Center Hours currently are Friday from 2:00 pm to 4:15 pm and Saturday from 9:00 am to 1:45 p.m. Motion made by P. Pansier, 2<sup>nd</sup> by D. VanderVelden to keep hours same. 12 ayes, 0 nays, M/C.

Wages to be paid for hours worked starting 30 days from Annual meeting date of 4-19-22 which is May 19, 2022, for starting June 2022 orders were set as follows:

Recycling Attendant in Charge rate of pay currently is \$14.00. Motion made by D. VanderVelden, 2<sup>nd</sup> by D. Schroeder to raise it to \$20 hr. 12 ayes, 0 nays. M/C. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Chief Inspector rate of pay currently is \$15.00. Motion made by P. Scanlan, 2nd by M. Leonard to raise it to \$20 hr. 12 ayes, 0 nays. M/C. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Election worker pay is currently at \$14.00. Motion made by T. Bitters, 2nd by D. Schroeder to raise it to \$19 hr. 12 ayes, 0 nays. M/C. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Worker hour pay is currently at \$14.00 hr. Motion made by T. Bitters, 2nd by D. VanderVelden to raise it to \$20 hr. 12 ayes, 0 nays. M/C. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Mileage is at .56 cents per mile. Motion made by P. Scanlan, 2<sup>nd</sup> by P. Pansier to keep it the same 12 ayes, 0 nays M/C.

Truck is at \$14.00 per hour. Motion made by P. Pansier, 2nd by C. Van Hulle to keep it the same 12 ayes, 0 nays. M/C.

Tractor/skid loader is at \$30.00 per hour. Motion made by P. Pansier, 2nd by T. Bitters to keep it the same. 12 ayes, 0 nays. M/C.

Chainsaw is at \$10.00 hr. Motion made by P. Pansier, 2nd by P. Scanlan to keep it the same. 12 ayes, 0 nays. M/C.

Trimmer/Mower/snow blower is currently at \$15.00 hr. Motion made by P. Pansier, 2nd by D. VanderVelden to raise it to \$16 hr. 12 ayes, 0 nays. M/C. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Town Board Salaries set for year 2023 after April 2023 election:

Motion by D. Schroeder, 2<sup>nd</sup> by T. Bitters to raise the annual salaries of Clerk, Chair and Treasurer by \$500 and Supervisor I & II by \$200 7 ayes, 0 nays. M/C. Town Board members abstained from vote.

New Rates effective after the April 2023 election:

Clerk from \$17,500 to \$18,000

Chair from \$7,500 to \$8,000

Treasurer from \$7,500 to \$8,000

Supervisors I & II \$4,000 to \$4,200

Town Board member hourly rate needs to be established by law. Motion by T. Bitters, 2<sup>nd</sup> by D. Schroeder to create an hourly rate for town board members at \$20 per hr. when performing work outside of those duties of an elected official. M/C 7 ayes, 0 nays, town board members abstain from vote. New rate effective June 1, 2022, for orders written for June 13, 2022, town board meeting.

Motion made by D. Schroeder, 2<sup>nd</sup> by T. Bitters that it be the Town Board's right to transfer funds as they see fit within accounts. 12 ayes, 0 nays. M/C.

City of Oconto Fire Chief Josh Bostedt gave a power point presentation on Fire Department's activities for year 2021 and information on Town of Oconto incidents. Oath of Office was given to Chief Bostedt by Chairman Scanlan. Discussion held regarding houses not having proper identification on a private drive with more than one house down that private drive. Will follow up discussion at monthly town board meetings for ideas on how to get the word out to town residents.

ARPA UPDATE: Chair informed those in attendance that we are following the reporting guidelines for ARPA and update monthly at the town board meetings. Our Oconto Sanitary District #1 will be using some of these ARPA dollars for upgrade of the sanitary manholes, etc. Balance of ARPA funding will be used on road improvement in Town of Oconto.

Chairman reported on the BIL grant application. Currently submitting 3 road projects. These are higher cost projects that will require engineering and is all done in cooperation with the State of Wisconsin D.O.T. who will also administer the projects. Will be using a TRI grant of \$19,695 for work on Delcore Road.

