

# **ATTENTION COUNTY BOARD**

## **MEMBERS**

**Pursuant to a Proclamation Declaring a State of Emergency in Pierce County due to concerns about the COVID-19 virus that went into effect March 19, 2020, the County Board rule requiring personal attendance at meetings has been waived. Board members will have the option to call in & attend the meeting by phone with full voting rights. Please do not call in more than 5 minutes before the meeting begins.**

**The number to call: 715-273-1125**

**A quorum will be important for these meetings so if you cannot attend personally, or prefer not to attend in person, please consider attending the meeting remotely by phone.**

**+AMENDED+**  
**PIERCE COUNTY BOARD OF SUPERVISORS**

Tuesday, March 24, 2020 – 7:00 p.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> Chippewa Valley Technical College representatives on upcoming April Referendum. <i>+Presentation canceled: Please visit the following link to view video presentation on the CVTC Referendum: <a href="https://www.cvtc.edu/building-our-future-together/need">https://www.cvtc.edu/building-our-future-together/need</a></i>
6.	<b>Resolutions for consideration:</b> <b>First reading:</b> 6a) Resolution No. 19-26 Authorizing a Surcharge on Restitution 6b) Resolution No. 19-27 Authorize Community Development Block Grant Revolving Loan Fund (CDBG RLF) Close out Option, Source of Funds, & Authorize Payment* 6c) <i>Resolution 19-28 Declaration of State of Emergency &amp; Ratification of Proclamation Declaring State of Emergence due to COVID-1++</i>
7.	<b>Resolutions for consideration:</b> <b>Second reading:</b> 7a) Resolution No. 19-24 Salary Adjustments for Elected Officials, County Clerk, Treasurer, & Register of Deeds 2021-2024
8.	<b>Ordinances for consideration:</b> <b>First reading:</b> 8a) None
9.	<b>Ordinances for consideration:</b> <b>Second reading:</b> 9a) None
10.	<b>Appointments:</b> 10a) None
11.	Future agenda items
12.	Next meeting: Mar. 24, 2020; 7 p.m.; County Board Room, Courthouse
13.	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 03/13/2020

\*Adoption requested on First Reading. Also requires a 2/3rds vote or a minimum of 12 affirmative votes to pass  
 +Amended 3/19/20 > 2:30 p.m.  
 ++Adoption requested on First Reading

# **5.**

**Presentation: Chippewa Valley  
Technical College  
representatives on upcoming  
April Referendum. +Presentation  
canceled: Please visit the  
following link to view video  
presentation on the CVTC  
Referendum:  
[https://www.cvtc.edu/building-  
our-future-together/need](https://www.cvtc.edu/building-our-future-together/need)**

## FACILITIES DEVELOPMENT PLAN

On April 7, residents of the 11-county area served by CVTC are asked to vote on a referendum authorizing the College to create and expand our facilities. The facilities improvements would target programs that are in high demand and impact citizens across our region, including transportation, public safety, manufacturing, technology, and community partnership.

### WHAT PROJECTS ARE PROPOSED?

The proposed referendum plan is comprised of four major components:

CONSTRUCTION

#### TRANSPORTATION EDUCATION CENTER



Gain efficiencies and increase capacity for student enrollment to address the workforce shortage.

EXPANSION & REMODELING

#### EMERGENCY SERVICE EDUCATION CENTER



Meet the training requirement needs of today and the future for emergency services.

ADDITION

#### MANUFACTURING EDUCATION CENTER



Update technical components and install an Automated Fabrication lab.

ENHANCEMENT

#### ADDITIONAL CAMPUS RENOVATIONS AND EXPANSIONS



Update current facilities to serve our growing student body.

### WHY ARE THE PROPOSED PROJECTS NECESSARY?

After carefully reviewing the College facility needs for the past several years, we have determined that:

**Demand For Space Exceeds Current Capacity:** Increased student enrollment has resulted in College facilities that are inadequate to accommodate training students in several key industry areas. Transportation, manufacturing, and construction have outgrown their current spaces and require modernized solutions moving forward. Also, the campuses serving our regional community members require facilities upgrades to serve expanded programming for high school academies, apprenticeships and other growing student populations.

