

**PIERCE COUNTY BOARD OF SUPERVISORS**

Tuesday, April 16, 2019 – 9:00 a.m.

Courthouse – County Board Room

414 W. Main St., Ellsworth, WI 54011

1.	<b>Call to order</b>
2.	<b>Call of the roll by the Clerk</b> 2a. Establish Quorum 2b. Adopt Agenda
3.	<b>Pledge of Allegiance to the flag.</b>
4.	<b>Public Comment:</b> County Board will receive public comments on any issue not related to agenda items, discussion by board members may take place but no action will be taken on any item raised.
5.	<b>Presentation:</b> Wellness in the Workplace for Pierce County Employees - CBIZ
6.	<b>Proclamation:</b> Recognition of 2019 American Honey Queen-Hannah Sjostrom
7.	<b>Discuss/Take action:</b> On 2018 Annual Reports for Departments
8.	<b>Discuss/Take action:</b> On 2019 – 2020 County Board meeting dates
	<b>**ALL LEGISLATION MAY BE ACTED UPON ON THE FIRST READING WITH THE EXCEPTION OF REZONING ORDINANCES –Pursuant to §4-43 PCC**</b>
9.	<b>Resolutions for consideration:</b> <b>First reading:</b> 9a) Resolution No. 19-01 Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner
10.	<b>Resolutions for consideration:</b> <b>Second reading:</b> 10a) Resolution No. 18-34 Amend Personnel Policy to Expand the Remote Work Policy 10b) Resolution No. 18-35 Authorization to use Jail Assessment Fund to Purchase & Install Monitors & a Viewing Computer in the Master Control of the Jail 10c) Resolution No. 18-36 Amend Sheriff's Office Fees: Fingerprinting, Home Monitoring, Prisoner, Impound Lot, Copying, Civil Process & Traffic Counter
11.	<b>Ordinances for consideration:</b> <b>First reading:</b> 11a) None
12.	<b>Ordinances for consideration:</b> <b>Second reading:</b> 12a) None
13.	<b>Appointments:</b> 13a) <b>Ethics Board:</b> Richard O'Connell – 3 yr. term; Sept. 2019 to Aug. 2022. Robert M. Jeffrey 3 yr. term; Sept. 2019 to Aug. 2022. Confirmation by County Board required. <i>(last month's meeting dates incorrect)</i> 13b) <b>Information Services Committee:</b> Jeff Olson – 3 yr. term; Apr. 2019 to Apr. 2022. Mary-Alice Muraski – 3 yr. term; Apr. 2019 to Apr. 2022.
14.	Future agenda items:
15.	Next meeting: May 28, 2019; 7 p.m., County Board Room, Courthouse
16.	Adjourn
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 715-273-6851.	

jrf 04/04/2019

**\*\*PLEASE REMEMBER YOUR 2018 ANNUAL REPORTS\*\***

# **5.**

## **Presentation:**

### **Wellness in the Workplace for Pierce County Employees – CBIZ**

## WELLNESS in the Workplace

**A work environment supportive of healthy choices is imperative for a healthy lifestyle because a large portion of our day is spent at work.**

- Pierce County is working together with a Nutritional Coach to promote Wellness in the Workplace.
- Funds-Preferred One

### Survey-results-feedback

- Healthier food choices
- Financial wellbeing meetings
- Blood pressure/massages done at work
- More breaks/longer lunches
- Feeling valued, appreciated and more positive culture
- Support from CB, managers/supervisors to promote wellness in the workplace

### New Ideas:

- Offer healthy snack options-vending machines (cheaper cost)
- Financial Meetings- any meeting offer fruit, veggies, water
- Implement Total Rewards Program-can nominate co-worker
  - Monthly or Quarterly Awards
  - Cash or healthy lunch
  - Example: employee by years of service or nominate employee by co-worker
- Educating employees on benefits during their breaks or lunches
- Nutrition or testing on site
- All company picnic
- Continue Health Fair every other year

### PLAN

- **Educating** County Board-to be successful with this to begin at the top and we want them to embrace wellness in the workplace. Presentation at 4/16/19 CB Meeting.
- **Encourage** Dept heads (you) to embrace wellness in the workplace-it is very important to have leadership by promoting and supporting.
- **Develop** a Wellbeing Team involving managers/employees who will represent you and work together to make PC the BEST it can Be. Include Health Fair committee members

# **6.**

## **Proclamation:**

### **Recognition of 2019 American Honey Queen-Hannah Sjostrom**



**PIECRE COUNTY PROCLAMATION**  
**In Recognition of American Beekeeping Federation's**  
**2019 American Honey Queen-Hannah Sjostrom**

**Whereas**, the American Beekeeping Federation selected Hannah Sjostrom from the Town of Maiden Rock, Pierce County, Wisconsin as the 2019 American Honey Queen; and

**Whereas**, Hannah previously served as the 2018 Wisconsin Honey Queen & was selected as the 2019 American Honey Queen based upon her skills in marketing, promoting, public speaking, & writing; and

**Whereas**, Hannah has represented Wisconsin beekeepers, her family, friends, & Pierce County with distinction & honor, as evidenced by this award; and

**Whereas**, Hannah will travel throughout the United States promoting the American beekeeping industry by giving school, legislative, & community presentations. She will also be engaged in television, radio, & newspaper interviews, as well as working at festivals, farmers' markets, & fairs, to include the Wisconsin State Fair.

**Whereas**, Pierce County is proud of Hanna's accomplishments & achievements, as well as her success in nursing at the University of Wisconsin-Eau Claire, & wishes her continued success in her future endeavors.

**Now therefore be it resolved**, that the Pierce County Board of Supervisors does hereby extend its congratulations & appreciation to Hannah Sjostrom on her accomplishments & representation of Pierce County, as well as the State of Wisconsin.

Dated this 16<sup>TH</sup> day of April, 2019.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: April 16, 2019

**8.**

**Discuss/Take action:**

**On 2019 – 2020 County Board  
meeting dates**



**OFFICE OF THE COUNTY CLERK  
PIERCE COUNTY COURTHOUSE**

414 W. MAIN STREET PO BOX 119  
ELLSWORTH, WISCONSIN 54011

Phone: 715-273-6744

Fax: 715-273-6861



TO: Finance/Personnel Committee &  
Pierce County Board

DATE: March 12, 2019

FROM: Jamie R. Feuerhelm  
Pierce County Clerk

RE: County Board Meeting Dates 2019-20

Following the guidelines of WI STATS 59.11 (1) and Pierce County Code 4-4 (A, C, D), I make the following recommendations for the meetings of the Pierce County Board of Supervisors from May 2019 through April of 2020.