Request for Donation received from OCEDC. Discussion held. Motion by T. Bitters, 2<sup>nd</sup> by D. VanderVelden to donation \$500 to OCEDC as they do a great job in promoting Oconto County and this money will help with their marketing efforts. M/C 12 ayes, 0 nays. Praise was given to both Samantha Boucher and Jayme Sellen for their hard work and dedication.

Clerk read request from Oconto County Youth Fair for donation request. No action taken.

Library apportionment discussion held. Handouts given with dollar amounts paid for last 4 years. Chairman to call Tom Nelson and see what Outagamie County did in regard to Brown County Library billing. When inquired at county level, was told to consider writing to legislators to get the law changed.

Recycling Center Spring clean-up. Clerk will call GFL Environmental and have a third dumpster at recycling center for two weekends in May. May 13 and May 20.

Dave VanderVelden asked about insurance coverage if a town worker uses private vehicle to go out on a job (tree down, storm damage, etc.) and gets vehicle damage or has accident. Also about liability when using personal chain saw, etc. Clerk to contact WTA corporate counsel and/or Rural Mutual with these concerns.

Next Annual meeting will be held on. THIRD Tuesday in April which is April 18, 2023, at 7:00pm at the Town of Oconto Town Hall.

Motion made by P. Pansier, 2<sup>nd</sup> by T. Bitters to adjourn at 9:25 p.m. M/C. 12 ayes, 0 nays. M/C.

Respectfully Submitted,  
Clerk, Lori Scanlan  
Chairman, Patrick Scanlan  
Supervisor I Paul Pansier  
Supervisor II Chad Van Hulle  
Treasurer Mandy Leonard

**FINANCIAL REPORT OF THE TOWN OF OCONTO  
BOARD OF AUDIT Y/E 12/31/2022**

Cash on Hand, January 1, 2022      \$ 93,697.89  
Cash on Hand, December 31, 2022    \$ 49,322.94

MONTH	DEPOSITS	ORDERS
<b>2022</b>		
JANUARY	170,504.72	29,129.88
FEBRUARY	74,650.65	89,966.87
MARCH	9,553.97	45,742.26
APRIL	56,688.25	14,252.37
MAY	975.75	30,478.59
JUNE	73,407.85	30,046.58
JULY	52,598.28	21,712.87
AUGUST	74,847.63	18,366.84
SEPTEMBER	629.75	103,256.94
OCTOBER	39,049.55	9,892.19
NOVEMBER	51,426.82	18,122.41
DECEMBER	445.04	238,185.41
<b>TOTALS</b>	<b>604,778.26</b>	<b>649,153.21</b>

**CASH BALANCE SUMMARY REPORT  
1-1-22 through 12-31-22**

Balance (checkbook) 1-1-22	\$ 93,697.89
Total of recorded receipts:	\$604,778.26
Total of recorded checks:	\$ 649,153.21
Balance on 12-31-22	\$ 49,322.94
ARPA Restricted funds	\$ USED
Total <b>unrestricted</b> checkbook on 12-31-22	\$ 49,322.94

**STEPHENSON TAX ACCOUNT**

Beginning balance 1-1-22	\$1,044,007.76
Deposits	\$1,223,931.59
Withdrawals	\$1,661,347.43
Ending balance 12-31-22	\$ 606,591.92

We, the Town Board of Audit, of the Town of Oconto, examined the books of the Clerk and the Treasurer, of the Town of Oconto, for the period January 1, 2022 through December 31, 2022 and find same to balance. Dated this 9th day of January 2023.

## **COMPREHENSIVE PLANNING COMMITTEE**

The Comprehensive Planning Committee's board consists of: Chairman Tom Bitters, Vice Chair David Vandervelden. Committee Members: Doug Schroeder, Jerry Peters and Lori Scanlan. The Comprehensive Planning Committee met 6 times during the year 2021

January 24, 2022	Rezone CSM/rezone	VanderVelden Lepak/Ness
March 28, 2022	Rezone Rezone Rezone Rezone	Smet L & M Investments Jicha Ihde
May 23, 2022	Rezone Appointment of members	Lepak/Ness
July 25, 2022	Rezone/Conditional Use Resignation of David VanderVelden.	Martin Thank you Dave for your years of dedicated service to the Town of Oconto.

