

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, March 2, 2020 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Feb. 3, 2020 2c) Treasurer’s report on previous months finance activities and fund balances 2d) Out of state travel/training request for Emergency Management Director-National Radiological Conference; Mar. 30-Apr. 2, 2020, Nashville, TN 2e) Out of state travel/training request for PH Nursing Manger-National Preparedness; Mar.-Apr., 2020, Texas. Also National Family Planning & Reproductive Health Assoc. Annual Conference	Members
3.	Discuss/Take action to approve Lead Environmental Health Specialist increase in hours to 40hrs/week	A. Snyder
4.	Discuss/Take action on Resolution 19-XX Authorizing a Surcharge on Restitution	DA Office
5.	Discuss/Take action on Resolution 19-XX Authorize Community Development Block Grant Revolving Loan Fund (CDBG RLF) Close Out Option, Source of Funds, & Authorize Payment	J. Matthys
6.	Future agenda items	Members
7.	Next meeting date: First Monday; Apr. 6 th	Members
8.	Adjourn	Members
<p>Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.</p>		

A quorum of County Board supervisors may be present

jrf (02/24/20)

2b.

Approve minutes of:

02/03/20 *Regular*

**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 Services 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. 6th & 28th, 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

2c.

**Treasurer's Report
on previous months finance
activities & fund balances**

County of Pierce
1/31/2020

<u>Assets</u>	<u>Current Year</u>	<u>Previous Year</u>
First National River Falls Checking (Book Balance)	\$ 20,924.67	\$ 908,129.99
Citizens Community Federal Checking (Book Balance)	\$ 2,808,489.21	\$ 4,863,643.20
BMO Harris Checking (Book Balance)	\$ 2,638.19	\$ 20,783.19
Total Investments on Hand	\$ 42,392,710.50	\$ 46,540,288.61

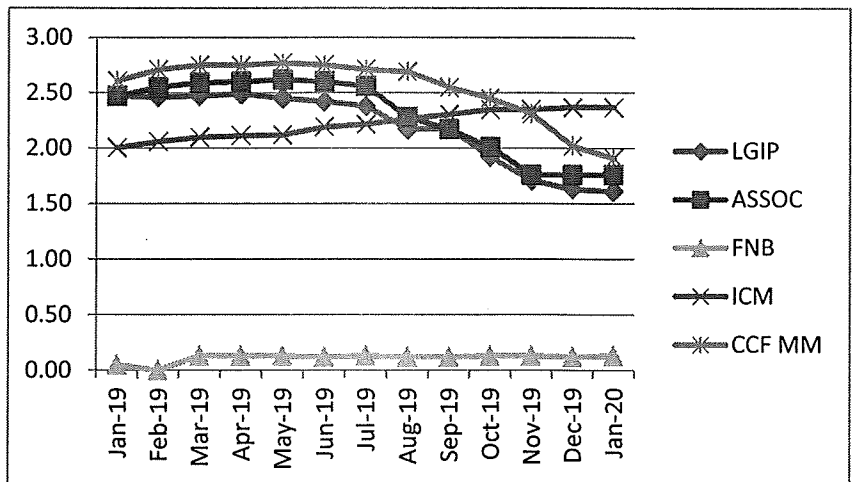
<u>Bank Charges</u>	<u>Current</u>	<u>Year-to-date</u>	<u>Previous Year</u>
	\$4.27	\$4.27	\$299.24

<u>Activity Summary</u>	<u>LGIP</u>	<u>CCF Bank Money Market</u>	<u>Associated Money Market</u>	<u>CD's</u>	<u>ICM</u>
Beginning Balance	\$2,358,012.44	\$12,507,530.35	\$1,719,190.18	\$350,000.00	\$27,217,310.40
Interest	3,221.10		2,548.25	863.19	77,051.63
Reinvestments					
Deposits	-	3,000,000.00	-		-
Fees & Charges					(3,524.30)
Change in Value					21,602.24
Withdrawals	-	(4,860,231.79)		(863.19)	
Ending Balance	\$ 2,361,233.54	\$ 10,647,298.56	\$ 1,721,738.43	\$ 350,000.00	\$ 27,312,439.97

<u>Interest Earned</u>	<u>Current</u>	<u>Year-to-Date</u>	<u>Previous YTD</u>
Local Government Investment Pool - LGIP	\$ 3,221.10	\$ 3,221.10	\$ 7,402.98
CCF - Money Market	16,708.73	16,708.73	-
Associated Bank - Money Market	2,548.25	2,548.25	8,020.24
Institutional Capital Management - ICM	77,051.63	77,051.63	48,722.51
First National River Falls - Checking	3.59	3.59	264.22
CCF - Checking	3,496.31	3,496.31	4,239.28
American Deposit Management - CD	\$ 863.19	\$ 863.16	\$ -
Total	\$ 103,892.80	\$ 103,892.77	\$ 68,649.23

<u>Rates</u>	<u>LGIP</u>	<u>ASSOC</u>	<u>FNB</u>	<u>ICM</u>	<u>CCF MM</u>
Jan-19	2.47	2.47	0.05	2.006	2.61
Feb-19	2.46	2.55	0.00	2.060	2.71
Mar-19	2.47	2.59	0.13	2.098	2.75
Apr-19	2.49	2.60	0.13	2.113	2.75
May-19	2.45	2.62	0.13	2.119	2.77
Jun-19	2.42	2.60	0.12	2.191	2.75
Jul-19	2.38	2.56	0.13	2.217	2.71
Aug-19	2.17	2.28	0.12	2.266	2.69
Sep-19	2.18	2.17	0.12	2.304	2.55
Oct-19	1.92	2.01	0.13	2.350	2.45
Nov-19	1.71	1.76	0.13	2.350	2.31
Dec-19	1.63	1.76	0.12	2.368	2.02
Jan-20	1.61	1.76	0.13	2.368	1.91

