# Action                                                               Presenter
1. Call to order
   1a) Establish quorum
   1b) Committee will receive public comment not related to agenda items. Chair
2. Consent calendar – Discuss and take action on:
   2a) Establish and approve agenda
   2b) Approve minutes of Oct. 7th, 2019
   2c) Treasurer’s report on previous months finance activities and fund balances
   2d) Out of state travel/training request for Human Services staff members-2nd Annual PTACC conference; Nov. 10-13, 2019; Ponte Vedra Beach, FL Members
3. *Discuss/Take action to increase deductibles for property insurance effective Jan. 1, 2020 Kinneman/ Matthys
4. Discuss/Take action to sell, transfer, or retain 35 shares of common stock owned by Pierce County in Resolute Forest Products, Inc., formerly named Abitibibowater, Inc. Solid Waste/Recycling
5. Discuss/Take action on Resolution 19-XX to Conduct Countywide Advisory Referendum on the Creation of a Nonpartisan Procedure for the Preparation of Legislative & Congressional Redistricting Plans & Maps R. Wood/P. Lugar
6. Discuss/Take action on Resolution No. 19-XX to pay Claims for Listing Dogs J. Feuerhelm
7. Discuss/Take action on Resolution No. 19-XX to pay Claims for Care of Soldiers’ Graves J. Feuerhelm
8. Discuss/Take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth B. Lawrence
9. *Committee will convene into closed session pursuant to:
   1. §19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and
   2. §19.85(1)(f) Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations;
   3. §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:
   For the purpose of preliminary consideration of potential personnel disciplinary matter and possible options for resolution and consultation with counsel regarding the same. CLOSED SESSION
10. Committee will return to open session and take action on closed session item, if required OPEN SESSION
11. Future agenda items Members
12. Next meeting date (First Monday: Dec. 2nd) Members
13. Adjourn Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273-6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

*Revised 10/31/19 > 9:17 a.m. jrf (10/25/19)

Fnpa 11-04-19
1) **Meeting Convened.**  
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present.**  
A quorum was established acknowledging 7 members present.  
Members present:  
- Jon Aubart, District #3  
- Michael Kahlow, District #6  
- Scott Bjork, District #7  
- Dan Reis, District #13

Absent/Excused:  
Also present: Rod Gilles-Dist. #10, Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Julie Brickner-Finance Director, Tami Billeter-Asst. Finance Director, Kathy Fuchs-Treasurer, Julie Hines-Register of Deeds, Ron Schmidt-Human Services Director, Jerry Forss-Maintenance Supervisor, Nancy Hove-Sheriff, Steve Albarado-Chief Deputy Sheriff, Janet Huppert-IS Director, Becky Johnson-Finance, Sue Gerdes-Hwy Dept., Kristen Bruder-UW Extension, Jonathan Sherwood-Auditor, Joe Folsom-PCEDC, Michael Fronmueller-PCEDC, Rachel Helgeson-Press/Republican Eagle.

1b) **Public Comment.**  
None.

2a-c) **Consent Calendar.**  
Motion by J. Kosin/S. Bjork to approve agenda as presented, minutes of Sept. 9, 2019, & Treasurer’s report as presented; motion carried unanimously.

3) **Present & review 2020 department & agency budgets with independent auditor**  
J. Sherwood presented review of 2020 County Budget explaining that it was currently under the State allowable limit for increase.

4) **Discuss/Take action to revise title, job description & pay grade for Programs Associate (Ellsworth Office) & adjust Public Health Staffing Plan**  
A. Preble explained that the duties & daily activities for this particular position did not match the job description so changes were made. With the changes made a change in class to Grade F was also recommended. Motion by J. Aubart/S. Bjork to approve & authorize revision of title of Environmental Health Clerk to Programs Associate, change pay scale to Grade F, & revise Public Health Staffing Plan; motion carried unanimously.

5) **Discuss/Take action on Resolution 19-XX to Authorize Cancellation of Outstanding**
County Orders

Treasurer K. Fuchs explained that this type of resolution is addressed every year & is mandatory by Statute. It includes any checks issued by the County two or more years ago. She added that the list was shorter this year because the Office was more diligent in pursuing those checks that were not cashed or deposited. Motion by M. Kahlow/J. Kosin to accept outlawed check list & approve corresponding resolution to authorize the cancellation thereof; motion carried unanimously.

6) **Discuss/Take action to approve first installment tax payment contracts for 2019 & 2020 property taxes for municipalities**

Treasurer K. Fuchs explained that the Treasurer’s Office currently does collection for five municipalities under a former two year agreement. She indicated that these municipalities were very interested in continuing that partnership & agreement. Motion by D. Reis/S. Bjork to approve & authorize execution of new two year agreements &/or contracts for the collection of first installment property taxes; motion carried unanimously.

7) **Discuss/Take action on Resolution to Authorize New Position requests for 2020**

AC J. Matthey explained new positions being requested & total cost to the County. Motion by J. Aubart/D. Reis to approve the annual resolution supporting the specific positions being requested for 2020 as presented; motion carried unanimously.

8) **Discuss/Take action on 2020 budget recommendations to the County Board**

AC J. Matthey explained that budgets submitted for 2020 equated to be $90,294 under the allowable tax levy increase restricted by the State. Equalized values increased from 1.33% the previous year to 1.929% the current year. The County Board already committed to & approved developing a budget based on the maximum allowable levy limit. He suggested the funds be divided as such: 1) Additional .25% cost of living adjustment for non-represented employees to a total of 1.5%; $31,394. 2) Increase Leave Liability Fund $12,400. 3) Purchase of Veterans transport van; $46,500. He added that the second suggestion was initially requested in 2020 budget requests but later removed. This would allow them to account for in the budget. Motion by J. Aubart/S. Bjork to approve 2020 Budget recommendations as presented by Administrative Coordinator explained above; motion carried unanimously.

9) **Discuss/Take action to Establish 2020 Salaries and Benefits for Designated Employees**

AC J. Matthey explained that the Human Resources Manager conducted an informal poll of what other Counties have been paying for Cost of Living Adjustments (COLA) in Wisconsin. The average was roughly 2% & the past several years Pierce County has allowed a 1.25% increase. The recommendation for 2020 was a 1.5% increase. Motion by M. Kahlow/D. Reis to approve a 1.5% increase along with resolution establishing those salaries & benefits for designated employees; motion carried unanimously.

10) **Discuss/Take action to Approve 2020 Tax Levy & Budget**

Finance Director J. Brickner explained the resolution to establish the 2020 Budget. She indicated that the Operating Levy would be $16,155,611; Debt Service of bonds $3,240,988; County Library $476,707; & County Aid for bridges $200,000; for a total of $20,073,306. Motion by D. Reis/S. Bjork to approve 2020 Tax Levy & Budget as presented in resolution; motion carried unanimously.

11) **CLOSED SESSION**

Motion by J. Aubart/D. Reis to convene into closed session at 4:34 p.m. pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Consideration of a bonus for exemplary work performed by a represented Sheriff’s Office employee on an extended work assignment. Motion carried unanimously by roll call vote.

12) **OPEN SESSION**
Committee returned to open session at 4:41 p.m. by motion of D. Reis/M. Kahlow; motion carried unanimously by roll call vote. 
Motion by J. Aubart/M. Kahlow to approve side letter as presented with a payment of $5000 to be funded from Sheriff’s Dept. budget; motion carried unanimously.

13) **Future Agenda Items**
   - None presented

14) **Next Meeting Date**
Next meeting set for Nov. 4th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

15) **Adjournment**
Meeting adjourned at 4:43 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# Finance and Personnel Committee Meeting Agenda

**Monday, October 7, 2019 – 4:00 p.m.**  
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

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A quorum of County Board supervisors may be present.  

jrf (09/19/19)
1) **Meeting Convened.**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present.**
A quorum was established acknowledging 7 members present.

Members present:
- Jon Aubart District #3
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13

Absence/Excused:
- Also present: Paula Lugar-Dist. #9, Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Tami Billeter-Asst. Finance Director, Kathy Fuchs-Treasurer, Julie Hines-Register of Deeds, Ron Schmidt-Human Services Director, John Worsing-Medical Examiner, Chris Tuenge-Human Services, Jerry Forss-Maintenance Supervisor, Steve Albarado-Chief Deputy Sheriff, Gary Brown-Emergency Management Director, Paul Seeling-Gateway Publishing, John McLoone-Prescott Journal

1b) **Public Comment.**
None.

2a-e) **Consent Calendar.**
Motion by S. Bjork/M. Kahlow to approve agenda as presented, minutes of Aug. 5, 2019, Treasurer’s report as presented, & travel requests for UW-Extension; motion carried unanimously.

3) **Discuss/Take action on Land Conservation Computer Program Specialist position description & position title**
A. Preble explained that the position has changed significantly since it was last filled. LC Director Rod Webb requested position description & title be revised to reflect those changes. Motion by B. Schroeder/S. Bjork to approve revised position description & change in title for Land Conservation Computer Program Specialist in the amount of $46,000; motion carried unanimously.

4) **Discuss/Take action on 2020 Security Fund Budget**
EM Director G. Brown presented 2020 budget for Security Fund & reviewed projects anticipated to be addressed in 2020. He indicated that the Court Security Workgroup met & approved the proposed budget to include an IP Cell Communicator. Motion by D. Reis/M. Kahlow to approve 2020 Security Fund Budget; motion carried unanimously.

5) **Discuss/Take action on Resolution No. 19-XX Adopting the pierce County all Hazards**
Mitigation Plan
EM Director G. Brown explained that the County needs to have a Mitigation Plan in place to be eligible for certain grant funds. He added that the plan needs to be updated every five years & the last time Pierce County adopted a plan was in 2014. Motion by J. Kosin/J. Aubart to approve resolution adopting the Pierce County all hazards mitigation plan; motion carried unanimously.