Comprehensive Planning Committee meets the last Monday of the month should there be CSM/Rezoning/Conditional use requests submitted. This meeting is open to the public and is held at 6 pm at the Town of Oconto Town Hall, 6120 Cream City Road, Oconto, WI 54153. All meeting notices posted at least 48 hours before meeting.

## **Town of Oconto Sanitary District #1**

It was a very busy year! Televising was done along County S, N, and NN by Great Lakes. Eight of the 13 manholes were relined with 5 more to go. The Frog Pond Lift Station was on our list to be sandblasted and then have an epoxy coating, but it was found to be deteriorating (it went from 9" walls to 6"). This resulted in the walls having to be repaired before epoxy could be done. After a few hiccups, the work was completed with the help of Great Lakes, Sable, Tenor, and Visu-Sewer Contractors. ARPA grant money (\$70,598.94) was used to offset these capital costs. Our system is aging and upgrades involving capital expenditure (money) are needed to keep the system up to date.

Rates will be raised this coming year from \$107.00 to \$115.00 per quarter as rates have not been raised for many years, and the way the economy is going, it's needed to cover future expenses as they arise.

Right now fiber optic, new gas lines, and electrical (WPS) work is coming. If you see people walking around and measuring, know they are doing this as contractors who were hired to get this work completed. The work for the gas/electric will be starting in 2025, if not before. Fiber optic is being installed now. Excel is working on finding line we were unable to locate as part of the sewer district.

Kim McDonald, Chair

## 2023 TAX ROLL

STATE	0
COUNTY	658,478
SANITARY DISTRICT #1	14,478
TOWN	288,827
LENA SCHOOL DISTRICT	158,130
OCONTO SCHOOL DISTRICT	1,152,636
NWTC	101,496
MANAGED FOREST LANDS	11,999
SPECIAL ASSESSMENTS	9,653
<b>TOTAL</b>	<b>2,237,725.13</b>

## SUMMARY OF BUDGET FOR 2023

EXPENDITURES	\$	REVENUES	\$
General Government	151,974	State Shared Revenue	59,732
Public Safety	72,026	Highway Aid	154,252
Transportation	255,000	Licenses Issued	950
Payroll taxes	16,000	Other	18,028
<b>Total</b>	<b>495,000</b>	<b>Total</b>	<b>232,962</b>

## 2023

Total Anticipated Revenue	232,962
Total Anticipated Cash on Hand (1-1-23)	22,296
2023 Town Tax(proposed)	288,827
Total (Revenue)	544,085
Total Anticipated Expenditures	495,000
Total (Estimated) Balance as of 12-31-23	49,085
<b>LESS ARPA RESTRICTED FUNDS</b>	<b>0</b>
ACTUAL ESTIMATED BALANCE 12-31-23	49,085

BUDGET COMPARISONS:	2021	2022	2023	% CHANGE
Expenditures	630,136	544,868	495,000	-9.20
Revenue & Surplus(checking)	360,550	431,012	255,258	-40.80
Property Tax for Town	274,614	283,985	288,827	1.70
<b>LESS ARPA FUNDS</b>		141,198	0	
Total Balance	5,028	28,931	49,085	

Town CHECKING (Stephenson National Bank) Balance (actual) as of 12-31-2022 \$

## Loans: Board of Commissioners of Public Lands

**NEW TOWN HALL BUILDING:** November 2012: Loan Amount: \$ 300,000.00

Payment: 2-03-14	\$ 23,223.74
Payment: 2-02-15	\$ 23,223.74
Payment 2-01-16	\$ 23,223.74
Payment 2-06-17	\$ 23,223.74
Payment 2-12-18	\$ 23,223.74
Payment 2-04-19	\$ 23,223.74
Payment 2-17-20	\$ 23,223.74
Payment 2-8-21	\$ 23,223.74
Payment 2-14-22	\$ 23,223.74
Balance remaining:	\$172,646.92