Generally speaking, meetings are set for the fourth Tuesday of every month at 7:00 p.m.; exceptions being April (organizational meeting), November (budget meeting), & December (holiday exception).

**Future Meeting Schedule 2019 – 2020**

May 28, 2019  
June 25, 2019  
July 23, 2019  
August 27, 2019  
September 24, 2019  
October 22, 2019  
November 12, 2019 (Annual Budget Meeting – 9:00 a.m.)  
December 17, 2019\*  
January 28, 2020  
February 25, 2020  
March 24, 2020  
April 21, 2020 (Annual Organizational Meeting – 9:00 a.m.)

\*Point of interest: The Christmas holidays scheduled for 2019 are all day Tuesday, Dec. 24<sup>th</sup> & Wednesday the 25<sup>th</sup>. Fourth Tuesday would be the 24<sup>th</sup>; thus meeting scheduled for 17<sup>th</sup> to avoid Holiday week. Consider these things when setting the date for December's meeting.

SUGGESTED MOTION: Motion to approve County Board meeting dates from May 2019 through April of 2020 as presented.

# **9a.**

## **Resolutions for First Reading:**

**Resolution No. 19-01 Amend Fees  
for Services of County Medical  
Examiner & Deputy Medical  
Examiner**

**RESOLUTION NO. 19-01**  
**AMEND FEES FOR SERVICES OF COUNTY MEDICAL EXAMINER**  
**AND DEPUTY MEDICAL EXAMINER**

**WHEREAS**, Sec. 59.36, Wis. Stats. provides that the County Board shall set fees for all services rendered by the Medical Examiner and Deputy Medical Examiner in amounts reasonably related to the actual and necessary costs of providing the service; and

**WHEREAS**, the County previously set certain fees for services of the Medical Examiner and Deputy Medical Examiner in Resolutions 06-34, 13-20, 15-10, 17-01 and 18-03; and

**WHEREAS**, said fees may be increased pursuant to Wis. Stat. § 59.365(2) however may not exceed the annual percentage change in the U.S. CPI for all urban consumers as determined by the U.S. Department of Labor for the twelve months ending on December 31<sup>st</sup> of the previous year; and

**WHEREAS**, the Law Enforcement Committee, at its meeting on March 13, 2019, and the Finance and Personnel Committee, at its meeting on April 1, 2019, recommended the fees be modified as follows:

Item	Current Fee	Proposed Fee
Autopsy Summary Report	\$26.07	\$26.57
Autopsy Report Complete	\$78.19	\$79.68
Medical Examiner Report Summary	\$26.07	\$26.57
Medical Examiner Report Comprehensive	\$52.12	\$53.11
Toxicology Report	\$26.07	\$26.57
Autopsy Photograph Acquisition Fee	\$15.64	\$15.94
Copying Fee: Pictures (not on CD)	\$2.08 per picture	\$2.12
Copying Fee: Compact Disc / DVD	\$7.30 per CD/DVD	\$7.44
Postage and envelopes will be charged based on actual expense		
Cremation Permit*	\$156.37*	\$159.34*
Disinterment Permit	\$52.12	\$53.11
Death Certificate Processing	\$0.02	\$0.02

\*Cremation Permit fee to be split with \$50 to the Medical Examiner to be used for training and equipment for the Medical Examiner staff, and the remainder to the General Fund.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby adopts the fees as set forth above, and that the fees shall take effect on April 16, 2019.



**BE IT FURTHER RESOLVED**, that the Pierce County Medical Examiner shall collect the established fees, maintain auditable records, and deposit those fees with the Pierce County Treasurer on a monthly basis.

Dated this 16th day of April, 2019.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_

# **10a.**

## **Resolutions for Second Reading:**

**Resolution No. 18-34 Amend  
Personnel Policy to Expand the  
Remote Work Policy**

**RESOLUTION NO. 18-34**  
**AMEND PERSONNEL POLICY TO EXPAND THE REMOTE WORK POLICY**

**WHEREAS**, §4-21 of the Pierce County Code addresses amendments to the Pierce County Personnel Policy as follows:

“The Pierce County Personnel Code shall be maintained under the guidance, direction and policymaking supervision of the Finance and Personnel Committee, which shall have the authority to amend the code from time to time, to conform its provisions with current personnel policies as devised by the Board and Finance and Personnel Committee, collective bargaining agreements and other contracts. Amendment to the Pierce County Code shall require approval of the Board.”; and

**WHEREAS**, the Personnel Policy further states in Article III, Section B, that the County Board shall authorize, by resolution, any amendments to the Personnel Policy; and

**WHEREAS**, the purpose of a code of personnel policies and procedures, as set forth in Article I, Section A of the Personnel Policy, is to create a guide for the effective administration of both supervisory and non-supervisory staff, with the goal of advancing understanding between the County and its employees; and

**WHEREAS**, on May 22, 2018, the County passed Resolution 18-07 creating a pilot program for telecommuting for the Economic Support unit of the Department of Human Services. The County desires to expand the program to allow all employees the option of telecommuting as a flexible work schedule tool for recruiting and retaining employees; and

**WHEREAS**, the Finance and Personnel Committee, at its meeting on March 4, 2019, reviewed the proposed policy revisions and recommended that the County Board amend the Personnel Policy as set forth in the attached Exhibit A.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby amends the Pierce County Personnel Policy as recommended by the Finance and Personnel Committee, as set forth in the attached Exhibit A.

Dated this 26<sup>th</sup> day of March, 2019.

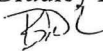
\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel



Adopted: \_\_\_\_\_

## EXHIBIT A

### Article XI. CONDITIONS OF EMPLOYMENT

#### A. Hours of Work, Place of Work and Rest Periods

1. The County's normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Specific work hours, lunch period, and breaks shall be scheduled by Department Heads. All lunch periods and breaks MUST be staggered to allow offices to REMAIN OPEN during normal business hours.

In the Highway Department, the normal work week in the summer may consist of four (4) ten (10) hour days at the Highway Commissioner's discretion.