6) Discuss/Take action on Resolution No. 19-XX Amend Compensation for Deputy Medical Examiners
ME J. Worsing indicated that the last time compensation was adjusted for Deputy ME’s was back in 2006. Working with Human Resources an updated compensation plan was drafted researching other counties for their level of compensation for the same position. That suggested plan is being submitted via resolution. Motion by J. Aubart/J. Kosin to approve resolution to amend compensation for Deputy Medical Examiners; motion carried unanimously.

7) Discuss/Take action to approve position modification to address current Office Assistant position performing WHEAP(Energy Assistance) Program services
HR Manager A. Preble explained that compared to other administrative assistant positions this particular position differs considerably & should be modified to reflect the additional duties & responsibilities. Motion by J. Aubart/S. Bjork to approve 1.0 FTE position modification to Office Assistant position performing WHEAP (Energy Assistance) program services & place position at Carlson/Dettman Grade F; motion carried unanimously.

8) Discuss/Take action on Resolution No. 19-XX Amend Personnel Policy Youth & Families On-call Compensation
HS Director R. Schmidt explained that the on-call compensation for this position have not changed in 20 years & is suggesting the revisions in accompanying resolution to be competitive, or at least similar to surrounding counties. Motion by D. Reis/J. Aubart to approve resolution to amend Personnel Policy for Children Youth & Family on-call compensation to $2.00/weekday hours covered & $2.25/weekend hours covered, & $3.75/holiday hours covered; motion carried unanimously.

9) Discuss/Take action on repurposing some of the former jail excess equipment
Maintenance Supervisor J. Forss explained that he previously received authorization to offer this equipment for sale on the State’s auction website. He indicated that some of the items that were not sold could be used to update the equipment in the County’s fair booth & requested to remove them from the auction site & use them there. Supervisor S. Bjork stated that he thought the equipment would likely sell for very little anyway & the County should keep it if they find a need for it. Motion by D. Reis/S. Bjork to remove the items that are usable at the fair food stand from the auction site & authorize to use at the County’s fair stand; motion carried unanimously.

10) Discuss/Take action on Law Enforcement Facility waterway project & identify funding source as the Jail/Sheriff’s Dept. Building Project Fund
Maintenance Supervisor J. Forss explained that he previously had this project approved to be funded through the Jail/Sheriff’s Dept. Building Project Fund but later discovered that this fund had already been closed out & was not available to fund any more projects. He requested to take the issue back to the Building Committee to research a new funding source. Committee so directed Mr. Forss to do so. No action taken.

11) Discuss/Take action on consideration of Pierce County’s official newspaper of publication
Corp Counsel B. Lawrence explained that the County does not need to select or assign an official newspaper because the Wisconsin Statutes indicate that counties under the population of 250,000 do not need to do so. Despite that it was not required; the County had named an official newspaper in the past. Written communication was received from the Republican Eagle specifying the details showing that even though they have merged, they have all the proper State authorization required by law to be named as an official newspaper in Wisconsin. He added that the laws have changed.
since 2015 & the County may post notices at one public location & post on the County’s website to meet the public notice requirements. Corp Counsel also indicated that the County could remain status quo utilizing the Republican Eagle as the official newspaper, but that consideration should be given to using the new legal method of posting to the County’s website as the official method of legal publication in addition to utilizing the newspaper publication on a voluntary basis. Paul Seeling-Editor of Gateway Publishing & John McLoone-Editor of Prescott Journal expressed concern that the former Pierce County Herald has merged into the Republican Eagle which is published out of Red Wing, Minnesota. They questioned the legality of using an out of state publication as the main source for notices. They indicated that they are waiting on a more definitive response from Wisconsin’s Dept. of Administration. They also expressed that they felt it was very important that notices still be published because there are people who don’t have computers or maybe not be knowledgeable enough to find the notices at the County’s website. Chairman J. Holst stated that until further direction &/or opinions are received from the State, the County will continue its current practice. No action taken.

12) **Discuss/Take action to create a Community Development ADHOC committee to address the CDBG-RLF program closeout**

AC J. Matthys explained that HUD had approved the closeout of the CDBG-RLF program & therefore the County has until Jan. 31, 2021 to close out existing CDBG loans & submit an application to the Dept. of Administration for funding of appropriate & allowable projects. Forming a Community Development ADHOC to complete these tasks was suggested. The recommended membership of this ADHOC committee would be the existing Revolving Loan Fund Committee & three additional persons which would include representatives from real estate, labor community & one LMI member residing in Pierce County. Motion by J. Aubart/J. Kosin to approve the creation of a Community Development Committee to address the CDBG-RLF closeout; motion carried unanimously.

13) **Discuss update regarding 2016 Jail & Sheriff’s Dept. facility bond audit**

AC J. Matthys explained that on Aug. 20, 2019 Pierce County was notified by the IRS indicating their intent to conduct an audit of the 2016 General Obligation Facility Bonds. He indicated that staff is working cooperatively with the IRS auditor assigned & have timely communication with bond counsel. Further updates will be provided as the audit progresses or is completed.

14) **CLOSED SESSION**

Motion by S. Bjork/D. Reis to convene in closed session at 4:43 p.m. pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Consideration of a bonus for exemplary work performed by a represented Sheriff's Office employee on an extended work assignment. Motion carried unanimously by roll call vote.

15) **OPEN SESSION**

Committee returned to open session at 4:58 p.m. by motion of S. Bjork/D. Reis; motion carried unanimously by roll call vote. No action taken.

16) **Future Agenda Items**

- Department Budgets
- Revised title & position description for Public Health Programs Associate

17) **Next Meeting Date**

Next meeting set for Oct. 7th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

18) **Adjournment**

Meeting adjourned at 5:00 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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A quorum of County Board supervisors may be present.  

jrf (08/29/19)

Fnpra 09-09-19
1) **Meeting Convened.**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present.**
A quorum was established acknowledging 6 members present; 1 excused.

Members present:
- Jon Aubart  District #3
- Scott Bjork  District #7
- Dan Reis  District #13
- Bill Schroeder  District #14
- Jerry Kosin  District #15
- Jeff Holst  District #16

Absent/Excused:  Michael Kahlow  District #6


1b) **Public Comment.**
None.

2a-d) **Consent Calendar.**
Chair J. Holst stated that agenda item #4 was being withdrawn at this time. Motion by J. Kosin/S. Bjork to approve agenda as amended, minutes of July 8, 2019, Treasurer’s report as presented, & travel request for Public Health; motion carried unanimously.

3) **Discuss/Take action on Employee Assistance Program RFP**
R. McCree-CBiz gave brief review of vendors bidding on EAP for Pierce County with five vendors presenting bids; one of those deemed not competitive. A finalist presentation was conducted with Empathia/Life Matters & Preferred One. She indicated that CBIZ is proposing Empathia/Life Matters. Motion by J. Aubart/S. Bjork to approve Empathia/Life Matters to provide the Employee Assistance Program for Pierce County employees effective Jan. 1, 2020; motion carried unanimously.

4) **Discuss/Take action to revise title, job description & pay grade for Programs Associate-Ellsworth Office & adjust PH staffing plan**
Chair J. Holst indicted this item would not be addressed at this time pursuant to action taken in Item #2.

5) **Discuss/Take action to approve expenditure of funds from non-lapsing account for repairs to Bay City #1 flood control structure**
R. Webb explained that the Land Conservation Dept. maintains several flood control dams throughout the County & the Bay City #1 control structure was in need of repairs to the principle spillway pipe. The request was to use funds from the PL 566 Watershed Maintenance line item to address the repairs needed. Motion by D. Reis/J. Kosin to approve & authorize expenditure of $10,419 from the non-lapsing PL 566 Watershed Maintenance account for repairs to the Bay City #1 flood control structure; motion carried unanimously.

6) **Discuss/Take action on Resolution No. 19-XX Continuance of Pierce County Housing CDBG RLF Program**

Corpor Counsel B. Lawrence stated that this program is administered by Cedar Corporation & introduced Lynn McIntyre representing Cedar Corp. She explained that if the County decided not to continue in the program funds remaining would need to be returned to the State of Wisconsin. Motion by D. Reis/B. Schroeder to approve resolution for the County to continue with the Housing CDBG RLF Program & forward to the County Board; motion carried unanimously.

7) **Discuss/Take action to carry-over 2019 Veterans’ van donations to 2020 Veterans’ Service Office Budget**

VS Officer D. Till explained that the Veterans’ Service Office received donations for a transportation van from various organizations in 2019 & desired to purchase the van in 2020, thus requesting those funds be moved to that budget year. Motion by J. Kosin/S. Bjork to approve the carry-over of 2019 donations in the Veterans’ transportation program to purchase a new van to the 2020 Budget year; motion carried unanimously.

8) **Discuss/Take action on Resolution 19-XX to Amend Personnel Policy to Increase Pay for Temporary Highway Foremen & Equipment Operators**

Hwy Commissioner C. Johnson explained that the Dept. has five foremen to supervise the shop, grading, crushing, bridge, & paving crews. He added that sometimes a temporary foreman is needed when one of the aforementioned foremen are absent to carry on with the work needed to be done for that day. Language was created in the Personnel Policy to accommodate such issues but was last done in 2014 & needed to be updated to more appropriately compensate those individuals performing those duties. The recommendation is to compensate workers when filling in for Highway Foreman to receive an additional $2.00/hr. on top of their current rate of pay for hours worked that day. Also, when operating equipment above current classification Highway Dept. workers shall receive an additional $0.75/hr. on top of their current rate of pay when operating that equipment for at least four hours during that work day. Motion by B. Schroeder/S. Bjork to approve resolution to amend Personnel Policy to increase pay for temporary Highway Dept. foremen & equipment operators; motion carried unanimously.