**Area Employers Depend on CVTC:** Due to the overall national workforce shortage, regional employers are in desperate need of qualified workers with advanced skills for today's globally competitive economy. Chippewa Valley Technical College is a crucial contributor to keep our local business community thriving. For many years, our college has worked closely with industry partners to solve their technological and educational needs. As we look to the future, there are areas of need that must be addressed to support the continuing education demands of the community.

**Program Expansion Supports Regional Job Growth:** At CVTC, educational programs are required to demonstrate substantial regional necessity and outcomes before proceeding with significant infrastructure investments. In addition to current enrollment demands, the program areas represented in the proposed projects have been through a rigorous analysis of industry growth projections. The suggested expansions will address future industry growth and serve the ultimate goal of putting skilled local community members into the workforce.

95%

Percentage of CVTC graduates employed within **6 months after graduation**

155+

CVTC offers **110 programs**, 35 certificates, and 13 apprenticeships

91%

Percentage of graduates who **find employment in Wisconsin** after graduation

18,595

Total number of **students CVTC served** in 2018-19

\$46,816

Average **starting salary** of CVTC associate degree graduates

### WHY ARE WE MOVING FORWARD NOW?

- CVTC's Board of Trustees and College leadership are very conscious of the current economic situation with the residents in our region. They also deeply understand the critical role the College plays in **strengthening the local economy** by providing workers with skills for long-term employment. It is a vital time to invest in our facilities and help meet the demand for qualified workers now and in the future.
- In the 2018-2019 FY, the College **served 18,595 students**, marking a three-year growth in enrollment.
- Historically **low interest rates** make this a very responsible time to borrow.
- The current extremely active construction market is helping to keep **bids and building costs down**.
- **State-standardized financial mechanisms** prohibit construction beyond College needs so alternative funding methods need to be pursued.

### WHAT IS THE TIMELINE FOR THIS PROCESS?

The proposed referendum is the result of continuous facilities planning. Surveys, studies, and community conversations have guided CVTC's Board of Trustees toward their decision to move forward with a referendum question on the April 7, 2020 ballot.

If the referendum is approved, design work will begin immediately on all major projects. The River Falls property acquisition, automated fabrication lab, and equipment purchases for new labs will be completed by 2021. The Transportation Education Center construction and Emergency Service Education Center remodel and addition are estimated to be completed by 2022. The updated entrance, commons, and office to the Menomonie Campus, River Falls science lab and additional building, and Chippewa Falls science lab are expected to be finished by 2023.

### WHAT IS THE COST OF THE PROJECTS?

The Board of Trustees has authorized a referendum package for the proposed projects not to exceed \$48.8 million. These costs include new construction, renovations, site work, equipment, furnishings, professional services, permits, and fees. The projected tax impact on property owners is estimated to be \$13/year\* per \$100,000 of property value.

### ESTIMATED PROPERTY TAX IMPACT

#### Referendum Amount:

\$48.8 million

Impact Per \$100,000 of Property Value:

Estimated tax increase of **\$13/year\***

\*Assumes multiple borrowing amortized over 21 years using planning interest rates of 3.75% - 4%. Estimated impacts are based on 2018 Equalized Valuation (EIV-001) of \$24,723,897,642 with no annual growth thereafter.

Visit [cvtc.edu/Future](http://cvtc.edu/Future) to learn more!



**VOTE!**

APRIL 7

QUESTIONS OR COMMENTS? WE'D LOVE TO HEAR FROM YOU!

// [communications@cvtc.edu](mailto:communications@cvtc.edu) // 715-833-6300

**6a.**

**Resolutions for First Reading:**

**Resolution No. 19-26 Authorizing a  
Surcharge on Restitution**

**RESOLUTION NO. 19-26**  
**AUTHORIZING A SURCHARGE ON RESTITUTION**

**WHEREAS**, the Pierce County Victim Witness Coordinator provides valuable services during the pendency of a criminal action to the crime victims; and

**WHEREAS**, the various services the Victim Witness Coordinator provides include providing support to crime victims, aid crime victims in presenting a victim impact statement to the Court, arranging for crime victims to confer with the District Attorney, and making restitution requests to the Courts on behalf of the victim; and

**WHEREAS**, the Victim Witness Coordinator's budget is only partially funded by the State of Wisconsin; and

**WHEREAS**, Section 973.06(1)(g) Wis. Stats. authorizes the Court to impose a restitution surcharge equal to 10% of any restitution ordered under Section 973.20 Wis. Stats., payable to the County Treasurer for use by the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby authorize the establishment of a revenue account for the collection of a restitution surcharge; and

**BE IT FURTHER RESOLVED**, that the monies collected would be used to fund the Pierce County Victim Witness Coordinator's budget.