2. Pierce County Telecommuting Policy

~~This policy is created to allow for a pilot program for telecommuting using the Economic Support unit of the PCDHS. Six months after full implementation of this program a determination will be made on expanding the program given the parameters outlined in the policy with the approval from the Department head and Administration.~~

- a. Purpose

This policy is to allow ~~certain~~ approved Pierce County employees the option to telecommute. Telecommuting for purposes of this policy is defined as the practice of technology-assisted work conducted outside of a centrally located work space (including but not limited to work undertaken in a location other than the employer's worksite, outside calls, etc.). Telecommuting benefits Pierce County with recruitment, employee retention, increased productivity, reduced office space and overhead costs, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

- b. Policy

Pierce County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Pierce County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. A primary consideration for any telecommuting employee is the ability to monitor work product from a remote location. Other than occasional work off-site such as work done while traveling on County business, there must be a telecommuting agreement in place in order for any work to be done outside of a Pierce County worksite.



c. Eligibility and Guidelines

The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department level with approval from the Administrative Coordinator or Human Resources Manager. The following are to be considered in determining employee eligibility to telecommute, but the assessment is not limited to these criteria:

- Consumer service is not negatively impacted and does not decrease.
- All or most of the employee's duties can be fulfilled within the telecommuting structure.
- There is the ability to monitor the quality and quantity of work product.
- Telecommuting provides for space savings or increased productivity.
- Telecommuting fits with the needs of the agency and/or service section
- The employee's job performance, work habits, and compliance with work rules are conducive to telecommuting.
- The employee's work skills include organization, time management, self-motivation, reliability, ability to work independently, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- The employee has the ability to solve basic hardware/software problems.
- The County computer applications that the employee uses in performance of duties can effectively be accessed remotely.
- The employee's job duties do not require supervision, direction or input from others who are onsite.
- The employee's job duties do not require the employee to provide frequent supervision, direction or input to others who are onsite. ~~Department heads, managers and supervisors are not good candidates for telecommuting.~~

d. Request Process

An employee requesting a ~~short-term~~ telecommuting arrangement should complete a *Telecommuting Request Form* and submit to his/her supervisor. Approval to telecommute is at the sole discretion of Management (the Department and Administration) and approved requests should be sent to Human Resources and kept in the employee's personnel file. Telecommuting is a voluntary arrangement and may be discontinued at any time. An employee signature on the *Telecommuting Request* form signifies that he/she has read and understands this Telecommuting Policy and agrees to the obligations, responsibilities and conditions for telecommuting detailed herein.



e. Telecommuting Agreement

An agreement between the telecommuting employee and the department is required, and shall be placed in the employee's personnel file. The telecommuting agreement may be modified by the employer at any time, or terminated by the employer or employee at any time, with appropriate notice. Normally, at minimum, a two-week notice should be provided whenever possible in advance of ending or changing the agreement. In all cases, telecommuting agreements must be renewed reviewed by the Department head annually.

f. Expectations

The following are expectations that the County has for employees utilizing a telecommuting arrangement:

- 1) Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- 2) Employees who telecommute must comply with all Pierce County policies and department work rules.
- 3) Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person.
- 4) An employee with a telecommuting agreement in place who is on an approved Family Medical Leave (per FMLA) shall not work for the duration of the approved FMLA leave.
- 5) Non-exempt employees who telecommute are required to report their work hours and take required rest breaks and meal periods.
- 6) Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
- 7) Employees must provide broad band internet access at their own expense.
- 8) The County shall not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- 9) Meetings with clients and/or visitors conducting business with Pierce County shall not be held in the employee's telecommuting location.
- 10) Telecommuters are expected to receive and respond to communications (telephone, email, etc.) from their co-workers, supervisors and/or department heads during workday hours unless they have made arrangements ahead of time with their supervisor to have protected time dedicated to a project or task.

g. Location

Employees interested in telecommuting must have a safe and ergonomically correct workspace (at home or other) and the materials and equipment needed in order to telecommute. Employees shall work at a designated location as outlined in their telecommuting arrangement.

h. Equipment

Departments shall work with the Information Services department to determine the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. All equipment provided by Pierce County shall remain the property of Pierce County and is subject to the same business use restrictions as if located at the County's on-site work location. The telecommuter shall sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Pierce County property shall be returned to the County immediately.

i. HIPAA / Protected Health Information

Employees in a telecommuting arrangement must comply with all County policies and procedures concerning the handling of all confidential information including but not limited to Protected Health Information, as well as use of computers, internet and email. It is expected employees fully review and are familiar with these policies. Employees should limit consumer specific information in their possession outside of County offices to that necessary to perform their duties. When transporting consumer files/records staff must ensure security of confidential information. No identifying information should be visible and should be transported in a locked rolling bag or other secure storage. The telecommuter's signed Pierce County Employee Handbook and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting. Telecommuters may take work home, including confidential files, while abiding by the above procedure for protecting confidential information.

j. Safety and Liability

- 1) A designated representative of Pierce County may visit the employee's telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards. Repeat inspections may occur on an as-needed basis,
- 2) Injuries sustained by the employee while at his/her telecommuting work location and in conjunction with his/her regular work duties are normally covered under Pierce County's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries on the



Employee Incident Report in accordance with Pierce County Worker Compensation procedures.

- 3) By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location. Pierce County shall have no liability to third parties for injuries or property damage that occur at the employee's home. The County shall not be liable for damages to the employee's property resulting from participation in the telecommuting program. Telecommuters remain responsible for such injuries and damages and should consult with their Homeowner's or Renter's insurance agent to protect themselves.
- 4) Telecommuters are responsible for submitting any claims for County equipment stolen or damaged while in their homes to their insurance company and for filing a police report, if applicable. The supervisor should be contacted immediately in the event of any damage to or loss of County property and/or data.

k. Telecommuting Participation Conditions

- 1) In the event of a delay in repair or replacement of equipment or another circumstance under which it becomes impossible for the employee to telecommute, the employee shall be assigned other work and/or shall return to the central workplace.
- 2) Each supervisor should decide how to handle leave status or hours worked issues relating to weather emergencies with such decisions based on business needs and job responsibilities. Staff does not forfeit their option to utilize unpaid leave or accrued (paid) leave, excluding sick leave, to cover a weather related absence.
- 3) To determine if a telecommuter is entitled to mileage reimbursement, the following mileage reimbursement applies to telecommuters as indicated by the Internal Revenue Service: The first one way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter. This rule also applies to the last trip of the day from another location for the purpose of work to the home. The IRS determines that these trips are the responsibility of the telecommuter and are the same as another non-telecommuting staff person who does not get reimbursed for driving to and from their place of employment from home. On a practical basis, Pierce County will begin to pay mileage beginning with the first "not at home" work location of the day and stopping with the last "not at home" work location of the day. In the event the first trip and/or the last trip of the day is

longer than the mileage between central workplace and the employee's home, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the central workplace to the employee's home, this mileage would not be reimbursable.