9) **Discuss/Take action on changes to Highway Dept. job descriptions & pay grades**

Hwy Commissioner C. Johnson explained that the Dept. currently has five classes of hourly workers, not including temporary summer help. The Dept. desires to change some of the job descriptions & reduce the number of classes to three to help increase management flexibility when assigning tasks, increase desire of workers to obtain promotions to higher classes & simplify payroll administration. Class changes were described as follows: employees currently in G and G/H would be assigned to H (Operator I) and employees currently in H would be assigned to I (Operator II) and employees currently in I would remain in I but fall under the Operator II job description. Employees currently on Grade J would remain unchanged. Motion by B. Schroeder/J. Aubart to approve the change to job descriptions & pay scales as presented effective Jan. 1, 2020; motion carried unanimously.

10) **Discuss/Take action to approve update of Schedule D Life Cycle contract with Fidlar Technologies**

ROD J. Hines explained that the Dept. currently has three year contract with Fidlar Tech & they are requesting an update to Schedule D Remote Access Products & Community Service Products relating to
Tapestry credits, giving the County the option to use these credits monthly to apply to billing fees or have payments made to the County. Motion by B. Schroeder/J. Kosin to approve & authorize signing of updated Schedule D Remote Access Products Community Service Products with Fidlar Technologies for applying Tapestry credits to Laredo fees monthly & refund overages to Pierce County by check; motion carried unanimously.

11) **Discuss/Take action on 2020 Budgets:**
11a) Corporation Counsel: B. Lawrence reviewed budget proposal with Committee indicating that it was down approx. 1% from previous year due to recent changes in personnel costs. Motion by J. Aubart/B. Schroeder to approve 2020 Budget proposal of the Corporation Counsel Office as presented; motion carried unanimously.
11b) County Clerk: J. Feuerhelm reviewed budget proposal with Committee indicating that the budget increased significantly because of the costs for possibly four elections in 2020. He added that health insurance costs decreased slightly. Motion by J. Kosin/B. Schroeder to approve 2020 Budget proposal of the County Clerk’s Office to include Library funding reimbursement at 80% for “in County” libraries, 70% for others; motion carried unanimously.
11c) Register of Deeds: J. Hines reviewed budget proposal & indicated that revenue would likely be similar to previous years. Motion by J. Aubart/J. Kosin to approve 2020 Budget proposal of the Register of Deeds Office as presented; motion carried unanimously.
11d) Treasurer: K. Fuchs reviewed budget proposal with Committee indicating that it was similar to last year but that she increased revenue projections to better reflect more recent returns on the County’s investments. Motion by D. J. Aubart/B. Schroeder to approve 2020 Budget proposal of the Treasurer’s Office as presented; motion carried unanimously.

12) **Discuss/Take action on 2020 Budgets:**
12a) County Board
12b) Codifications of Ordinances
12c) Other Legal-Negotiations
12d) Administration
12e) Human Resources
12f) Other General Admin.-Postage
12g) Indirect Cost Study
12h) Independent Accounting & Auditing
12i) Insurance
12j) Cafeteria Insurance
12k) Leave Liability
12l) Debt Service
12m) West Cap

Assistant Finance Director T. Billeter reviewed all the above budgets with the Committee noting small changes. Motion by J. Aubart/S. Bjork to approve 2020 Budget proposals for items 12a through 12m as presented; motion carried unanimously.

13) **Discuss/Take action to transfer funds from General &/or Contingency Fund to 2019 Emergency Management Budget to renew software agreement for County building access**

EM Director G. Brown explained that the current contract expires in August of 2019 & would need to be renewed in the event technicians needed to be called to service for any of the campus buildings to include the new Sheriff’s Dept. & Jail Facility. Motion by J. Aubart/B. Schroeder to approve renewal of two year contract with Stanley Security Solutions, Inc. & transfer of $7,695.79 from the Contingency Fund to 2019 Emergency Management Budget to fund transaction; motion carried unanimously.

14) **CLOSED SESSION**

Motion by S. Bjork/D. Reis to convene in closed session at 4:36 p.m. pursuant to §19.85(1),(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to §19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Purchase of quarry property in the
Towns of El Paso & Salem. Motion carried unanimously by roll call vote.

15) **OPEN SESSION**
Committee returned to open session at 4:55 p.m. by motion of J. Aubart/S. Bjork; motion carried unanimously by roll call vote.
Motion by J. Aubart/D. Reis to approve purchase of the Bisel property of approx. 150 acres located in the Towns of El Paso & Salem with a street address of @ W4420 U.S. Highway 10, for the sum of $1,070,000; motion carried unanimously.

16) **Discuss/Take action on Resolution No. 19-XX To Transfer funds from General Fund to Highway Dept. budget to purchase quarry property**
Committee reviewed resolution pertaining to the purchase of property from previous agenda item. Motion by J. Aubart/J. Kosin to approve resolution to transfer funds from General Fund to Highway Dept. budget to purchase quarry property; motion carried unanimously.

17) **CLOSED SESSION**
Motion by S. Bjork/D. Reis to convene in closed session at 4:57 p.m. pursuant to §19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update. Motion carried unanimously by roll call vote.

18) **OPEN SESSION**
Committee returned to open session at 5:07 p.m. by motion of J. Aubart/D. Reis; motion carried unanimously by roll call vote. No action taken.

19) **Future Agenda Items**
- None presented at this time.

20) **Next Meeting Date**
Next meeting set for September 9th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

21) **Adjournment**
Meeting adjourned at 5:11 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
### REVISED COUNTY

**PIERCE COUNTY**

**FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**

**Monday, August 5, 2019 – 4:00 p.m.**

**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

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<th>Action</th>
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| 1. | Call to order  
1a) Establish quorum  
1b) Committee will receive public comment not related to agenda items. | Chair |
| 2. | Consent calendar – Discuss and take action on:  
2a) Establish and approve agenda  
2b) Approve minutes of July 8, 2019  
2c) Treasurer’s report on previous months finance activities & fund balances  
2d) Out of state travel/training request for Public Health Specialist – Point of dispensing training; Anniston, AL; Aug. 25-31 | Members |
| 3. | Discuss/Take action on Employee Assistance Program RFP | CBIZ/HR |
| 4. | Discuss/Take action to revise title, job description & pay grade for Programs Associate-Ellsworth Office & adjust PH staffing plan | A. Snyder |
| 5. | Discuss/Take action to approve expenditure of funds from non-lapsing account for repairs to Bay City #1 flood control structure | R. Webb |
| 6. | Discuss/Take action on Resolution No. 19-XX Continuance of Pierce County Housing CDBG RLF Program | B. Lawrence |
| 7. | *Discuss/Take action to carry-over 2019 Veterans’ van donations to 2020 Veterans’ Service Office Budget | D. Till |
| 8. | *Discuss/Take action on Resolution 19-XX to Amend Personnel Policy to Increase Pay for Temporary Highway Foremen & Equipment Operators | C. Johnson |
| 9. | *Discuss/Take action on changes to Highway Dept. job descriptions & pay grades | C. Johnson |
| 10. | Discuss/Take action to approve update of Schedule D Life Cycle contract with Fidlar Technologies | J. Hines |
| 11. | Discuss/Take action on 2020 Budgets:  
11a) Corporation Counsel  
11b) County Clerk  
11c) Register of Deeds  
11d) Treasurer | B. Lawrence  
J. Feuerhelm  
J. Hines  
K. Fuchs |
| 12. | Discuss/Take action on 2020 Budgets:  
12a) County Board  
12b) Codifications of Ordinances  
12c) Other Legal-Negotiations  
12d) Administration  
12e) Human Resources  
12f) Other General Admin.-Postage  
12g) Indirect Cost Study | 12h) Independent Accounting & Auditing  
12i) Insurance  
12j) Cafeteria Insurance  
12k) Leave Liability  
12l) Debt Service  
12m) West Cap | Jason Matthys/Julie Brickner |
| 13. | **Discuss/Take action to transfer funds from General &/or Contingency Fund to 2019 Emergency Management Budget to renew software agreement for County building access** | G. Brown |
| 14. | Committee will convene into closed session pursuant to Sec. 19.85(1) (e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session: | CLOSED SESSION |

Fnpra 08-05-19
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<td>15.</td>
<td>Committee will return to open session and take action on closed session item, if required</td>
<td>OPEN SESSION</td>
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<td>16.</td>
<td>Discuss/Take action on Resolution No. 19-XX To Transfer funds from General Fund to Highway Dept. budget to purchase quarry property</td>
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<td>19.</td>
<td>Future agenda items</td>
<td>Members</td>
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<td>20.</td>
<td>Next meeting date (Second Monday: Tues. Sept. 9th)</td>
<td>Members</td>
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<td>21.</td>
<td>Adjourn</td>
<td>Members</td>
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Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

*jrf (07/19/19)*

*Revised 7/31/2019 > 12:00 p.m.*

**Revised 7/31/2019 > 3:29 p.m.**
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 6 members present; 1 absent/excused.

Members present:
- Jon Aubart District #3
- Mike Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: Bill Schroeder; District #14

Also present: Neil Gulbranson-Dist. #11, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Julie Brickner-Finance Director, Tami Billette-Unified Finance, Kathy Fuchs-Treasurer, Becky Johnson-Unified Finance, Ron Schmidt-HS Director, Ayslinn Snyder-PH Director, Steve Albarado-Chief Deputy Sheriff, Carol DeWolf-Probate/Juvenile Court, Rhonda Burish-On Q Solutions, Wanda Kinneman-Insurance Coordinator, Ramona McCree-CBiz, Julie Hines-Register of Deeds, Jerry Forss-Maintenance Supervisor, Janet Huppert-IS Director, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment**
None.