Dated this 24th day of March, 2020.

\_\_\_\_\_  
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

BDC

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



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

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## New form response

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Steve Gustafson <demo@fnsntp.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Thu, Feb 13, 2020 at 12:26 PM

Request for F & P Action has received a new response:

**Meeting Date** 2020-03-02

**Agenda Item** Resolution Authorizing a Surcharge on Restitution

**Requesting Agency** Pierce County Victim Witness

**Background** This statute has been in effect for years. Pierce County has never taken advantage of this extra Revenue. Reimbursement rates from the State have decreased over the years. It is currently at 49%. It is a good way to recoup some of the lost income for the Victim Witness budget.

**Staff Recommendation** To approve the requested Resolution Authorizing a Surcharge on Restitution

**Recommended Motion: (Motion by seconded by to approve and authorize)** To approve the requested Resolution Authorizing a Surcharge on Restitution

**Requestor's email address** Debbie.Feuerhelm@da.wi.gov

[Quoted text hidden]



# **6b.**

## **Resolutions for First Reading:**

**Resolution No. 19-27 Authorize  
Community Development Block Grant  
Revolving Loan Fund (CDBG RLF)  
Close out Option, Source of Funds, &  
Authorize Payment\***

*\* Adoption on First Reading requested.*

**RESOLUTION NO. 19-27**  
**AUTHORIZE COMMUNITY DEVELOPMENT BLOCK GRANT**  
**REVOLVING LOAN FUND (CDBG RLF) CLOSE OUT OPTION,**  
**SOURCE OF FUNDS, AND AUTHORIZE PAYMENT**

**WHEREAS**, the County has operated a Revolving Loan Fund (RLF) through a Community Development Block Grant (CDBG) for many years; and

**WHEREAS**, due to compliance issues as determined by the Federal Department of Housing and Urban Development (HUD), as well as low use of RLF funds for lending by local units of government around the state, the State Department of Administration (DOA) has developed a loan closing program that has been approved by HUD to undertake a process to close its CDBG RLF loan programs operated by local municipalities throughout the state; and

**WHEREAS**, said closing process options include:

- (1) Return all RLF cash on hand to the DOA and continue servicing all existing loans, return loan payment funds to the DOA as received, and apply for a CDBG Close Grant in the amount of cash on hand that the county returned to the DOA;
- (2) Return all RLF cash on hand to the DOA and reimburse the state for principal owed on all active loans (i.e. buy out), and apply for a CDBG Close Grant in the amount of cash on hand plus the amount that the County loan principal amount was to the DOA (and continue to collect principal and interest on all active loans and use the funds any way the County desires);
- (3) Turn all money back to the DOA and do not apply for a grant; and

**WHEREAS**, estimated as of March 25, 2020, the approximate cash on hand is \$1,308,194, and the approximate existing balance in principal for current active loans is \$108,568, for a total approximate amount of \$1,416,762; and

**WHEREAS**, the Pierce County Revolving Loan Fund Committee considered this matter at its meeting on December 19, 2019 and took action to recommend that the County exercise Option 2 above; and

**WHEREAS**, the County will potentially get the money returned to it via CDBG Close Grant if an application for CDBG eligible community development project(s) is approved by the State Department of Administration, which will greatly benefit the residents of Pierce County; and

**WHEREAS**, the proposed projects and applications for Close Out program grants for the available funds needs to be submitted to the DOA by no later than January 31, 2021, and pursuant to direction by the State DOA, the Finance & Personnel Committee on September 9, 2019 created the Pierce County Community Development Adhoc Committee for the purpose of considering and vetting and recommending qualified projects to the County Board of Supervisors for approval by the Board; and

**WHEREAS**, the approval of any CDBG eligible community development project(s) will come back to the Board for approval by Resolution prior to submission of any application(s) to the State; and

**WHEREAS**, in order to exercise Option 2 above, it is necessary for the County to “buy out” currently existing active loans with County money, and the Finance and Personnel Committee at its meeting on March 2, 2020 took action to recommend that the County Board authorize Option 2 and that the funds to buy out active loans will come from the General Fund, to authorize payment to the DOA accordingly, and that action be taken on a first reading.

