

**PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, September 8, 2020 – 4:00 p.m.

Courthouse – lower level Annex Conference Room, 414 W. Main St. – Ellsworth, WI

*****or online*****

<https://countyofpierce.my.webex.com/countyofpierce.my/j.php?MTID=m19a5f941de2d1999347f17b48b29e50f>

Meeting Number: 126 100 6131 Password: 654987

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 100 6131

#	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 Aug. 4, 2020 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action to approve 3-year contract with CBIZ, Health Insurance Consultant, effective Jan. 1, 2021	W. Kinneman
4.	Discuss/Take action on purchase & reimbursement of voting equipment	J. Feuerhelm
5.	Committee will convene into closed session 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: Sale of County owned property in the Town of Union	CLOSED SESSION
6.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
7.	Future agenda items	Members
8.	Next meeting date: (First Monday: Oct. 5 th)	Members
9.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273- 6744.

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

A quorum of County Board supervisors may be present.

jrf (09/01/20)

2b.

Approve minutes of:

08/04/20 *Regular*

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

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Annex Conference Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2020 – 10

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 6 members present; 1 excused.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7		
Rodney Gilles	District #10		

Absent/Excused: Jeff Holst; District #16

Physically present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, & Ron Schmidt-HS Director.

Present via WebEx/Phone: Allison Preble-HR Manager, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Josh Solinger-Data Analyst, Christine McPherson-Emergency Management Director, Ayslenn Snyder-PH Director, Kathy Fuchs-Treasurer, & Julie Hines-Register of Deeds.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/S. Bjork to approve consent calendar Items 2a through 2c to include the agenda, minutes of July 6, 2020, & Treasurer's report as they were presented; motion carried unanimously.

3) Discuss/Take action on PHEP COVID19 response budget & funds

A. Snyder explained the Dept. has already received \$43,000 in grant funds that have been used in the response to COVID19. Motion by M. Kahlow/R. Gilles to approve PHEP COVID19 response funds & budget; motion carried unanimously.

4) Discuss/Take action to approve revised position description for Public Health nurses

A. Snyder explained the Dept. is proposing to change the position description for Public Health nurses to meet a more modern standard for the field. Motion by B. Schroeder/S. Bjork to approve the revised Public Health Nurses position description; motion carried unanimously.

5) Discuss/Take action to approve Grade change for Public Health nurses

A. Snyder explained the position was compared to thirteen other counties in western Wisconsin. Also, that the proposed change would not affect the current budget. A. Preble indicated that with the change Pierce would still be under the market value for such positions but in a more competitive position than previously. Motion

by M. Kahlow/R. Gilles to approve reclassification of Public Health Nurses position to Grade K on the 2020 Carlson Dettmann pay scale; motion carried unanimously.

6) Discuss/Take action on 2020 Budget amendment to amend Child Support budget to decrease training & conferences expenditure budget 212-274-56300-338 by \$1,289 & increase new equipment expenditure budget 212-274-54300-314 by \$1,289 to purchase four laptops for Child Support staff

R. Schmidt explained that Child Support staff currently have desktop computers, with the exception of one, which doesn't allow them to work remotely. Under current health environment working remotely is a desirable option. He added that the Dept. would not be spending funds designated for training & conferences because staff are not being sent to those events this year. Also, that the federal government will cover a significant portion of the actual cost to purchase the laptops. Motion by M. Kahlow/S. Bjork to amend 2020 Human Services Child Support budget to decrease training & conferences expenditure 212-274-54300-338 by \$1289, & increase new equipment expenditure 212-274-54300-314 by \$1289 to purchase four laptops; motion carried unanimously.

7) Discuss/Take action on Resolution for Library Funding for 2021-22

J. Aubart explained that the previous two years local libraries have been reimbursed at 80% & that a letter was received from those libraries requesting the Board to consider the same for another two years. Mr. Aubart expressed his concern about the situation local libraries would be in this year because of the COVID19 situation & supported their request to leave reimbursement as it was the previous two years. Motion by M. Kahlow/J. Kosin to approve resolution for library funding as presented; motion carried unanimously.

8) Discuss/Take action on 2020 Security Projects

C. McPherson presented requests for security projects to include replacement of analog cameras with IP cameras, 1 card access for Human Services, card access 2 doors for Solid Waste, front steps & back parking lot cameras for Law Enforcement Facilities, IP camera for Highway Dept. as well as network all highway cameras, & purchase of Total Connect-IP Cellular Communicator to monitor alarm points in County system. Motion by M. Kahlow/S. Bjork to approve/authorize purchase & installation of security projects with Stanley Security not to exceed \$46,000; motion carried unanimously.

9) Discuss/Take action on 2021 AdHoc Security Workgroup Budget

C. McPherson presented 2021 AdHoc Security Workgroup Budget. She indicated that the proposed budget is the same as previous year. Motion by S. Bjork/M. Kahlow to approve 2021 AdHoc Security Workgroup Budget in the amount of \$46,000; motion carried unanimously.

10) Discuss/Take action on 2021 Budgets

10a) Corporation Counsel: B. Lawrence presented 2021 Budget indicating a slight increase due to personnel expenses, increase in copier maintenance, & contracted legal services. Motion by S. Bjork/J. Kosin to approve 2021 Corporation Counsel Budget; motion carried unanimously.

10b) County Clerk: J. Feuerhelm presented 2021 Budget indicating a significant decrease primarily due to fewer elections in 2021. Motion by S. Bjork/B. Schroeder to approve 2021 County Clerk Budget; motion carried unanimously.