2a-e) **Consent Calendar**
Motion by J. Kosin/D. Reis to approve consent calendar items 2a through 2e to include agenda, minutes of June 3rd, Treasurer’s report, & travel/training requests for Human Services staff, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action on 2020 Health Insurance Rates**
M. McCree-CBiz gave summary of current & projected rates. She indicated that the administration fee will remain at $25/employee/month, stop loss will increase 10%, aggregate stop loss will remain at $10,000/yr., & claim factors expected to increase by 6.08%; for a total estimated cost increase of 6.5% or $303,100. Also that there would be no premium increase to employee or employer this year. Motion by M. Kahlow/J. Aubart to approve 2020 employee health insurance rates as presented (single $796; employee+child $1163; family, spouse+child $2543), effective Jan. 1, 2020; motion carried unanimously.

4) **Discuss/Take action on 2020 Dental Insurance Rates**
M. McCree-CBiz gave summary of current & projected rates. She indicated that rates will remain the same as last year to include the option for employee “buy-up” plan. She added that the company solicited a RFP for a new Employee Assistance Plan & has received some competitive quotes. Final presentations for the plan are scheduled for early July. Motion by M. Kahlow/J. Aubart to approve 2020 dental insurance rates as presented (Single $12.24; Family $30.68); motion carried unanimously.
5) **Discuss/Take action on 2020 New Personnel Requests**

J. Matthys explained that two of the 11 requests for new personnel are to be withdrawn. Those being Human Services Worker-CPS & Community Educator. Others were addressed as follows:

- **Operations Data Analyst:** J. Matthys explained that this position would analyze programs & data of the County’s operations & services & offer solutions or suggestions on how to operate more efficiently. Savings realized could readily offset the cost for the position. Motion by M. Kahlow/J. Aubart to approve new personnel request for Operations Data Analyst; motion carried unanimously.

- **Social Worker-CCS:** R. Schmidt explained the activities this position would be involved in with the CCS program & at no cost to the County because they would be reimbursed by the State. Start date to be January 1, 2020. Position will sunset if the State ceases to allocate funds for the program. Motion by D. Reis/J. Kosin to approve request for Social Worker-CCS with starting date of Jan. 1, 2020; motion carried unanimously.

- **Social Worker-CPS IA:** R. Schmidt explained the activities this position would be involved in with the CPS program & at no cost to the County because the State currently allocates funds for the program to include personnel costs. Position will sunset if the State ceases to allocate funds for the program. Motion by J. Aubart/D. Reis to approve request for Social Worker-CPS IA; motion carried unanimously.

- **Social Worker-CPS Ongoing:** R. Schmidt explained this position is the similar to the previous with some different duties. Position will sunset if the State ceases to allocate funds for the program. Motion by S. Bjork/D. Reis to approve request for Social Worker-CPS Ongoing; motion carried unanimously.

- **Deputy Register in Probate:** C. DeWolf explained that the request was to increase the hours of the deputy from .6 FTE to .8 FTE base on an eight hour day. She cited that the rising increase of juvenile cases to be the main reason for the request. She added that it has been difficult to keep this position filled due to the part time nature of the hours. Motion by S. Bjork/M. Kahlow to approve request for increase of hours for Deputy Register in Probate from .6 FTE to .8 FTE at a cost to County of $10,156; motion carried with 4 in favor & 2 opposed (J. Aubart, J. Holst).

- **Service Coordinator-Birth to Three:** J. Matthys explained that initially the cost to the County for the position would be $53,576, but upon further review & discussions with Public Health Director those costs could be absorbed within the Department budget due to changes or elimination of other positions. Motion by J. Aubart/D. Reis to approve request for Service Coordinator-Birth to Three at 0 additional cost to the County; motion carried unanimously.

- **Lead/Sergeant Dispatch:** S. Albarado explained that the request was to promote an officer to a supervisory position so that all shifts would have available guidance & supervision. J. Matthys indicated that he was not opposed to adding this position & the next, but expressed concern that these positions would not only be tasked with their regular duties, but asked to supervise their sections within the same time frame as well. Motion by D. Reis/J. Aubart to approve Lead/Sergeant Dispatch at additional cost to County of $3,590; motion carried unanimously.

- **Sergeant Patrol:** S. Albarado explained that this request was similar to the previous but within the Patrol section. Ultimately to promote an officer to a supervisory position so that all shifts would have available guidance & supervision. Motion by M. Kahlow/S. Bjork to approve Sergeant Patrol at additional cost to County of $4,200; motion carried unanimously.

6) **Discuss/Take action on the re-class of Highway Accounting Manager and Payroll Clerks to Accountants**
J. Brickner explained that with changes in the Finance Dept. current duties & job description for Highway Accounting Manager & Payroll Clerks were not as concise as they could be. The requested changes would remedy that issue. Motion by J. Aubart/S. Bjork to approve the re-class of the Highway Accounting Manager & Payroll Clerks position descriptions for employees in the Finance Dept. to non-exempt Accountants on the Carlson Dettmann Wage Schedule as Grade J, including supervision by the Assistant Finance Director effective Jan. 1, 2020; motion carried unanimously.

7) **Discuss/Take action to approve entering into an agreement with Northfield WiFi for space on the Ellsworth communications tower**

J. Matthys explained that was an increasing need for internet service at the Fairgrounds for vendors. Options were explored & proved to be costly to do so. A company called Northfield WiFi has expressed a willingness to provide wireless internet service at the Pierce Co. Fairgrounds at no cost to the County in exchange for space on the Ellsworth Communications Tower for their equipment to provide the service. The company would also provide the necessary equipment at the Fairgrounds & the maintenance thereof as part of the agreement. He added that people within an approximate 20 mile radius could be served & have access to the service at Northfield WiFi’s commercial rates. Motion by D. Reis/J. Aubart to approve entering into an agreement with Northfield WiFi, subject to review/approval of Corp. Counsel, for space on the Ellsworth Communications tower in exchange for wireless internet service at the Pierce Co. Fairgrounds, at no cost to the County; motion carried unanimously.

8) **Discuss/Take action to approve a County Employee Appreciation Day to be held in September, 2019 & identify funding source**

J. Matthys indicated that it was important to recognize efforts of County staff & Board Members & suggested hosting an event that brings the various departments & Board Members together to socialize & enjoy a luncheon provided by the County. He added that funds to host the event were available in the County Board budget. The event is tentatively set for September of 2019 at the Fairgrounds. Motion by J. Aubart/S. Bjork to approve a County employee Appreciation Day to take place from 11 a.m. to 1 p.m. on Friday, Sept. 14, 2019 at the Pierce County Fairgrounds. Funds to cover costs to come from County Board budget; motion carried unanimously.

9) **Discuss/Take action on Jail kitchen heating & cooling at LEC & identify funding source**

J. Forss briefly explained the heating issue in the jail kitchen. He indicated that whoever designed it likely had the hours of occupation just the opposite of how the jail kitchen works is being used today, which is primarily occupied 8 hours a day, & the design was more for operation 16 hrs./day & unoccupied 8 hrs./day. A proposal was presented to remedy the problem by Trane in the amount of $23,334. In discussions with AC J. Matthys the suggestion would be to use funds left in the Project Fund for the new Law Enforcement Center. Motion by J. Aubart/J. Kosin to approve the Jail kitchen heating/cooling proposal from TRANE in the amount of $23,334 and to fund this project from the Jail/Sheriff’s Dept. Building Project Fund; motion carried unanimously.

10) **Discuss/Take action on inter-department transfer of funds for exterior work on the Pierce Co. Office Building**

J. Forss explained that he received a qualifying bid for the exterior work on the PCOB from Cities Masonry Restoration for $126,920. He further explained that $74,942 was in the budget for the project & the remaining could come from two other line items within the Building Outlay account. Those suggested were boiler pipe chase PCOB-2015 ($6363) & Annex Remodeling ($47,000). He requested these two accounts be combined & transferred to the specific project fund to complete the project. Motion by M. Kahlow/D. Reis to approve transfer of funds from boiler pipe chase PCOB-2015, in the amount of $6363, & Annex Remodeling in the amount of $47,000 to PCOB exterior work project fund; motion carried unanimously.

11) **Discuss/Take action to award bid for Register of Deeds Scan Project**
J. Hines explained that the Dept. is seeking a scan vendor to convert paper land records & indexes to an electronic format, as well as military discharge records as a second additional option. She added that the RFP included an option for single or double inspection. She indicated that three bids were received but one did not meet the RFP requirements. Her recommendation was to include both scan projects (real estate records & military discharges), choosing the double inspection option, & to choose the lowest bidder. She concluded by indicating that the project was included in the 2019 Budget & sufficient funds were available to complete the project. The two qualifying bidders were as follows: On Q Solutions in the amount of $127,489.41; & Fidlar Technologies in the amount of $140,765.38. Motion by M. Kahlow/D. Reis to award bid for Register of Deeds scanning project to On Q Solutions in the amount of $127,489.41 & proceed with contract negotiations; motion carried unanimously.