**NOW, THEREFORE BE IT RESOLVED**, by the Pierce County Board of Supervisors that it (1) authorizes Option 2 above, and (2) authorizes that the funds to buy out active loans will come from the General Fund, and (3) authorizes payment to the DOA in accordance herewith.

Dated this 24th day of March, 2020.

\_\_\_\_\_  
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  
BDL

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

**State of Wisconsin Department of Administration's Proposed Community Development Block Grant (CDBG) Close Program**

Due to compliance issues and low use of RLF funds for lending by local units of government around the State the Wisconsin Department of Administration is proposing to require communities and counties that have CDBG RLFs to undertake one of the following three options by January 31, 2021 determined by the Wisconsin Department of Administration. Local Governments in the Mississippi River Region that will need to decide on one of these options are the cities and villages of: Tomah, Sparta, Kendall, Hillsboro, Osseo and the Counties of: Pierce, Pepin, Buffalo, Jackson, La Crosse, Monroe and Vernon.

**RLF Options**

Option 1:

a. Return all RLF cash on hand to DOA and continue to administer active loans. Turn over loan payments to DOA as they are collected.

Pierce County Formula Example:

\$1,308,194.00 Bank Balance projected as of 3/25/2020  
- 0.00 State Administrative Costs  
\$1,308,194.00 CDBG Close Eligibility Amount

b. Apply for a \$1,308,194 CDBG-Close Grant in the amount of the cash in the bank that the community or county returned to DOA. These CDBG-Close Grants are non-competitive and require no matching share \$

The CDBG-Close Grant application with few exceptions must have a 51% Low and Moderate Income (LMI) benefit. Eligible projects can be used for a wide range of public service activities, including, but not limited to: road, water sewer, other public facilities, broadband-internet installation, housing, planning, job training and centers, senior centers and services, crime prevention and public safety, hazard mitigation, child care, health services, substance abuse services-counseling and treatment (opioid treatment), fair housing counseling, education programs, energy conservation, services for senior citizens, services for homeless persons, welfare services and recreational services.

Preventing or eliminating slums or blight is another eligible activity and does not require meeting the 51% LMI benefit threshold.

Option 2:

a. Return all RLF cash on hand to DOA and reimburse the state from county funds (buyout) the principal owed on all active loans totaling \$108,568.

Pierce County Formula Example:

1,308,194.00 Bank Balance projected as of 3/25/2020  
+ 108,568.00 Principal Owed County from Business Loans projected as of 3/25/2020  
- 0.00 State Administrative Costs  
\$1,416,762.00 CDBG Close Eligibility Amount

b. Apply for a CDBG-Close Grant in the amount from the cash in the bank plus the amount that the community or county loan principal reimbursement was to DOA for a total of \$1,416,762. These CDBG-Close Grants are non-competitive and require no matching share \$.

The CDBG-Close Grant application with few exceptions must have a 51% Low and Moderate Income (LMI) benefit. Eligible projects can be used for a wide range of public service activities, including, but not limited to: road, water sewer, other public facilities, broadband-internet installation, housing, planning, job training and centers, senior centers and services, crime prevention and public safety, hazard mitigation, child care, health services, substance abuse services-counseling and treatment (opioid treatment), fair housing counseling, education programs, energy conservation, services for senior citizens, services for homeless persons, welfare services and recreational services.

Preventing or eliminating slums or blight is another eligible activity and does not require meeting the 51% LMI benefit threshold.

c. Continue to collect principal and interest on active loans and use the funds anyway the county desires. Could continue the RLF or could be used for other needs. These funds are considered "defederalized" since the county reimbursed the state the principal owed on all active loans. It is suggested that the County Board determine what to do with the funds as they are collected.

Option 3:

Return all funds to DOA and do not apply for a grant.