3. Policy on Absence Due to Bad Weather Conditions

- a. If an employee does not report to work due to bad weather conditions, the employee may charge lost time to:
  - 1. Accumulated vacation time
  - 2. Comp time
  - 3. Time off without pay
  - 4. Agreement with Department Head to make up lost time
- b. Sheriff's Department employees must report to work.

**Pierce County Finance and Personnel Committee**  
**Meeting Date: 03/04/2019**

**Agenda Item:**

Discuss/Take action on Resolution 18-xx Amend the Personnel Policy to Expand the Remote Work Policy

**Requesting Agency:**

Allison Preble

**Background:**

On May 22<sup>nd</sup>, 2018 the County Board approved resolution 18-07 which put a remote work pilot program in place for the Economic Support unit of the Human Services Department. That Pilot ended in January of 2019. This pilot program was positively received by staff and management as they gained efficiency, improved performance, and improved morale with very few and minor technical issues. During this time we also saw a decrease in staff call-ins. I have attached a telecommuting report provided by the Economic Support Manager for your review. We would like to make this Remote Work policy permanent for Pierce County staff. A remote work policy would increase recruitment and retention as well as increase employee morale. Each remote work request would be reviewed in detail by the department head as well as administration to determine if the position would qualify to work remotely.

**Staff Recommendation:**

It is recommended that the Finance and Personnel Committee approves to amend the Personnel Policy to expand the Remote Work Policy

**Recommended Motion:**

Motion by      seconded by      to approve





January 7, 2019

To: Pierce County Human Services Board

RE: Report on remote work pilot project in Economic Support

Dear Chairperson Kahlow and Board Members:

Please see the attached report from Economic Support Manager Christina Tuenge. As directed the department has conducted a remote work pilot program. I would like to thank the Information Services, Administrative and Human Resources departments for collaboration on this initiative.

The report details a very positive experience with design, implementation and use of remote work within the Pierce County Department of Human Services. We gained efficiency, maintained or improved performance, provided proper supervisory oversight and provided employees with flexibility that improved morale. The pilot experience has been an overwhelming success.

Please review the report and advise of any additional questions you may have.

I recommend that the pilot program be continued as regular operations. Further, I recommend that remote work be extended to any employee in the Department of Human Services (DHS) that demonstrates compliance with the county policy and county procedures established in the remote work pilot program.

I respectfully request that this letter and the report be forwarded to F&P to make requested action to change remote work program policies from pilot to approved, and to approve expanding remote work to any employee of DHS that demonstrates compliance with the county policy and county procedures in the remote work program.

Thank you for supporting the remote work pilot. I look forward to implementation of remote work to benefit the county, department and the county residents we serve.

Sincerely,

  
Ronald Schmidt MSW  
Director

*To expand as appropriate*

# Economic Support Pilot Telecommuting Report

## January 7, 2019

### Implementation Status

- Currently there are five (5) ESS workers telecommuting (2 workers are not and that is due to one staff person being here less than 18 months and not working independently enough so are not eligible, and the other one is due to lack of funding for necessary equipment).
- The first staff person started on 7/17/2018
- Our last staff person started on 9/11/2018
- Staff is allowed to work from home 2-3 days a week on a rotating basis. The 3<sup>rd</sup> day is dependent on whether there is a unit meeting that week or not.
- Staff cannot telecommute two consecutive days unless inclement weather or some other extenuating circumstance and this must always be prior approved.

### Issues

- Printing/Mailing – Workers PIN print to the main Economic Support printer and mail out the next day. If they need something to go out that day, they reach out to a co-worker.
- PIN Printing- if there's a power outage those items saved for the PIN will not be saved. Option is to have IT put an internal hard drive in the printer.
- Scheduling can get a little tricky and is a bit more time-consuming. I keep them on a standard weekly rotating basis whether they've requested time off etc. That does make it easier and keeps it fair.
- Staff will have to manually calendar out 60 days for their network passwords expiration. If they expire when they're at home they are unable to get into their network drives. It's not the end of the world for a day, but it's better to have this on the calendar so it can be reset in the office.
- Initially the incorrect version of UC client was being used so one worker had to come back into the office.
- One worker with Satellite internet was not able to work with the softphone as her upload speed was too slow so she was very choppy on the phone and you couldn't make out anything. She had to use an internet phone that hooks directly into her computer and now there are no problems.

## Staff Performance

- Per CWW dashboards and our caseload monitoring tool, we are processing documents, changes, SMRFs, Renewals, Discrepancies, etc. within 1-7 days, often times 1-2 days.
- Staff report they are more productive at home as it is quieter and there are less distractions
- Increase in Positive Morale is HUGE – save time, gas etc.
- Decrease in call-ins
- With the turnover rate being so high in IM, it is a great way to be able to give staff a benefit. Once the equipment is paid for, it doesn't cost anything.
- Staff would be able to work on inclement weather days rather than calling in and not working.

## Advantages

- Potential to free up office space (having workers share an office in more of a kiosk style)
- If local internet is down in Pierce County staff could potentially work from home and there wouldn't be lost/down time.

## Miscellaneous

- There is a cost for VPN licenses which at this time is less than \$5.00 per worker.
- During this time I had one staff person move so it was decided with Human Resources that when this happens, workers must notify supervisor prior to telecommuting at this new location and they must complete new forms. Verbiage regarding this will need to be added to the policy.