12) **Future Agenda Items**
- 2020 Department Budgets

13) **Next Meeting Date**
Next regular meeting set for Aug. 5th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

14) **Adjournment**
Meeting adjourned at 5:24 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, July 8, 2019 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#  Action  Presenter
1.  Call to order  
1a) Establish quorum  
1b) Committee will receive public comment not related to agenda items.  Chair
2.  Consent calendar – Discuss and take action on:  Members
   2a) Establish and approve agenda  
   2b) Approve minutes of June 3, 2019  
   2c) Treasurer’s report on previous months finance activities and fund balances  
   2d) Out of state travel/training request for Human Services Mental Health Therapist-National Assoc. of Rural Mental Health Conference; Santa Fe, NM; Aug. 26-29. Cost to County $495  
   2e) Out of state travel/training request for Human Services Economic Support Manager-Midwest Partners Regional SNAP Conference; Indianapolis, IN; Aug. 12-15
3.  Discuss/Take action on 2020 Health Insurance Rates  CBIZ/Admin
4.  Discuss/Take action on 2020 Dental Insurance Rates  CBIZ/Admin
5.  Discuss/Take action on 2020 New Personnel Requests  J. Matthys/Preble
6.  Discuss/Take action on the re-class of Highway Accounting Manager and Payroll Clerks to Accountants  Administration
7.  Discuss/Take action to approve entering into an agreement with Northfield WiFi for space on the Ellsworth communications tower  J. Matthys
8.  Discuss/Take action to approve a County Employee Appreciation Day to be held in September, 2019 & identify funding source  Administration
9.  Discuss/Take action on Jail kitchen heating & cooling at LEC & identify funding source  J. Forss
10. Discuss/Take action on inter-department transfer of funds for exterior work on the Pierce Co. Office Building  J. Forss
11. Discuss/Take action to award bid for Register of Deeds Scan Project  J. Hines
12. Future agenda items  Members
13. Next meeting date: First Monday; Aug. 5th; 4:00 p.m.  Members
14. Adjourn  Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273-6744.
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present  jrf (06/27/19)
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 7 members present; 0 absent/excused.

   Members present:
   
   Jon Aubart  District #3  Bill Schroeder  District #14
   Mike Kahlow  District #6  Jerry Kosin  District #15
   Scott Bjork  District #7  Jeff Holst  District #16
   Dan Reis  District #13

   Also present: Ruth Wood-Dist. #4, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Julie Brickner-Finance Director, Tami Billeter-Unified Finance, Andy Pichotta-Land Management Director, Ron Schmidt-HS Director, Kathy Fuchs-Treasurer, Becky Johnson-Unified Finance, Ayslenn Snyder-PH Director, Elliot Check-Superintendent Hwy Dept., Brock Geyen-Auditor from Clifton/Larson/Allen, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment**
None.

2a-c) **Consent Calendar**
Motion by J. Kosin/B. Schroeder to approve consent calendar items 2a through 2c to include agenda, minutes of May 6th, & Treasurer’s report, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action on 2018 preliminary audit from Clifton Larson Allen**
B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2018 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

4) **Discuss/Take action on 2020 Budget Guidelines**
J. Matthys reviewed proposed guidelines for preparing 2020 budgets. He added that the average net new construction over the past few years has been approx. $182,062. He presented three suggested options for the Committee to consider. Option 1: Tax levy freeze; likely will result in reduced services &/or programs. Option 2: A budget based on maximum allowable levy under the 2020 State Budget likely to be increased by net new construction. Standing Committees tasked with working toward a goal of 0% increases from previous budget excluding personnel costs (wages & benefits). Option 3: Some combination between Option #1 & Option #2. Motion by M. Kahlow/D. Reis to approve Option #2 for 2020 Budget Guidelines to maximize allowable levy; direct Department Heads and Standing Committees to work to a common budget goal of 0% (operating budget, not personnel/benefits/step increases, etc.) when building their budgets. Motion carried unanimously.

5) **Discuss/Take action to approve 2020 New Personnel request, job description & salary**
grade for Operations Data Analyst
J. Matthys explained that, if approved, this position would report to the Administrative Coordinator & would assist in various County studies & data analysis. He continued that rather than contracting with an outside firm for a study to be done & after a few years the data is outdated or lost, this position could perform those types of studies & keep the information current & updated. The position would also be able to assist other departments in analysis of their programs & services. Motion by J. Aubart/J. Kosin to approve 2020 new personnel request for Operations Data Analyst, job description for the same, at a salary grade of Level K, step 1 (one); motion carried unanimously.

6) Discuss/Take action to approve proposed 2020 Administration Staffing Plan
J. Matthys presented 2020 Staffing Plan for the Administration Dept. He added that the plan presented did not include the position that was just approved, but that the Staffing Plan would be revised to include it with the proposed 2020 Budget. Motion by D. Reis/S. Bjork to approve 2020 Administration Dept. Staffing Plan; motion carried unanimously.

7) Discuss / Take action to approve revision of title & job description for Office Specialist position & revise Public Health Staffing Plan
AZ Snyder explained that the position had been vacated by former employee & the Department wanted to update the job description to better reflect the duties that would be assigned & give the position a different title. She added that the proposed changes do not change the pay grade which will remain at Grade F on the wage scale. Motion by J. Aubart/B. Schroeder to approve the revised job description & position title, as well as a revision to the Public Health Dept. Staffing Plan to accommodate those changes; motion carried unanimously.

8) Discuss/Take action on Ordinance No. 19-XX to Amend Chapter 240 (Zoning), Article II (Zoning Districts; Use Regulations), §240-17 (Table of uses), Article IV (Particular Use Requirements), §§240-35 (Agricultural uses) and 240-40 (Residential uses) and Article XIII (Word Usage and Definitions), §240-88 (Definitions) of the Pierce County Code.
A. Pichotta explained that primarily this change would allow a certain number of domestic fowl, namely chickens, in areas zoned residential within the County, currently prohibited. Motion by J. Aubart/D. Reis to approve Ordinance 19-XX to Amend Chapter 240 (Zoning), Article II (Zoning Districts; Use Regulations), §240-17 (Table of uses), Article IV (Particular Use Requirements), §§240-35 (Agricultural uses) and 240-40 (Residential uses) and Article XIII (Word Usage and Definitions), §240-88 (Definitions) of the Pierce County Code; motion carried unanimously.

9) CLOSED SESSION
Motion by J. Aubart/D. Reis to convene into closed session at 4:39 p.m. pursuant to Sec. 19.85(1) (e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session: Bisel Quarry Lease. Motion carried unanimously by roll call vote.

10) OPEN SESSION
Motion by J. Aubart/D. Reis to return to open session at 5:01 p.m.; motion carried unanimously by roll call vote. No action taken.

11) Future Agenda Items
- 2020 New personnel requests
- 2020 Health Insurance rates

12) Next Meeting Date
Next regular meeting set for July 8th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

13) Adjournment
Meeting adjourned at 5:02 p.m. by motion of B. Schroder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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<tr>
<th>#</th>
<th>Action</th>
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<tr>
<td>1.</td>
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<tr>
<td>1a</td>
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<td>Committee will receive public comment not related to agenda items</td>
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<td>2.</td>
<td>Consent calendar – Discuss and take action on:</td>
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<tr>
<td>2a</td>
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<td>Approve minutes of May 6, 2019</td>
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<td>2c</td>
<td>Treasurer’s report on previous months finance activities and fund</td>
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<td>balances</td>
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<td>3.</td>
<td>Discuss/Take action on 2018 preliminary audit from Clifton Larson Allen</td>
<td>B. Geyen</td>
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<td>4.</td>
<td>Discuss/Take action on 2020 Budget Guidelines</td>
<td>Brickner/Matthys</td>
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<td>5.</td>
<td>Discuss/Take action to approve 2020 New Personnel request, job description &amp; salary grade for Operations Data Analyst</td>
<td>J. Matthys</td>
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<td>OPEN SESSION</td>
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<td>11.</td>
<td>Future agenda items</td>
<td>Members</td>
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<td>12.</td>
<td>Next meeting date: Second Monday; July 8th; 4:00 p.m.</td>
<td>Members</td>
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<tr>
<td>13.</td>
<td>Adjourn</td>
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A quorum of County Board supervisors may be present.

*Revised Agenda Item #8 – at 11:09am cjk

jrf (05/22/19)
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 5 members present; 2 absent/excused.

- Members present:
  - Jon Aubart District #3
  - Scott Bjork District #7
  - Mike Kahlow District #6

- Absent/Excused: Dan Reis-District #13; Jeff Holst-District #16

Also present: Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Julie Brickner-Finance Director, Wanda Kinneman-Insurance Coordinator, Andy Pichotta-Land Management Director, Kathy Fuchs-Treasurer, Jerry Forss-Maintenance Supervisor, & Steve Albarado-Chief Deputy Sheriff.

1b) **Public Comment**
None.

2a-c) **Consent Calendar**
Motion by J. Kosin/M. Kahlow to approve consent calendar items 2a through 2c to include agenda, minutes of Apr.1st, & Treasurer’s report, all as they were presented. Motion carried with 4 in favor & 1 abstaining (S. Bjork).

3) **Discuss/Take action to approve amended municipal agreement for Commercial Drivers’ License testing program**
W. Kinneman explained that the agreement needed to be updated & revisions made to addendum concerning participation fee & program coordinator. Motion by M. Kahlow/S. Bjork to approve amendments to municipal agreement for Commercial Drivers’ License testing program as presented; motion carried unanimously.

4) **Discuss/Take action on Resolution 19-xx Approve Municipal Agreement Fee Increase for Commercial Drivers’ License Testing Program**
W. Kinneman explained that this resolution allows for the increase of the participation fee from $12 to $25 annually/participant to better represent actual costs. Motion by J. Kosin/M. Kahlow to approve Resolution 19-xx to Approve Municipal Agreement Fee Increase for Commercial Drivers’ License Testing Program; motion carried unanimously.

5) **Discuss/Take action on Resolution 19-xx Amend Personnel Policy to Amend Wages for Sheriff’s Office Temporary Employees**
S. Albarado explained that currently temporary employees are on a wage grid that accelerates quicker than the scale for permanent employees. He suggested that temporary employees that work in the fields of dispatch, patrol, & corrections without field training be paid $16/hr., & once they have completed field training the rate would increase to $18/hr. rather than being placed on the County’s salary grid structure. J. Matthys added that a column would be added in Exhibit A under Article V, B, 2c, 1a of the resolution for the year 2019 & going forward to display current rate scales. Motion by S. Bjork/J. Kosin to approve resolution to amend wages for Sheriff’s Office temporary employees & include addition column in Exhibit A to the resolution; motion carried unanimously.