RLF COMMITTEE ACTION:

On December 19, 2019 the Revolving Loan Fund Committee met to discuss these options in detail. Based on group discussion with Greg Flogstad (retired) Mississippi River Regional Planning Commission Director, the committee opted to make the recommendation to the County Board, option 2 as described above. See Meeting Minutes

Prepared By: Matthys / Flogstad

**APPROVED MINUTES OF THE  
Revolving Loan Fund Committee Meeting held  
Thursday, December 19, 2019 – 10:00 a.m.**

**STATE OF  
WISCONSIN  
COUNTY OF PIERCE**

}

**County Board Room, Pierce County Courthouse  
414 W. Main Street, Ellsworth, WI 54011**

**1) Meeting convened**

The Revolving Loan Fund (RLF) Committee met in the County Board Room of the Pierce County Courthouse in Ellsworth, WI. Chair Raynee Farrell called the meeting to order at 10:00 a.m.

A quorum was established acknowledging 3 members present.

Members present:

Raynee Farrell      CCF  
Jason Matthys      Administrative Coordinator  
Scott Bjork          District 7 Supervisor

Absent/Excused:

Jens Loberg              Loberg Law  
Jerry Kosin              Township of Oak Grove

Also present: Joe Folsom – Pierce County Economic Development Corporation (PCEDC), Greg Flogstad & Dave Bonipas– Mississippi River Regional Planning Commission (MRRPC), Brad Lawrence – Corporation Counsel, Jason Fey – Corporation Counsel

**2) Approve agenda:**

**Motion by J. Matthys / R. Farrell to approve agenda. Motion carried; S. Bjork abstained.**

**3) July 31, 2019 Minutes:**

**Motion by J. Kosin / J. Matthys to approve with that change made. Motion carried with all in favor.**

**4) Public Comment:**

Flogstad introduced his replacement, Dave Bonifas.

**5) Discuss/take action to recommend to the County Board an option to close existing CDBG-RLF loans and whether or not to pursue an application for an eligible project.**

Option 1. Return cash on hand to DOA, continue to service existing loans, and apply for grant in the amount of cash that we send. Return loan money as it comes in. Option 2. Do the same, but look for county funds to pay off existing loans and apply for a grant in the amount of 1.4M. Pierce County keeps that money. Continue to service own loans in both situations. Option 3. Turn all money back to the state and do not apply for a grant. The RLF needs to make recommendation to County Board, then it will go to F&P to decide where the funds come from, if we choose option 2. Once that is done, the committee stays intact, under a new name, the Community Development Committee, consistent with existing resolution. Flogstad recommends trying to find an LMI.

Motion by J. Matthys / S. Bjork a recommendation that we plan to return all cash on hand as well as pay off existing loans with existing county funds at that time and pursue application for eligible projects. Motion carried with all in favor.

6) *Discuss recommendations of eligible, County residents to be appointed to the Community Development Committee; 1 LMI resident, 1 realtor and 1 member from the labor community.*

Recommendations of those nominees to serve on the committee, bring them forward and the county board will approve them. Labor & Realtor calls out, LMI is household income 80% of median household income. 80% or less of median income. Must be a county resident. No recommendations at this time.

7) *Discuss/take action on Welcome Home Assisted Living loan amendment request.*

Welcome Home assisted living amendment request. Mel Schoeder, Pres if the facility. Copied Brad on this, loan is ballooning February 1. Seek additional financing, would like to continue making payments the way they are. Meet again in January, subject to review of current financials, income statement, and balance sheet, reach out to Joe Folsom. Flogstad will tell her today she'll need to provide financials. Meet again in January, subject to review of current financials, income statement, and balance sheet, reach out to Joe Folsom? **Motion by S. Bjork / J. Matthys to table decisions until Welcome Home can provide current financials and review with Folsom and Matthys. Motion carried with all in favor.**

9) *Future agenda items*

RLF closeout and Welcome Home Assisted Living loan amendment request.