## Statistics

### Average Before Telecommuting January 2018 - June 2018

	<i>Docs</i>	<i>Apps</i>	<i>Renewals</i>	<i>SMRFS</i>	<i>Changes</i>
<1	0.50	0.98	0.30	0.30	0.30
1 - 7	22.30	5.83	1.56	0.30	0.30
8 - 14	19.23	6.18	1.20	0.22	0.01
15 - 30	0.00	18.96	1.58	0.55	0.02
>30	0.00	0.50	0.99	0.14	0.00

### Average After Telecommuting July 2018 - December 2018

	<i>Docs</i>	<i>Apps</i>	<i>Renewals</i>	<i>SMRFS</i>	<i>Changes</i>
<1	0.25	0.96	0.08	0.23	0.25
1 - 7	11.93	5.79	0.90	0.10	0.16
8 - 14	17.01	7.15	1.12	0.21	0.00
15 - 30	0.00	18.90	1.43	0.48	0.00
>30	0.00	0.43	0.88	0.10	0.00

### Percentage of DECREASE in timeliness since beginning telecommuting

#### Documents

<1 day	50%
1-7 days	47%
8-14 days	12%
15-30 days	NA
>30 days	NA

#### SMRFS

<1 day	0.77%
1-7 days	0.33%
8-14 days	0.95%
15-30 days	0.87%
>30 days	0.71%

#### Applications

<1 day	2.00%
1-7 days	0.70%
8-14 days	1.20%
15-30 days	0.32%
>30 days	0.86%

#### Changes

<1 day	0.83%
1-7 days	0.53%
8-14 days	NA
15-30 days	INCREASE
>30 days	NA



### Renewals

<1 day	73%
1-7 days	42%
8-14 days	6.70%
15-30 days	9.50%
>30 days	11%

(Note: Applications, Renewals, SMRFs and Changes were processed timely, but waiting for verification)



# **10b.**

## **Resolutions for Second Reading:**

**Resolution No. 18-35 Authorization  
to use Jail Assessment Fund to  
Purchase & Install Monitors & a  
Viewing Computer in the Master  
Control of the Jail**

**RESOLUTION NO. 18-35**  
**AUTHORIZATION TO USE JAIL ASSESSMENT FUND TO PURCHASE AND**  
**INSTALL MONITORS AND A VIEWING COMPUTER**  
**IN THE MASTER CONTROL OF THE JAIL**

**WHEREAS**, the Sheriff's Department seeks to purchase and install new monitors and a viewing station in the master control of the jail in order to improve prisoner monitoring; and

**WHEREAS**, the Sheriff's Department is requesting authorization for said labor, equipment and materials, more specifically set forth on the attached Exhibit A, and that they be paid from the Jail Assessment Fund; and

**WHEREAS**, the Finance Director has submitted documentation confirming that there are sufficient funds within the Jail Assessment Fund to cover the requested expenditure; and

**WHEREAS**, the Corporation Counsel has conducted legal research with regard to the Jail Assessment Fund, and concluded that in accordance with §302.46 and 59.25(3)(g) Wis. Stats., the Jail Assessment Fund can be used with respect to the expenses set forth herein, and further concluded that use of the jail assessment funds requires authorization by the County Board of Supervisors; and

**WHEREAS**, the Law Enforcement Committee, at its meeting on January 9, 2019, and the Finance and Personnel Committee, at its meeting on March 4, 2019, authorized the expenditures set forth in Exhibit A and recommended that they be paid from the Jail Assessment Fund.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby authorizes the expenditures for the jail as set forth in Exhibit A in an amount not to exceed \$28,200.00, and that said expenditures be paid from the Jail Assessment Fund.

Dated this 26<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_

## Exhibit A

# COM-TEC

W6484 Design Drive

Greenville, WI 54942

920.749.2840

## Cost Proposal

---

Date: November 12, 2018

To: Pierce County Jail  
555 West Overlook Drive  
Ellsworth, WI 54011  
Attn: Jason Matthys

From: Kurt Bauer

Re: Add 6 - 50" Monitors to Control

---

The Cornerstone Group of Companies encompasses the collective experience and talents of eight separate business units. These business units have joined forces to provide a comprehensive solution for a turnkey project implementation that includes detention security electronics and detention hardware.

Cornerstone Detention Products, Inc.  
Airteq  
Norment Security Group, Inc.  
Security Design, Inc. dba Cornerstone Detention  
Trentech Electronics, Inc.  
Engineered Control Systems, Inc.  
Cornerstone Detention dba Com-Tec  
Limestone Building Group, Inc.

### **Scope of Work**

As requested, Com-Tec proposes to provide materials and programming for the addition of 6 50" Monitors and 1 new Viewing Computer in Central Control as listed below:

**Part 1** - Furnish and Program the equipment listed below, except as specifically excluded under Part 2:

- 1.1 - Furnish and install 6 NEC E506 Monitors in Central Control.
- 1.2 - Furnish and install 6 Tripp Lite Monitor Mounts.
- 1.3 - Furnish and install 1- Bosch High Performance Workstation.
- 1.4 - Furnish and install 3 - 50' Fiber HDMI Cables from existing computer to new wall mounted monitors.



- 1.5 - Furnish and install 3 - 50' Fiber HDMI Cables from New computer to new wall mounted monitors.
- 1.6 - Program existing Bosch Computer to except the 3 new monitors.
- 1.7 - Program New Bosch Computer to except 3 new monitors.

**Part 2 -** We specifically exclude the following:

- 2.1 - The 120 vac outlets and circuits for the added monitors (Will be required to be completed by an Electrician).
- 2.2 - The HP camera switch is full on the second floor, we will patch the new computer network cable to the first floor equipment room and utilize spare ports at that location.
- 2.3 - All conduit, raceways, standard back boxes, handholds, innerduct, pull strings, wire, cabling, etc. not identified above.

**Part 3 -** Clarifications:

- 3.1 - Com-Tec will provide project management, system engineering, system programming, on-site system start-up and commissioning.
- 3.2 - Com-Tec will provide a 1-year warranty.

**Part 4 -** General Notes:

- 4.1 - Cornerstone will provide its standard General Liability Insurance. (Certificate furnished upon request)
- 4.2 - We are not responsible for broken or damaged materials (except that caused by our own employees) nor for the protection of same.
- 4.3 - We will perform periodic clean-up of waste generated by our work and deposit debris into containers or dumpsters provided by others.
- 4.4 - Suitable secured dry storage space is to be provided by the Customer for our materials and protection of same.
- 4.5 - Payment & Performance Bonds are not included.
- 4.6 - Sales tax is NOT included.

**Proposal Cost - \$ 22,400.00**





W6484 Design Drive

Greenville, WI 54942

Please sign and return one copy for our files.