Interest Rate Trends



January 2020

Prior Years Delinquent Tax Payments Collected - **\$72,233.60**

Interest Collected - \$13,095.15

Total Interest Collected 2020 - \$13,095.15

UNPAID TAXES AS OF JANUARY 31, 2020 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	21	\$16,283.48
2010	30	\$21,318.61
2011	37	\$31,209.39
2012	42	\$36,049.56
2013	52	\$41,461.21
2014	63	\$58,982.51
2015	72	\$86,673.52
2016	101	\$123,553.36
2017	182	\$273,039.45
2018	340	\$523,939.87
TOTAL:		\$1,228,144.75

UNPAID TAXES AS OF JANUARY 31, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	26	\$19,165.71
2009	29	\$21,229.38
2010	38	\$28,573.95
2011	45	\$38,906.45
2012	56	\$54,156.55
2013	69	\$65,875.98
2014	90	\$91,161.84
2015	116	\$149,552.68
2016	193	\$271,407.56
2017	348	\$558,865.54
TOTAL:		\$1,298,895.64

UNPAID TAXES AS OF DECEMBER 31, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	21	\$16,283.48
2010	30	\$21,318.61
2011	37	\$31,209.39
2012	42	\$36,049.56
2013	52	\$41,490.28
2014	69	\$60,961.29
2015	76	\$87,981.60
2016	109	\$129,350.67
2017	196	\$288,332.37
2018	371	\$572,845.05
TOTAL:		\$1,301,456.09

UNPAID TAXES AS OF DECEMBER 31, 2018 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	26	\$19,211.17
2009	29	\$21,229.38
2010	38	\$28,573.95
2011	45	\$38,906.45
2012	57	\$54,245.85
2013	71	\$68,447.06
2014	93	\$94,004.80
2015	119	\$152,243.59
2016	208	\$287,288.25
2017	367	\$586,471.40
TOTAL:		\$1,350,621.90

2d.

**Out of state travel/training
request for Emergency
Management Director-
National Radiological
Conference; Mar. 30-Apr. 2,
2020, Nashville, TN**



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

New form response

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

Thu, Feb 13, 2020 at 10:49 AM

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

Meeting Date 2020-03-02

Agenda Item Consent Calendar- Out of state travel request for Emergency Management Director- National Radiological Conference- Nashville Tennessee March 30-April 2

Requesting Agency Emergency Management

Background The Director attends this annual conference to learn about new developments and training methods related to Pierce Counties exposure to the Prairie Island Plant. All expenses related to attendance at this conference are covered in the Pierce County Xcel budget from the plant. Attendance to this conference was approved by the Law Enforcement committee at the February 12, 2020 LEC meeting.

Staff Recommendation Approve attendance at the National Radiological Conference

Recommended Motion: (Motion by seconded by to approve and authorize) Motion by _____ Seconded by _____ to approve out of state travel for Emergency Management Director for National Radiological Conference.

Requestor's email address gbrown@co.pierce.wi.us

[Quoted text hidden]

2e.

**Out of state travel/training
request for PH Nursing
Manger-National
Preparedness; Mar.-Apr.,
2020, Texas. Also National
Family Planning &
Reproductive Health Assoc.
Annual Conference**



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

New form response

3 messages

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

Thu, Feb 13, 2020 at 8:54 AM

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

Meeting Date 2020-03-02

Agenda Item Discuss/take action to approve out-of-state travel for Dianne H-Robinson to attend National Preparedness Summit in March/April (funded by scholarship)

Requesting Agency Public Health

Background Travel to Texas is funded by a state scholarship

Staff Recommendation We respectfully request approval

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

Requestor's email address ayslinn.snyder@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms
Send mass emails from Sheets: Mail Merge SMTP

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

Thu, Feb 13, 2020 at 8:57 AM

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

Meeting Date 2020-03-02

Agenda Item Discuss/take action to approve out-of-state travel for Dianne H-Robinson to attend National Family Planning and Reproductive Health Association Annual Conference (funded by scholarship)

Requesting Agency Public Health

Background This travel will be completely covered by an HCET scholarship

[Quoted text hidden]

3.

**Discuss/Take action to
approve Lead Environmental
Health Specialist increase in
hours to 40hrs/week**



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

New form response

3 messages

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

Thu, Feb 13, 2020 at 9:01 AM

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

Meeting Date 2020-03-02

Agenda Item Discuss/take action to approve the Lead Environmental Health Specialist position's increase to 40 hours a week

Requesting Agency Public Health

Background Financial analysis shows this will be a less than \$1,200 cost per year (assuming a step 6 for the new candidate)

[Quoted text hidden]

4.

Discuss/Take action on Resolution 19-XX Authorizing a Surcharge on Restitution

**RESOLUTION NO. 19-XX
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

Adopted: _____



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

New form response

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]

5.

**Discuss/Take action on
Resolution 19-XX Authorize
Community Development
Block Grant Revolving Loan
Fund (CDBG RLF) Close Out
Option, Source of Funds, &
Authorize Payment**

RESOLUTION NO. 19-XX
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

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