10) *Next meeting date:*

January 22, 2020, 10:00 AM, Pierce County Court House, County Board Room

11) *Adjourn:*

**Motion by S. Bjork / J. Matthys to adjourn at 10:42 a.m. Motion carried with all in favor.**

Respectfully submitted by: Kathy Bennig

# **6c.**

## **Resolutions for First Reading:**

**Resolution 19-28 Declaration of State  
of Emergency & Ratification of  
Proclamation Declaring State of  
Emergence due to COVID-1++**

*++Adoption on First Reading requested.*



**RESOLUTION NO. 19-28**  
**DECLARATION OF STATE OF EMERGENCY AND RATIFICATION OF**  
**PROCLAMATION DECLARING STATE OF EMERGENCY DUE TO COVID-19**

**WHEREAS**, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin; and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State; and

**WHEREAS**, pursuant to §323.14(4) Wis. Stats., on March 19, 2020 the Pierce County Administrative Coordinator and County Board Chair by proclamation, a copy of which is attached as **Exhibit A**, declared that a state of emergency exists in Pierce County due to COVID-19, and took various action including but not limited to, suspending County Board Rule §4-4(G) of the Pierce County Code and authorizing attendance at meetings of the Board remotely; and

**WHEREAS**, pursuant to §323.14(4) Wis. Stats. the proclamation is “subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation”; and

**WHEREAS**, Pierce County (the “County”) has been working to protect the health and well-being of its residents from the spread of COVID-19, and to prepare for the impacts the disease is likely to have on the County; and

**WHEREAS**, the County Board (the “Board”) has determined that it is necessary to make all possible resources and means available to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

**NOW, THEREFORE BE IT RESOLVED**, by the Pierce County Board of Supervisors that that pursuant to Wis. Stat. § 323.11 the Board finds and declares that an emergency exists within the County by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the County due to the spread of COVID-19; and

**BE IT FURTHER RESOLVED**, that during the period of emergency prescribed by this Resolution, the Board may order, by ordinance or resolution, whatever is necessary and

expedient for the health, safety, protection, and welfare of persons and property within the County; and

**BE IT FURTHER RESOLVED**, that the County Administrative Coordinator is hereby authorized and directed by the Board to coordinate and administer the County's emergency management response and to carry out the orders of the Board related thereto.

**BE IT FURTHER RESOLVED**, that the Head of Emergency Management of the County is authorized and directed to carry out his duties under the County's Emergency Management Plan under the supervision and direction of the County Administrative Coordinator and perform such other duties as may be directed by further resolution of the Board.

**BE IT FURTHER RESOLVED**, that County Board Rule §4-4(G) of the Pierce County Code is hereby suspended during the period of emergency and the County Supervisors are hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

**BE IT FURTHER RESOLVED**, that in anticipation of possible federal or state relief and reimbursement becoming available, all county departments shall track expenses related to efforts to protect the public and prevent the spread of COVID-19.

**BE IT FURTHER RESOLVED**, that, pursuant to §323.11 Wis. Stats., the period of emergency shall be limited to the time during which the emergency conditions exist or are likely to exist.

**BE IT FURTHER RESOLVED**, that all actions heretofore taken by the Board and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution, including the Proclamation declaring that a state of emergency exists in Pierce County due to COVID-19, are hereby ratified, confirmed and approved.

Dated this 24th day of March, 2020.

\_\_\_\_\_  
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

BDL

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

Exhibit A

**PIERCE COUNTY  
PROCLAMATION DECLARING THE EXISTENCE  
OF A COUNTY EMERGENCY DUE TO COVID-19**

**WHEREAS**, the 2019 novel strain of coronavirus, known as COVID-19, is a respiratory virus that is extremely contagious and can be fatal, and has spread throughout numerous countries including the United States and numerous cases have been identified throughout Wisconsin; and

**WHEREAS**, the President of the United States has declared a national emergency, and the Governor of Wisconsin has declared a public health emergency under §323.10 Wis. Stats. because of the spread of COVID-19; and

**WHEREAS**, Ch. 323 Wis. Stats. empowers the County to proclaim the existence or threatened existence of local emergency when said county is affected or likely to be affected by a public health emergency and/or extraordinary disturbance and the County Board is not in session; and

**WHEREAS**, Pierce County does hereby declare that it must undertake efforts to prevent the spread of COVID-19, a/k/a Coronavirus, which has been declared a world-wide pandemic by the World Health Organization; and

**WHEREAS**, Pierce County is responsible for the well-being of its employees and the public it serves, and Pierce County must undertake efforts to prevent the spread of COVID-19.