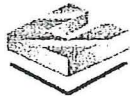
*Schedule 84 Provider #GS-07F-269AA*

This proposal is subject to acceptance within 30 days from the date hereon, and to all standard Terms and Conditions noted in the attached page. We hope this proposal will merit your placing with us your business, which will have our best attention in pursuing the work to completion.

Accepted: \_\_\_\_\_ Firm: \_\_\_\_\_

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Kurt Bauer  
Sr. Project Manager  
Office: 920.882.8860  
Cell: 920.284.9487



**CORNERSTONE**

WARRANTY, SERVICE & SUPPLY

Normant ~~HERITEX~~, ~~cornerstone~~ ~~LOCUS~~ ~~Com-Tec~~

## Standard Inclusions, Exclusions, Terms, & Conditions

### Standard Inclusions: (As they apply to the scope of work)

1. Proper engineering documents for submittal, installation and operation and maintenance
2. Field measurements and verifications for Cornerstone's scope of work only.
3. Sales and use taxes as applicable to the project and Cornerstone's scope of work.
4. The necessary torx-pin security screws for our materials only

### Standard Exclusions: (As they apply to the scope of work)

1. Power relays for other systems (i.e. HVAC, Electrical, etc.)
2. All main electrical supply AC power, per division 16, including power to security and detention equipment
3. Temporary power and lighting for final testing of equipment
4. Fire labels on doors and frames where field installation, hardware, and/or glass prevents U.L. labeling. However, doors and frames will be manufactured to U.L. construction standards with documentation provided.
5. Security caulking and sealants not specifically included
6. Caulking not required as a part of glass installation
7. Field finish painting or touch-up of prime paint
8. Final Cleaning
9. Trash debris container and its removal
10. Anchors, screws, fasteners, etc., including security type, not directly required by our installation scope of work
11. The protection of materials furnished by our company once they have been installed in place
12. Field measurements of any kind
13. Furnishing or installing louvers of any kind
14. Furnishing or installing aluminum windows and storefronts of any kind, including hardware
15. Demolition work, patching or repairing of existing structures and removal, relocation or re-installation of any existing materials
16. Cutting or patching of concrete or masonry materials
17. Furnishing or installing any standard/commercial type access doors and frame
18. Any chain link fencing material and associated supporting materials or hardware
19. Core drilling of any kind
20. Flashing or counter flashing of any kind
21. Roll up doors, or counter shutters
22. Repairs to frames installed by others

### Standard Terms & Conditions:

1. Use of this proposal in any way, including but not limited to listing Cornerstone as a subcontractor with the Owner, issuing a letter of intent, allowing Cornerstone to commence work or preparation for work, including submittals and/or drawings, will constitute acceptance by Customer of this bid proposal. Cornerstone and Customer will execute a ConsensusDocs 750 subcontract form to memorialize their agreement, supplemented and modified only as provided by this bid proposal which shall be incorporated by reference into the final subcontract. In the event of any conflict between the terms of this bid proposal and any other documents stating terms of the final subcontract, this bid proposal shall govern.
2. A change in the price of an item of material of more than 5% between the date of this bid proposal and the date of installation shall warrant an equitable adjustment in the subcontract price.
3. Cornerstone shall maintain insurance with coverage and limits only as provided by Cornerstone's existing insurance program evidenced by its certificate of insurance available request.
4. Cornerstone's Schedule of Values shall be used to determine progress payments. All sums not paid for when due shall bear interest at the rate of 1 1/2 % per month from due date until paid or the maximum legal rate permitted by law whichever is less; and all costs of collection, including reasonable attorney fees, shall be paid by Customer. The proper venue to resolve any disputes arising under the subcontract shall be the place

where the project is located, and the laws of said place shall govern all such disputes arising out of the subcontract.

5. Any retainage withheld from progress payments to Cornerstone shall not exceed the lesser of the retainage terms set forth in (1) the contractor's agreement with the owner, or (2) the statutes of the state in which the work is being performed.
6. Cornerstone shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the subcontract. All deliveries and work performed shall be in accordance with a mutually agreed to project schedule and subsequent mutually agreed to updates. Cornerstone shall be entitled to adjustments of time and price where occasioned by any cause of any kind and extent beyond Cornerstone's control, including but not limited to: delays caused by Customer, the owner, general contractor, architect and/or engineers; armed conflict or economic dislocation resulting there from; embargos, shortages of labor, raw materials production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations; fires, floods, accidents and acts of God. Should work be delayed by any of the aforementioned causes for a period exceeding ninety (90) days, Cornerstone shall be entitled to terminate the subcontract. Cornerstone change proposals must be processed in not more than 30 calendar days or as otherwise indicated on the change proposal.
7. The express warranties set forth in the subcontract documents are provided in lieu of all other warranties, expressed or implied, and the warranties of merchantability and fitness for a particular purpose are hereby disclaimed by Cornerstone. Cornerstone is not responsible for special, incidental, or consequential damages. Cornerstone is not responsible for damage to its work by other parties, and any repair work necessitated by such damage is extra work. All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, and texture and performance standards. Cornerstone must receive all warranty claims not more than one (1) year after completion of Cornerstone's work, and Cornerstone must be provided a reasonable opportunity to inspect and make corrections, or such warranty claims are barred.
8. Except as specifically required by the work and specifications included in this bid proposal, Customer shall furnish all temporary site facilities, including site access, storage space, hoisting facilities, guard rails, covers for floor, roof and wall openings, security, parking, safety orientation, break and lunch facilities, toilet and wash facilities, drinking water and other water facilities, electrical service, telecommunication service, lighting, heat, weather protection, fire protection, and trash and recycling services.
9. To the extent that performance and payment bonds are included in this bid proposal or in the case that it is added by change order, the bond forms must be the ConsensusDocs 260 and 261 or substantially equivalent as approved by Cornerstone.
10. Cornerstone will not provide any credits for enrollment in an owner- or contractor- controlled insurance program unless notified prior to proposal and acknowledged in Cornerstone's proposal. In the event Cornerstone provides a credit, it shall be final and no calculation of credits by a wrap-up administrator or others shall be binding on Cornerstone.
11. Lien waivers and/or waivers of claim(s) shall not apply to any retainage withheld; shall not apply to unbilled changes, to claims which have been asserted in writing or which have not yet become known to Cornerstone; shall be conditional upon receipt of funds to Cornerstone's account.
12. Unless noted otherwise, proposal is based entirely on materials considered to be the standard products of Cornerstone Detention Products, Inc.
13. Cornerstone will not be required to indemnify other parties, including but not limited to, the general contractor, construction manager, architect, and owner, for incidences that are not the sole responsibility of Cornerstone Detention Products, Inc. or that may violate statutory law in the state of the project.





Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

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## Request for F & P Action

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sgustafs@co.pierce.wi.us <sgustafs@co.pierce.wi.us>

Mon, Feb 25, 2019 at 12:42 PM

To: jmatthys@co.pierce.wi.us, julie.brickner@co.pierce.wi.us, brad.lawrence@co.pierce.wi.us,  
jamie.feuerhelm@co.pierce.wi.us, albarado@co.pierce.wi.us

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### Response summary

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Timestamp

Mon Feb 25 2019 13:42:12 GMT-0500 (EST)

Username

[object Object]

Meeting Date

2019-03-04

Agenda Item

Discuss/Take action to add camera monitors in master control at LEC

Requesting Agency

PCSO

Background

Item was discussed at LE to spend no more than \$28,200.00 on monitors for the jail master control area.

Staff Recommendation

Voted on by LEC in Jan to move to F&P

Recommended Motion: (Motion by seconded by to approve and authorize)

Motion by R. Wood/S. Bjork to approve project to add monitors in the jail's master control & to use Jail Assessment funds to cover costs, & forward to Finance & Personnel Committee recommending approval as presented; motion carried unanimously.

Requestor's email address

albarado@co.pierce.wi.us

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12/31/2018

Pierce County Mail - Monitor Power



Steve Albarado <albarado@co.pierce.wi.us>

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**Monitor Power**  
1 message

Eric Fanetti <ef@b-belectricinc.com>  
To: "albarado@co.pierce.wi.us" <albarado@co.pierce.wi.us>

Fri, Dec 21, 2018 at 9:36 AM

Hello Steve,

Hope all is well.

The following is an electrical budget to install outlets for five (5) receptacles in the jail for monitors.

The budget includes all material and labor for a complete installation.

(Mounting of monitors by others.)

Budget the amount of.....\$5,800.00

Please let me know if you have any questions.

Have a Merry Christmas.

Eric Fanetti



620 Commerce Drive

Hudson, WI 54016

ef@b-belectricinc.com

<https://mail.google.com/mail/u/0/?ik=ac925f9e25&view=pt&search=all&permthid=thred-f%3A1620476281395383742%7Cmsg-f%3A1620476281395383742&siml=msg-f%3A1620476281395383742&...> 1/2

# **10c.**

## **Resolutions for Second Reading:**

**Resolution No. 18-36 Amend**

**Sheriff's Office Fees:**

**Fingerprinting, Home Monitoring,  
Prisoner, Impound Lot, Copying,  
Civil Process & Traffic Counter**



**RESOLUTION NO. 18-36**  
**AMEND SHERIFF'S OFFICE FEES:**  
**FINGERPRINTING, HOME MONITORING, PRISONER, IMPOUND LOT,**  
**COPYING, CIVIL PROCESS AND TRAFFIC COUNTER**

**WHEREAS**, the County has previously set certain Sheriff's Office fees in prior Resolutions, including, Res. 06-12 (Fingerprinting), Res. 07-01 (Huber Law & Prisoners), Res. 02-11 (Copying), Res. 07-02 and 01-14 (Civil Process), Res. 06-33 (Traffic Counter) and amended all of said fees in Resolution 11-26; and

**WHEREAS**, it is within the County's power to assess a fee for providing non-criminal fingerprinting services in accordance with §59.03, Wis. Stats.; and

**WHEREAS**, pursuant to Wis. Stat. § 302.425(3), the County may require that a prisoner pay a daily fee to cover the costs associated with home monitoring; and

**WHEREAS**, Pierce County has authority under Wisconsin Statutes, including Sections 302.372, 302.38 and 303.08 to set fees for the maintenance and boarding of prisoners in the County jail; and

**WHEREAS**, §221-29 of the Pierce County Code allows for the recovery of costs for the impoundment of abandoned vehicles from owners; and

**WHEREAS**, §19.35(3) and §814.70(6) Wis. Stats. authorize the Sheriff to collect fees for copying documents and records requested from the Sheriff's Office; and

**WHEREAS**, §814.70 Wis. Stats. requires the Sheriff to collect fees for certain civil processes, §10-12 of the Pierce County Code authorizes the Sheriff to collect fees for the sale of real estate and §814.705(1) and (2) Wis. Stats. authorize the County Board to establish civil process fees and real estate sales fees at a higher rate than what the legislature sets; and

**WHEREAS**, §341.21(2) Wis. Stats. authorizes the Office of Transportation, Division of Motor Vehicles to contract for services relating to the processing or distribution of temporary license plate registration, and Pierce County has the authority to collect fees pursuant to §341.09(1)(c) Wis. Stats and Trans 132 Wis. Admin. Code; and

**WHEREAS**, said fees need to be revised from time to time based upon increased costs to Pierce County in providing these services, and the Sheriff's Office recommends that the fees noted above be increased as set forth in Exhibit A; and

**WHEREAS**, the Law Enforcement Committee, at its meeting on January 9, 2019, and the Finance and Personnel Committee, at its meeting on March 4, 2019, recommended the fees be amended as set forth in Exhibit A.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors adopt the fees as outlined in this resolution and set forth in Exhibit A, and that the fees shall take effect upon adoption of this resolution; and

**BE IT FURTHER RESOLVED**, that the Pierce County Sheriff shall collect the established fees, maintain auditable records, and deposit those fees with the Pierce County Treasurer on a monthly basis, except as set forth in §10-11 of the Pierce County Code, or as otherwise required by law.