6) **Discuss/Take action on proposed budget calendar for 2020 Budget**
AC J. Matthys explained that Administration and HR propose adding a meeting component between Standing Committee review/approval and Finance & Personnel Committee review/approval of new personnel. This meeting with Department Heads to discuss new personnel requests will allow Administration/HR to better understand the justification for the request(s). Motion by M. Kahlow/B. Schroeder to approve the proposed 2020 Budget Calendar; motion carried unanimously.

7) **Discuss / Take action on combining 2 Building Outlay line items of Bathrooms (Fairgrounds) and Seyforth Building (Ceilings and Siding) into one line item labeled Fairgrounds Improvements**
J. Forss explained that there were two line items in Building Outlay for projects that have been completed & he suggested combining these two line items into one & re-label “Fairgrounds Improvement”. He stated that the line item labeled Bathrooms-Fairgrounds 2009 had a balance of $51,082; & line item Seyforth Building-Ceiling & siding had a balance of $39,160; for a total of $90,242. He added that then projects that come up on the Fairgrounds the Department would not have to bring every project request to both the Building Committee & Finance & Personnel. Motion by J. Kosin/S. Bjork to approve combining Building Outlay line items titled Bathrooms-Fairgrounds 2009 & Seyforth Building-Ceiling & siding, into one line item titled Fairgrounds Improvement along with the balance of $90,242 from those two line items; motion carried unanimously.

8) **Discuss/Take action on Resolution 19-xx Amend Land Management Dept. Fee Schedule**
A. Pichotta explained that the purpose of the resolution was to update the fee schedule within the Department by removing some of the fees no longer relevant & adding others that are needed, as well as an increase to sanitary fees. Motion by M. Kahlow/S. Bjork to approve Resolution 19-xx to Amend Land Management Dept. Fee Schedule; motion carried unanimously.

9) **CLOSED SESSION**
Motion by M. Kahlow/S. Bjork to convene into closed session at 4:20 p.m. pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update. Motion carried unanimously by roll call vote.

10) **OPEN SESSION**
Motion by B. Schroeder/J. Kosin to return to open session at 4:35 p.m.; motion carried unanimously by roll call vote. No action taken.

11) **Future Agenda Items**
   - Preliminary audit presented by Clifton/Larson/Allen
   - 2020 Budget guidelines

12) **Next Meeting Date**
Next regular meeting set for June 3rd, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

13) **Adjournment**
Meeting adjourned at 4:37 p.m. by motion of B. Schroder/S. Bjork; motion carried unanimously.
# Action | Presenter
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1. | **Call to order**
1a) Establish quorum  
1b) Committee will receive public comment not related to agenda items.  
**Chair**

2. | **Consent calendar – Discuss and take action on:**
2a) Establish and approve agenda  
2b) Approve minutes of Apr. 1, 2019  
2c) Treasurer’s report on previous months finance activities and fund balances  
**Members**

3. | **Discuss/Take action to approve amended municipal agreement for Commercial Drivers’ License testing program**  
**W. Kinneman**

4. | **Discuss/Take action on Resolution 19-xx Approve Municipal Agreement Fee Increase for Commercial Drivers’ License Testing Program**  
**W. Kinneman**

5. | **Discuss/Take action on Resolution 19-xx Amend Personnel Policy to Amend Wages for Sheriff’s Office Temporary Employees**  
**Sheriff’s Office**

6. | **Discuss/Take action on proposed budget calendar for 2020 Budget**  
**Administration**

7. | **Discuss / Take action on combining 2 Building Outlay line items of Bathrooms (Fairgrounds) and Seyforth Building (Ceilings and Siding) into one line item labeled Fairgrounds Improvements**  
**J. Forss**

8. | **Discuss/Take action on Resolution 19-xx Amend Land Management Dept. Fee Schedule**  
**A. Pichotta**

9. | **Committee will convene into closed session pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update**  
**CLOSED SESSION**

10. | **Committee will return to open session and take action on closed session item, if required**  
**OPEN SESSION**

11. | **Future agenda items**  
**Members**

12. | **Next meeting date: First Monday; June 3rd; 4:00 p.m.**  
**Members**

13. | **Adjourn**  
**Members**

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A quorum of County Board supervisors may be present  
*jrf (04/26/19)*

*Revised 04/29/19 > 9:30 a.m. previous #5 deleted*
1) **Meeting Convened**  
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**  
A quorum was established acknowledging 6 members present; 1 absent/.excused.

Members present:
- Jon Aubart - District #3
- Mike Kahlow - District #6
- Dan Reis - District #13
- Bill Schroeder - District #14
- Jerry Kosin - District #15
- Jeff Holst - District #16

Absent/Excused: Scott Bjork - District #7

Also present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Ron Schmidt-HS Director, Allison Preble-HR Manager, Julie Brickner-Finance Director, Ayslinn Snyder-Public Health Director, John Worsing-Medical Examiner, Julie Hines-Register of Deeds, Steve Albarado-Chief Deputy Sheriff, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment**  
None.

2a-d) **Consent Calendar**  
Motion by J. Kosin/M. Kahlow to approve consent calendar items 2a through 2d to include agenda, minutes of Mar. 4th, Treasurer’s report & travel/training request, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action on revised job description & grade for Public Health Specialist-Planning & preparedness**  
PH Director AZ Snyder gave brief review & purpose of request indicating that there would be no additional cost for the change. Motion by J. Aubart/B. Schroeder to approve revised job description, set wage scale at Grade J for Public Health Specialist-Planning & Preparedness, & amend the Public Health staffing plan accordingly; motion carried unanimously.

4) **Discuss/Take action on changes to Reproductive Health Clinic Self-pay Fee Schedule**  
PH Director AZ Snyder gave brief review & purpose of request was to come into compliance with the State’s new federal funding source to ensure those people under the federal poverty line without insurance will receive free services. She estimated that the minimal cost would be $1000 or less. Motion by J. Aubart/J. Kosin to approve & authorize change to reproductive health fee schedule; motion carried unanimously.

5) **Discuss/Take action on Resolution 19-xx Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner**
ME J. Worsing explained that fees are allowed to be increased by the cost of living percentage each year. Failure to do so however relinquishes the County’s ability to increase for that year. Motion by D. Reis/J. Aubart to approve resolution to Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner; motion carried unanimously.

6) **Discuss/Take action to carry over $252,305 of unused 2018 Motorola project funds to the 2019 Sheriff’s Budget**

AC J. Matthys explained that the work on the project did not get completed in Dec. of 2018 as previously expected & the request was to carry those funds into the 2019 Budget so those invoices could be paid as the project is completed. Motion by J. Aubart/D. Reis to approve the carry-over of $252,305 of unspent Motorola project funds from the 2018 Sheriff’s Office Budget to the 2019 Sheriff’s Office Budget to complete the current approved project; motion carried unanimously.

7) **Discuss/Take action to approve 1.0 FTE CCS Social Worker & forward to County Board**

HS Director R. Schmidt explained that this position is fully funded by federal & state funds. Supervisor J. Aubart expressed concern about why there was now such urgency. Even more so, that the request was coming midterm rather than being included with regular budget requests. Motion by M. Kahlow/D. Reis to approve 1.0 FTE CCS Social Worker & forward to County Board for approval; motion failed with 2 in favor (M. Kahlow, D. Reis) & 4 opposed (J. Aubart, B. Schroeder, J. Kosin, J. Holst).

8) **Discuss/Take action to approve bid specifications for Register of Deeds scanning project**

ROD J. Hines gave summary details of a scanning project the department is seeking to begin this year. She presented the draft RFP & explained there was a possible of two options for bidding. One option had to do with level of accuracy at 98.5% & 99.9%; both were to be part of RFP request. Another option had to do with the onsite scanning of one of a kind original documents & records, or shipping those records off to a vendor location. Committee was in favor of onsite scanning & not sending the records to a foreign source. Motion by B. Schroeder/M. Kahlow to approve the Request For Proposal for the scanning project in the Register of Deeds Office & authorize advertisements for bids; motion carried unanimously.

9) **Discuss/Take action on 2019-2020 County Board meeting dates**

County Clerk J. Feuerhelm explained that dates were chosen as was in the past with primary meeting day being the fourth Tuesday of each month. He noted that the exceptions were April’s organizational meeting, November’s budget hearing meeting, & December’s holiday schedule. Motion by M. Kahlow/J. Kosin to approve County Board meeting dates from May 2019 through April of 2020 as presented; motion carried unanimously.

10) **Future Agenda Items**
- Resolution to amend Sheriff’s Office temporary wages
- Litigation update

11) **Next Meeting Date**

Next regular meeting set for May 6th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**

Meeting adjourned at 4:32 p.m. by motion of B. Schroder/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
## REVISED
**PIERCE COUNTY**
**FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**
Monday, April 1, 2019 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

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<td>2d) *Out of state travel/training request for Drug Court Coordinator-Rural Judges &amp; Sheriffs Workshop; Apr. 1-2, 2019, Columbus, OH</td>
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A quorum of County Board supervisors may be present

*Revised 03/27/19
**Revised 03/28/1: Previous item #6 removed from agenda per request
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 6 members present; 1 absent/excused.

Members present:
- Jon Aubart District #3
- Mike Kahlow District #6
- Scott Bjork District #7
- Bill Schroeder District #14
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: Dan Reis-District #13

Also present: Dean Bergseng-Dist. #8, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Ron Schmidt-HS Director, Allison Preble-HR Manager, Julie Brickner-Finance Director, Rod Webb-Land Conservation Director, Gary Brown-Emergency Management Director, Jerry Forss-Maintenance Supervisor, Carol DeWolf-Register in Probate, Steve Albarado-Chief Deputy Sheriff, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment**
None.