**NOW, THEREFORE BE IT PROCLAIMED**, by the Pierce County Board Chair and the Pierce County Administrative Coordinator, that a local public health emergency now exists throughout Pierce County; and

**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, that during the existence of said local emergency the powers, functions and duties of this County shall be pursuant to this Proclamation, and as prescribed by State law, and by ordinances and resolutions of this County; and

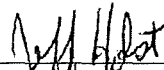
**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, that County Board Rule §4-4(G) of the Pierce County Code is hereby suspended during the period of emergency and the County Supervisors are hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

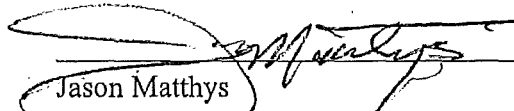
Exhibit A

**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, that in anticipation of possible federal or state relief and reimbursement becoming available, all county departments shall track expenses related to efforts to protect the public and prevent the spread of COVID-19; and

**IT IS FURTHER PROCLAIMED AND ORDERED**, by the Pierce County Board Chair and the Administrative Coordinator, acting under the powers granted pursuant to §323.14(4)(b) Wis. Stats., for and on behalf of the employees and residents of Pierce County, that they will do whatever is necessary and expedient to protect the health and well-being of Pierce County, including the issuance of Administrative Orders and other directives as may be required.

Adopted this 19<sup>th</sup> day of March, 2020.

  
\_\_\_\_\_  
Jeff Holst  
Pierce County Board Chair

  
\_\_\_\_\_  
Jason Matthys  
Pierce County Administrative Coordinator

**7a.**

**Resolutions for Second Reading:**

**Resolution No. 19-24 Salary  
Adjustments for Elected Officials,  
County Clerk, Treasurer, & Register of  
Deeds 2021-2024**

**RESOLUTION 19-24**

**SALARY ADJUSTMENTS FOR ELECTED OFFICIALS  
County Clerk, Treasurer, and  
Register of Deeds 2021-2024**

WHEREAS, on February 3, 2020, the Finance & Personnel Committee did duly consider the existing salaries of the County Clerk, Treasurer, and Register of Deeds of Pierce County; and

WHEREAS, the Finance & Personnel Committee recommends that the current 2020 salaries for the County Clerk, Treasurer, and Register of Deeds be adjusted to \$66,667 effective 01/01/21, and then increased by 1.5% effective 01/01/22, 1.5% effective 01/01/23 and 1.5% effective 01/01/24. Thus, the following gross salaries (less applicable taxes, withholdings, Wisconsin Retirement System contributions for elected officials, and other deductions as required by applicable state or federal law, as such law may be amended), shall be established:

	<u>2020 Salary</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
County Clerk	\$61,104	\$66,667	\$67,667	\$68,682	\$69,712
Register of Deeds	\$61,104	\$66,667	\$67,667	\$68,682	\$69,712
Treasurer	\$61,104	\$66,667	\$67,667	\$68,682	\$69,712

WHEREAS, the Finance & Personnel Committee recommends that the elected officials be offered the opportunity to participate in the County's health insurance plan under the same terms and with the same premium contribution levels as non-represented employees, as may be amended by the County for non-represented employees.

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that in addition to base salary adjustments, less taxes and withholdings, as identified above, with respect to elected officials, the extent that their base salaries will be increased effective 1/01/2021 and beyond; said officials shall be offered corresponding benefits, based on salary, in accord with the County's existing plan, and shall be offered health insurance coverage under the same terms as non-represented employees.

Dated this 25<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
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*

**UNAPPROVED MINUTES OF THE  
FINANCE & PERSONNEL COMMITTEE MEETING HELD  
February 3, 2020 – 4:00 p.m.**

STATE OF WISCONSIN  
COUNTY OF PIERCE

}

County Board Room  
414 W. Main St., ELLSWORTH, WI

2020 – 03

**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	Dan Reis	District #13
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Bill Schroeder; District #14

Also present: Cecil Bjork-District #5, Dale Auckland-District #12, Brad Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Kathy Fuchs-County Treasurer, Ron Schmidt-Human Serviced Director, Julie Brickner-Finance Director, Becky Johnson-Finance Dept., AZ Snyder-PH Director, Janet Huppert-IS Director, Julie Hines-Reg. of Deeds.

**1b) Public Comment.**

None.

**2a-c) Consent Calendar.**

Motion by S. Bjork/D. Reis to approve the consent calendar including agenda, minutes of Jan. 6<sup>th</sup> & 28<sup>th</sup>, 2020, and Treasurer's report as presented; motion carried.