Dated this 26<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_

*BDL*

# Exhibit A

## SHERIFF'S OFFICE FEES

FEE TYPE	CURRENT FEE	PROPOSED FEE
Non-criminal & Non-D.O.J. employment required fingerprinting services	\$15.00 for out-of-County residents	<u>\$20.00</u>
Huber Law prisoner meals per day	\$14.25 plus tax \$0.78 (5.5%) totaling \$15.03/day	\$16.11 plus tax \$0.89 (5.5%) totaling \$17.00
<u>Home Monitoring</u>	<u>\$0.00</u>	<u>\$25.00 per person per day</u>
<u>Prisoner Maintenance:</u> <u>Booking Fee for all sentenced inmates including probation / parole</u>	<u>\$0.00</u>	<u>\$25.00</u>
Prisoner Maintenance: Nurse visit	\$6.00	\$10.00
Prisoner Maintenance: Doctor visit	\$6.00	\$6.00
Prisoner Maintenance: Over-the-Counter Medications	\$0.50	\$0.50
Prisoner Maintenance: UA / Drug Screen	\$12.00	<u>\$15.00</u>
<u>Prisoner Maintenance:</u> <u>Oral Swabs / DNA</u>	<u>\$0.00</u>	<u>\$15.00</u>
Prisoner Maintenance: PBT's	\$5.00	\$5.00
Prisoner Maintenance Facsimiles	\$0.50 per page	\$0.50 per page
Impound Lot Fee: Abandoned Vehicles	\$25.00 per day	\$25.00 per day
Copying Fee: Accident Reports Only	\$5.00 for the whole report	\$5.00 for the whole report
Copying Fee: Incident Reports	No cost if less than 5 pages; \$5.00 for whole report if 5 or more pages	No cost if less than 5 pages; \$5.00 for whole report if 5 or more pages
Copying Fee: Videotape copies	\$45.00 per tape	\$45.00 per tape
Copying Fee: Pictures	\$2.00 per picture (not on CD)	\$2.00 per picture (not on CD)
Copying Fee: Audio cassettes	\$25.00 per cassette	\$25.00 per cassette
Copying Fee: Additional information	\$0.50 per page	\$0.50 per page

Copying Fee: Compact Disc / DVD	\$7.00 per DVD / CD	\$7.00 per DVD / CD
Location Fee: Body camera video / photos	\$0.00	Lowest wage rate/hr
Civil Process	\$75.00 up front per set of documents (includes 3 attempts plus mileage)	\$75.00 up front per set of documents (includes 3 attempts plus mileage)
Attempted Service – Extra Attempts on Current Documents	\$25.00 up front (includes 1 attempt plus mileage)	\$25.00 up front (includes 1 attempt plus mileage)
Evictions, Standbys, etc.	\$50.00 per hour	\$50.00 per hour
Sheriff's Sales	\$150 up front	\$150 up front
New License Plate Fee	\$19.50*	\$19.50*
Renewal Fee	\$10.00*	\$10.00*
Temporary License Plate Fee (providing special assistance)	\$5.00**	\$5.00 **

\* Fee is capped by §341.21 Wis. Stats. and contract

\*\* Fee is capped by §§341.21 and 341.09 Wis. Stats., Trans 132 Wis. Admin. Code and contract.



# **13.**

## **Appointments:**

- 13a) Ethics Board: Richard O'Connell – 3 yr. term; Sept. 2019 to Aug. 2022. Robert M. Jeffrey 3 yr. term; Sept. 2019 to Aug. 2022. Confirmation by County Board required.**
- 13b) Information Services Committee: Jeff Olson – 3 yr. term; Apr. 2019 to Apr. 2022. Mary-Alice Muraski – 3 yr. term; Apr. 2019 to Apr. 2022.**



Jamie Feuerhelm &lt;jamie.feuerhelm@co.pierce.wi.us&gt;

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**Ethics Board Appointments / Confirmations***MARCH CB 10A*

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**Michelle Schulte** <michelle.schulte@co.pierce.wi.us>

Thu, Feb 28, 2019 at 2:07 PM

To: Jamie Feuerhelm &lt;jamie.feuerhelm@co.pierce.wi.us&gt;

Cc: Brad Lawrence &lt;brad.lawrence@co.pierce.wi.us&gt;

Hi Jamie -

Richard O'Connell was appointed to serve the remaining term of Carol N. Schwantes, who resigned last year. That term is set to expire August 31, 2019. Pursuant to PCC 24-12(B), Mr. O'Connell is able to serve up to two consecutive terms and has indicated he would like to be reappointed to his first three year term.

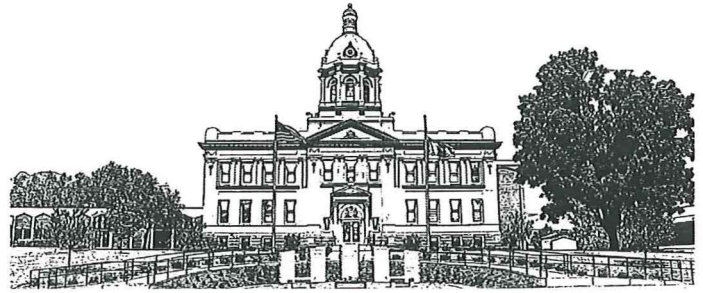
Robert M. Jeffrey's first three year term expires August 31, 2019. Mr. Jeffrey has indicated he would like to be reappointed to a second three year term.

Brad spoke with Jeff Holst who would like to reappoint both members for another term. Please add both appointments on for confirmation to the April County Board Agenda. If you have any questions or concerns, please let me know. Thanks.

--

Michelle L. Schulte  
Paralegal  
Corporation Counsel Office  
Pierce County Courthouse  
414 W. Main Street  
P.O. Box 367  
Ellsworth, WI 54011  
Phone (715) 273-3531 x 6435 or (715) 273-6745  
Fax (715) 273-6860

**PIERCE COUNTY WISCONSIN**  
**INFORMATION SERVICES**  
**412 W. KINNE STREET, P.O. BOX 120**  
**ELLSWORTH, WI 54011**  
**715-273-1122**



**Janet Huppert - Director**

## **MEMO**

**To:** Jeff Holst, Pierce County Board of Supervisors Chair

**From:** Janet Huppert

**Subject:** Appointment of Citizen Members on the Information Services Committee

**Date:** 3/21/19

The current terms of the two citizen members on the Information Services Committee, Jeff Olson and Mary-Alice Muraski, will both expire in April 2019. Jeff Olson and Mary-Alice Muraski have both decided to seek re-appointment to the Information Services Committee.

Action was taken at the March 19, 2019 Information Services Committee meeting to recommend that Jeff Olson and Mary-Alice Muraski be reappointed for an additional 3 year term on the Information Services Committee beginning in April 2019.

The Information Services Committee requests that you reappoint Jeff Olson and Mary-Alice Muraski as the two citizen members for an additional three year term on the Information Services Committee.

**Cc:** Allison Preble  
Brad Lawrence  
Jamie Feuerhelm  
Michael Kahlow