2a-d) **Consent Calendar**
Motion by J. Kosin/M. Kahlow to approve consent calendar items 2a through 2d to include agenda, minutes of Feb. 4th, Treasurer’s report & travel/training request, all as they were presented. Motion carried with 5 in favor & 1 abstaining (B. Schroeder).

3) **Discuss/Take action to create non-lapsing expense account for Multi-Discharger variance (MDV) Program**
Land Conservation Director R. Webb gave a brief description of the program that allows community & municipal waste water facilities a variance to existing permits regarding phosphorus emissions. He added that currently the program does not generate a lot of revenue, thus the request for a non-lapsing account so that balances may accrue to an amount that allows the Department to address conservation projects. Motion by J. Kosin/S. Bjork to authorize creation of a non-lapsing account for the Multi-Discharger Variance (MDV) Program within the Land Conservation Department budget; motion carried unanimously.

4) **Discuss/Take action on 2018 Register in Probate Office budget deficit**
Register in Probate C. DeWolf explained that the primary reason for the deficit, as in several years past, is the under budgeting for legal fees which are paid to Guardian ad Litem attorneys in guardianship & juvenile court cases. She added that the deficit is $8,513. Chairman J. Holst asked if she would be adjusting the Departments annual budget to better reflect actual costs incurred. She replied that it was increased last year &
would be increased again for next year. Motion by J. Aubart/M. Kahlow to recommend transfer from County Contingency Fund to cover deficit in Register in Probate budget for 2018 in the amount of $8,513; motion carried unanimously.

5) **Discuss/Take action on Accounting Assistant position description & supervision in the Finance Dept.**
AC J. Matthys explained that the request was to update four Accounting Assistant job descriptions & adjust who they report to regarding supervision. Motion by M. Kahlow/J. Kosin to approve the accounting assistants position descriptions for employees in the Finance Dept., including being supervised by the Assistant Finance Director effective upon approval of Finance & Personnel Committee; motion carried unanimously.

6) **Discuss/Take action to change supervision & reporting of current Office Assistants in Human Services from the Assistant Finance Director to Human Services Management staff**
AC J. Matthys explained that the request was to change the supervision of three office assistants in the Human Services Dept. from the Assistant Finance Director to management staff within the Human Services Dept. He added that there would be no change in current job descriptions or wage scale. Motion by J. Aubart/S. Bjork to approve the change in supervision of three Office Assistants currently supervised by the Assistant Finance Director to Human Services management staff; motion carried unanimously.

7) **Discuss/Take action on Payroll Clerk supervision**
AC J. Matthys explained that two payroll clerks are being supervised by two different people & the request would streamline supervisory duties & allow for less confusion among the employees. Motion by J. Kosin/B. Schroeder to approve the payroll clerks reporting to the Assistant Finance Director effective immediately; motion carried unanimously.

8) **Discuss/Take action on Resolution 18-xx Amend the Personnel Policy to Expand the Remote Work Policy**
HR Manager A. Preble explained in May of last year the County Board approved a remote work policy on a temporary basis. Certain positions in the Human Services Dept. were allowed to utilize the new policy as a pilot program for six months. She indicated that a report had been provided that showed that the policy was effective & the necessary work is being accomplished. She added that this request was to expand the policy to allow all departments in the County to utilize & make it a permanent part of the Personnel Policy. Motion by B. Schroeder/M. Kahlow to approve Resolution 18-xx to Amend the Personnel Policy to expand the Remote Work Policy; motion carried unanimously.

9) **Discuss/Take action on Resolution 18-xx Authorization to use Jail Assessment Fund to purchase & install monitors & viewing computer in Master Control of the Jail**
Chief Deputy S. Albarado explained that the current arrangement is one 32” monitor to watch approx. 80 cameras. He stated that not only is this inefficient, it places considerable strain on staff tasked with monitoring so many areas. He presented a proposal that would install six 50” monitors reducing stress on staff & making the operation far more efficient. Cost to do so was estimated at $28,200 which included installation & electrical work. He recommended that funds from the Jail Assessment Fund could be used for such purposes & this resolution would accomplish that. Motion by J. Aubart/M. Kahlow to approve Resolution 18-xx to Authorize use of Jail Assessment Funds to purchase & install monitors & viewing computer in Master Control of the County Jail; motion carried unanimously.

10) **Discuss/Take action on Resolution 18-xx Amend Sheriff’s Office Fees: Fingerprinting, Home Monitoring, Prisoner, Impound Lot, Copying, Civil Process & Traffic Counter**
Chief Deputy S. Albarado explained that this resolution would allow the Department to increase some of their fees per “Exhibit A” of the resolution. He also explained that “lowest wage rate/hr” fee for location of body
camera video/photos was the rate paid to the employee with the lowest wage rate per hour within the Department. He added that requests for these public records are very time consuming. Motion by J. Aubart/M. Kahlow to approve Resolution 18-xx to Amend Sheriff’s Office Fees: Fingerprinting, Home Monitoring, Prisoner, Impound Lot, Copying, Civil Process, & Traffic Counter; motion carried unanimously.

11) Discuss/Take action to approve the Jail kitchen heating/cooling proposal from TRANE in the amount of $23,334 and fund this project from the Jail/Sheriff’s Dept. Building Project Fund

Maintenance Supervisor J. Forss explained to Committee that a solution has been proposed to remedy the heating issue in the jail kitchen. He submitted a proposal from Trane in the amount of $23,334 to address the issue. Some Committee members felt the cost was exorbitant in relation to the size of the project. Motion by M. Kahlow/S. Bjork to approve Jail kitchen heating/cooling proposal from Trane in the amount of $23,334 & fund cost from Jail/Sheriff’s Dept. building project fund; motion carried with 4 (M. Kahlow, S. Bjork, B. Schroeder, & J. Kosin) in favor & 2 opposed (J. Aubart & J. Holst).

12) Discuss and/or take action to approve WI Department of Health Services grant funds in the amount of $25,000 for System Improvement Grants for Early Serious Mental Illness

HS Director R. Schmidt stated the Department applied for a one time grant for initiatives to assist in detecting early serious mental illness. He added that the school district of Prescott had contacted the Department expressing interest in the grant. He concluded with confirmation that the grant was awarded to the County & will be distributed to the Prescott School District for purchase of curriculum that is designed to address early serious mental illness. The County will retain $1000 of the award to cover finance & planning activities related to the grant pass through. Motion by M. Kahlow/B. Schroeder to approve acceptance of the WI DHS grant funds in the amount of $25,000 for system improvements for early serious mental illness; motion carried unanimously.

13) CLOSED SESSION

Motion by J. Aubart/S. Bjork to convene into closed session at 4:31 p.m. pursuant to: §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the purpose of discussing Frederick vs. Pierce County. Motion carried unanimously by roll call vote.

14) OPEN SESSION

Motion by S. Bjork/B. Schroeder to return to open session at 4:53 p.m.; motion carried unanimously by roll call vote. Motion by J. Aubart/M. Kahlow to approve settlement of the Frederick vs. Pierce County case in the amount of $31,500 with the County funds coming from the Human Services budget; motion carried unanimously.

15) Future Agenda Items

- Position description update for Public Health Specialist
- Resolution to amend Medical Examiner fees
- Resolution to amend Sheriff’s Office temporary wages

16) Next Meeting Date

Next regular meeting set for Apr.1st, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

17) Adjournment

Meeting adjourned at 4:56 p.m. by motion of B. Schroder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, March 4, 2019 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

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<td>2d) Out of state travel/training request for Emergency Management Director-National Radiological Conference; Apr. 1-4, 2019, Orlando, Florida</td>
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<td>3.</td>
<td>Discuss/Take action to create non-lapsing expense account for Multi-Discharger variance (MDV) Program</td>
<td>R. Webb</td>
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<td>4.</td>
<td>Discuss/Take action on 2018 Register in Probate Office budget deficit</td>
<td>C. DeWolf</td>
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<td>5.</td>
<td>Discuss/Take action on Accounting Assistant position description &amp; supervision in the Finance Dept.</td>
<td>J. Matthys</td>
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<td>6.</td>
<td>*Discuss/Take action on to change supervision &amp; reporting of current Office Assistants in Human Services from the Assistant Finance Director to Human Services Management staff</td>
<td>J. Matthys</td>
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<td>Discuss/Take action on Payroll Clerk supervision</td>
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<td>A. Preble</td>
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<td>Future agenda items</td>
<td>Members</td>
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<td>16.</td>
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<td>Members</td>
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<td>17.</td>
<td>Adjourn</td>
<td>Members</td>
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A quorum of County Board supervisors may be present jrf (02/22/19)

*Revised 02/22/19 > 12:22 p.m.
*Revised 02/22/19 > 2:15 p.m. former Item #10 removed: Discuss/Take action on Resolution 18-xx Amend Personnel Policy to Amend Wages for Temporary Deputies
** Revised 02/25/19 > 9:42 a.m.
*** Revised 02/26/19 > 11:42 a.m.

Fnpra 03-04-19
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 5 members present; 2 absent/excused.

Members present:
- Jon Aubart District #3
- Mike Kahlow District #6
- Scott Bjork District #7
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: Dan Reis-District #13, Bill Schroeder-District #14
Also present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Julie Brickner-Finance Director, Ayslinn Snyder-PH Director, Becky Johnson-PH Business Manager, Kerry Feuerhelm-Clerk of Court, Brad Roy-Zoning Administrator, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment**
None.

2a-d) **Consent Calendar**
Motion by M. Kahlow/S. Bjork to approve consent calendar items 2a through 2d to include agenda, minutes of Jan. 7th, Treasurer’s report & travel/training request, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action to accept 2019 Public Health Emergency Preparedness scholarships & amend PH emergency preparedness budget**
PH Director A. Snyder gave a brief description of Emergency Preparedness Scholarship granted to Pierce County by the WI Division of Public Health in the amount of $5225. She added that the scholarship would allow for her to attend WPHA-WALHDAB Annual Conference & the WALHDAB Operations Conference. It would also allow Dianne H-Robinson to attend the WI Governor’s Conference & the Preparedness Summit. Craig Martin was also awarded a scholarship to attend the WI Governor’s Conference & the State Health Emergency Preparedness Conference. Motion by J. Aubart/S. Bjork to accept funds, amend the 2019 Public Health emergency preparedness budget accordingly to accommodate funds received, & approve travel/training for the three PH employees; motion carried unanimously.