**3) Discuss/Take action on Resolution 19-XX Salary Adjustments for Elected Officials: County Clerk, Treasurer, & Register of Deeds 2021 – 2024**

A. Preble gave brief summary of averages for other counties nearby & indicated that the recommendation would be to set the 2021 salaries for these officials to the same as the 2021 salary for the Clerk of Court. She added that it would be the Committee's decision the annual increase, but the salary has to be set for entire length of the term for these offices which is four years. Committee discussed being fiscally responsible & being mindful of the County's many obligations. Motion by M. Kahlow/S. Bjork to approve to set salary for the offices of County Clerk, Treasurer, & Register of Deeds to \$66,667 for 2021, & a 1.5% increase for each of the years, 2022, 2023, & 2024; motion carried with 5 in favor, & 1 opposed (J. Holst).

**4) Discuss/Take action on position description for Dispatch Sergeant**

Supervisor J. Aubart explained that this position was approved for the 2020 budget & that the Dispatch Center is in need of a supervisor for this unit so that adequate supervision is given & the unit can function as it should. Motion by M. Kahlow/J. Aubart to approve position description for Dispatch Sergeant & place at Grade I on the Carlson/Dettman pay scale; motion carried unanimously.

**5) Discuss/Take action on Joxel Group proposal to program Avatar for the Children's Long-**

### **Term Support (CLTS) Program**

J. Huppert explained the need for the program & that putting the CLTS data in Avatar would cut down on the current duplicate entry & will also put it in the software it should be tracked through with the rest of the Human Services' programs. She added that the cost was not to exceed \$100,000 & take approx. six months to complete. The funds were not anticipated in the 2020 Budget for either Human Services or Information Services & were being requested from the Contingency Fund. Corp Counsel B. Lawrence informed the Committee that this request would need to be presented to the County Board via a resolution. He asked whether the Committee desired that the resolution come back to Committee for further consideration, or sent to the County Board based on action taken at this meeting. Committee directed Corp Counsel to draft resolution & have it presented to the Board without further consideration of Finance & Personnel. J. Huppert requested that the Committee consider recommending to the County Board that the resolution be adopted on a first reading so that the project could begin sooner, thus completed sooner & efficiencies gained. Motion by D. Reis/M. Kahlow to approve the Joxel Group/NetSMART proposal not to exceed \$100,000 to program Avatar for the CLTS program, with adoption requested on first reading of the County Board; motion carried unanimously.

### **6) Discuss/Take action to approve implementation of Fidlar's Anchor & Official Records Online Programs**

J. Hines submitted request to implement additional software from Fidlar Technologies which would allow staff to set parameters for legal descriptions & have the opportunity to make corrections. It would also allow staff to create new subdivisions & certified survey maps & cleanup old incorrect subdivision data. There would be no additional cost for this software. Motion by D. Reis/M. Kahlow to approve & sign sales orders for Anchor & Official Records Online; motion carried unanimously.

### **7) Discuss/Take action to re-class one Accounting Assistant to a Financial Benefit Specialist**

A. Preble & J. Brickner explained that the position is currently vacant & that changes needed to be made in order to better represent the actual duties this individual would actually be performing, which do not coincide with that of the Accounting Assistant position. Motion by J. Aubart/S. Bjork to approve the reclassification of one Accounting Assistant position to a Financial Benefit Specialist & place at Grade H on the Carlson/Dettman pay scale; motion carried unanimously.

### **8) Closed Session**

Motion by J. Aubart/D. Reis to go into closed session at 4:22 p.m. pursuant to:

- 8a) §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 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: for the purpose of considering wage and recommended selection of Veterans Service Officer.
- 8b) §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.
- 8c) §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**

Committee returned to open session at 5:13 p.m. by motion of M. Kahlow/J. Aubart; motion carried unanimously by roll call vote.

Motion by M. Kahlow/J. Aubart to grant Corporation Counsel a favorable performance review & award a step



increase if applicable; motion carried unanimously.

10) **Future agenda items**

- None presented at this time

11) **Next Meeting Date**

Next meeting set for Monday, Mar. 2, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**

Meeting adjourned at 5:15 p.m. by motion of S. Bjork/D. Reis.

Respectfully submitted by: Jamie Feuerhelm