4) **Discuss/Take action on Resolution 18-xx Transfer from General Fund for 2018 Treasurer Property Assessment Budget Deficit**
Treasurer K. Fuchs explained that this particular budget ran over because there was a new employee hired for
the position who chose to participate in County insurance whereas the previous employee did not. Motion by J. Aubart/J. Kosin to approve Resolution 18-xx Transfer from General Fund for 2018 Treasurer Property Assessment Budget deficit, & forward to County Board recommending approval on first reading; motion carried unanimously.

5) **Discuss/Take action on Ordinance 18-xx Create Article XI to Chapter 176 of the Pierce County Code-Possession of Drug Paraphernalia**

AC J. Matthys explained that this ordinance would allow law enforcement & the District Attorney’s Office more flexibility in addressing this sort of offense. Supervisor J. Aubart stated that the Law Enforcement Committee looked at the issue twice & was in favor of the ordinance. Motion by M. Kahlow/S. Bjork to approve Ordinance 18-xx to Create Article XI to Chapter 176 of the Pierce County Code-Possession of Drug Paraphernalia; motion carried unanimously.

6) **Discussion/Presentation on Comprehensive Community Services update**

HS Director R. Schmidt gave presentation on Comprehensive Community Services program. He indicated that the program currently serves approx. 25 adults & 21 children with approx. 21 adults & 51 children on a waiting list. Early projections point to a successful CCS program that has been fully funded in 2015, 2016, & 2017 while providing mental health & chemical use disorder treatment to Pierce County residents. No action taken.

7) **Discuss/Take action to determine a suitable solution regarding accumulated, unused sick leave of an employee elected to office**

AC J. Matthys explained that an employee with 4 years 10 months of service resigned to take an elected position, & had accumulated 188.5 hours of unused sick leave. He further explained that the PC Personnel Policy specifically states an employee must be employed at least 5 years before compensation would be considered. He offered two possible solutions as follows: A) deviate from the Personnel Policy & payout the accumulated, unused sick leave of 188.5 hours; or B) to approve a leave of absence for Clerk of Court Kerry Feuerhelm to become effective on the date she assumed office & not to exceed a period of 4 years & to freeze her accumulated, unused sick leave in the amount of 188.5 hours during this time. Supervisors expressed concern about setting precedence contrary to the already existing stipulation in the Personnel Policy. Motion by M. Kahlow/S. Bjork to approve suggested solution “B)” as stated above, for the sole purpose of freezing accumulated sick leave & that granting the leave of absence does not guarantee a job should the employee not win the next election or choose not to run; motion carried unanimously.

8) **CLOSED SESSION**

Motion by J. Aubart/M. Kahlow to convene into closed session at 4:36 p.m. pursuant to:

8a) §19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update; and

8b) §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual evaluation. Motion carried unanimously by roll call vote.

9) **OPEN SESSION**

Motion by J. Kosin/S. Bjork to return to open session at 5:50 p.m.; motion carried unanimously by roll call vote.

Motion by M. Kahlow/S. Bjork to grant the Corporation Counsel a favorable performance review & award a step increase if applicable; motion carried unanimously.

10) **Future Agenda Items**
- Fee schedule for Sheriff’s Dept.
- Remote work policy
- Position description updates

11) **Next Meeting Date**
Next regular meeting set for Mar. 4th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**
Meeting adjourned at 5:51 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously.

   Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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| 1. | Call to order  
   1a) Establish quorum  
   1b) Committee will receive public comment not related to agenda items. | Chair           |
| 2. | Consent calendar – Discuss and take action on:  
   2a) Establish and approve agenda  
   2b) Approve minutes of Jan. 7, 2019  
   2c) Treasurer’s report on previous months finance activities and fund balances  
   2d) Out of state travel/training request for PC Zoning staff member-FEMA Managing Floodplain Development; Mar. 17-27, 2019, Emmitsburg, MA | Members         |
| 3. | Discuss/Take action to accept 2019 Public Health Emergency Preparedness scholarships & amend PH emergency preparedness budget | A. Snyder       |
| 4. | Discuss/Take action on Resolution 18-xx Transfer from General Fund for 2018 Treasurer Property Assessment Budget Deficit | K. Fuchs        |
| 5. | Discuss/Take action on Ordinance 18-xx Create Article XI to Chapter 176 of the Pierce County Code-Possession of Drug Paraphernalia | DA              |
| 6. | *Discussion/Presentation on Comprehensive Community Services update | R. Schmidt      |
| 7. | Discuss/Take action to determine a suitable solution regarding accumulated, unused sick leave of an employee elected to office | J. Matthys      |
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| 9. | Committee will return to open session and take action on closed session items, if required | OPEN SESSION    |
| 10.| Future agenda items                                                                             | Members         |
| 11.| Next meeting date: First Monday; Mar. 4th                                                        | Members         |
| 12.| Adjourn                                                                                         | Members         |

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A quorum of County Board supervisors may be present                                          jrf (01/24/19)

*Revised* 01/28/19 > 10:41 a.m.

Fnpra 02-04-19
1) **Meeting Convened**
The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 5 members present; 2 absent/excused.

- Jon Aubart District #3
- Scott Bjork District #7
- Bill Schroeder District #14
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: Mike Kahlow-District #6, Dan Reis-District #13

Also present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Julie Brickner-Finance Director, Ayslind Snyder-PH Director, Becky Johnson-PH Business Manager, Chad Johnson-Hwy. Commissioner, Sheldon Huppert-Pierce Co. ATV Association & Town of Ellsworth resident.

1b) **Public Comment**
None.

2a-c) **Consent Calendar**
Motion by J. Kosin/S. Bjork to approve consent calendar items 2a through 2c to include agenda, minutes of Dec. 3rd & Dec. 18th, & Treasurer’s report, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action to approve equipment purchase exceeding $5000 for office workstations in PCOB, Room 250, Human Services Dept.**
HS Director R. Schmidt explained the equipment was part of a remodel project to convert some formal records storage to space for office personnel. He further explained that the cost for the project would eventually be reimbursed by the State for the Comprehensive Community Services program. Committee discussed where funds were to come from for project. Funds to come from Human Services budget so that reimbursement would be possible. Motion by B. Schroeder/S. Bjork to approve purchase of office workstations exceeding $5000; motion carried unanimously.

4) **Discuss/Take action to approve resolution supporting increased Child Protective Services funding for the 2019-2021 WI State Budget & forward to County Board recommending approval**
HS Director R. Schmidt explained that the resolution was an effort to encourage increased support for State funding for Child Protective Services, a mandated State service. Chairman J. Holst expressed that the State should fund the programs they mandate completely rather than laying that burden on County taxpayers. Motion by J. Aubart/S. Bjork to approve proposed resolution & forward to County Board recommending
approval on first reading; motion carried unanimously.

5) **Discuss/Take action to approve a one step wage adjustment for one Highway Dept., Mechanic/Welder employee**

AC J. Matthys explained situation as an anomaly occurring because of hire dates & the granting of annual increases upon favorable employee evaluation. Identified was an individual hired in December & two others hired early the following year. When placed on the current grid system allowed the two employees hired later to get an annual increase sooner that the employee hired in December of the previous year. The request was to approve a one-step wage adjustment to help realign that process so increases would happen more appropriately. Motion by B. Schroeder/J. Kosin to approve the one step wage adjustment for Highway Dept. Mechanic/Welder employee effective January 1, 2019; motion carried unanimously.

6) **Discuss/Take action to accept 2019 Public Health grants & amend respective PH Budgets**

PH Director A. Snyder gave a brief description of each grant being received by the department, the amounts expected to be received, & the plans for expending those funds. For 6a) Federal Title X Family planning receiving $21,219 for multiple purposes; 6b) State WIC funds of $4090 primarily to be used for improvements at the River Falls campus; 6c) State opioid funds of $5000 primarily to be used for education & outreach about opioids use & disposal; 6d) Medica Foundation funds of $5000 primarily to be used for limes disease education & prevention; 6f) AFDO funds of $5229 to be used to fund staff to draft training manual for food inspection staff & to provide for expenses for staff training. Motion by J. Aubart/B. Schroeder to acknowledge receipt of projected grant funds & approve the amendment of respective Public Health budgets to accommodate funds received; motion carried unanimously.

7) **Discuss/Take action to amend Pierce County Code §172-15 (b), Parks & Recreation (ATV Routes)**

Highway Commissioner C. Johnson explained that initially there were seven route request changes for ATVs, but one in the Town of Isabelle/Bay City was withdrawn. Mr. S. Huppert indicated that the Town of Maiden Rock currently does not allow ATVs on town roads so the related requests [items 14-17] would not be of benefit anyway. He requested they be withdrawn as well. Corp. Counsel to revise draft ordinance prior to County Board meeting. Motion by B. Schroeder/J. Aubart to approve route request as revised & forward to County Board recommending approval; motion carried unanimously.

8) **Future Agenda Items**

- Fee schedule for Sheriff’s Dept.
- Corp. Counsel annual employment evaluation
- Litigation update

9) **Next Meeting Date**

Next regular meeting set for Feb. 4th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

10) **Adjournment**

Meeting adjourned at 4:30 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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<td>6e) Grant funds from Association of Food &amp; Drug Officials (AFDO)</td>
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*Revised 12/28/18 > 10:30 a.m.

jrf (12/27/18)