10c) Register of Deeds: J. Hines presented 2021 Budget indicating slight increase due to personnel expenses & professional services due to renewal of Fidler contract. Motion by R. Gilles/J. Kosin to approve 2021 Register of Deeds Budget; motion carried unanimously.

10d) Treasurer: K. Fuchs indicating slight increase due to personnel expenses & reduction of interest earned on investments. Motion by M. Kahlow/B. Schroeder to approve 2021 Register of Deeds Budget; motion carried unanimously.

11) Discuss/Take action on 2021 Budgets

J. Matthys & J. Brickner presented the following budgets & explained what, if any, changes were recommended.

- 11a) County Board: Motion by M. Kahlow/J. Kosin to approve; motion carried unanimously.
- 11b) Codifications of Ordinances: Motion by M. Kahlow/S. Bjork to approve; motion carried unanimously.
- 11c) Other Legal-Negotiations: Motion by M. Kahlow/J. Kosin to approve; motion carried unanimously.
- 11d) Administration: Motion by J. Kosin/S. Bjork to approve; motion carried unanimously.
- 11e) Human Resources: Motion by M. Kahlow/S. Bjork to approve; motion carried unanimously.
- 11f) Other General Admin.-Postage: Motion by M. Kahlow/J. Kosin to approve; motion carried unanimously.
- 11g) Indirect Cost Study: Motion by J. Kosin/S. Bjork to approve; motion carried unanimously.
- 11h) Independent Accounting & Auditing: Motion by M. Kahlow/S. Bjork to approve; motion carried unanimously.
- 11i) Insurance: Motion by J. Kosin/B. Schroeder to approve; motion carried unanimously.
- 11j) Cafeteria Insurance: Motion by M. Kahlow/S. Bjork to approve; motion carried unanimously.
- 11k) Leave Liability: Motion by J. Kosin/S. Bjork to approve; motion carried unanimously.
- 11l) Debt Service: Motion by S. Bjork/B. Schroeder to approve; motion carried unanimously.

12) Closed Session

Motion by S. Bjork/M. Kahlow to go into closed session at 4:59 p.m. pursuant to §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update. Motion carried unanimously by roll call vote.

13) Open Session

Committee returned to open session at 5:18 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously by roll call vote. No action taken.

14) Future Agenda Items

- Nothing presented at this time.

15) Next Meeting Date

Next regular meeting scheduled for Tuesday, Sept. 8th, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

16) Adjournment

Meeting adjourned at 5:22 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

2c.

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

County of Pierce
7/31/2020

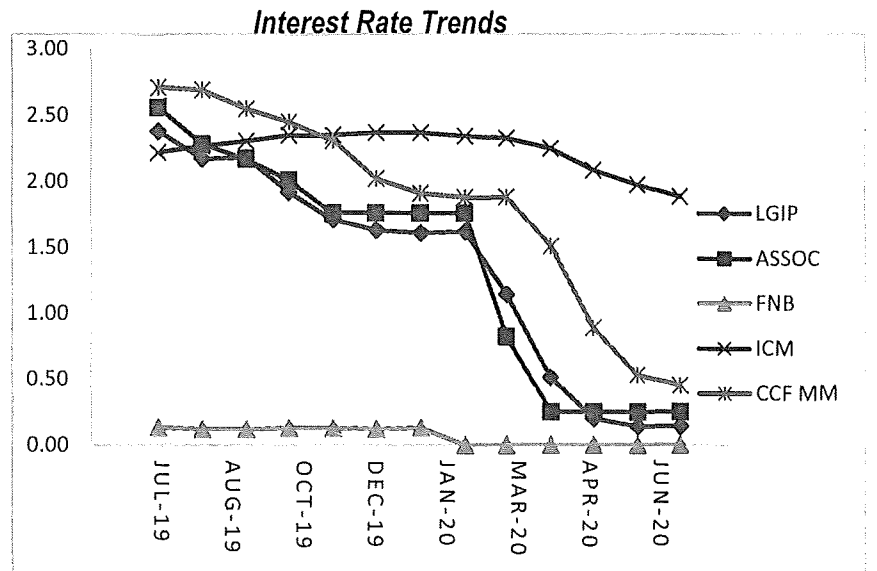
<u>Assets</u>	<u>Current Year</u>	<u>Previous Year</u>
First National River Falls Checking (Book Balance)	\$ -	\$ 11,723.68
Citizens Community Federal Checking (Book Balance)	\$ 9,530,937.72	\$ 1,940,304.13
BMO Harris Checking (Book Balance)	\$ -	\$ 2,783.19
Total Investments on Hand	\$ 52,169,593.89	\$ 62,602,541.54

<u>Bank Charges</u>	<u>Current</u>	<u>Year-to-date</u>	<u>Previous Year</u>
	\$0.00	\$4.27	\$518.87

<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	\$2,368,197.41	\$11,277,600.63	\$1,726,387.93	\$350,000.00	\$27,405,464.07
Interest	285.02		488.51	891.92	70,772.20
Reinvestments					
Deposits	-	-	9,000,000.00		-
Fees & Charges					(3,559.13)
Change in Value					(26,042.75)
Withdrawals	-			(891.92)	
Ending Balance	\$ 2,368,482.43	\$ 11,277,600.63	\$ 10,726,876.44	\$ 350,000.00	\$ 27,446,634.39

<u>Interest Earned</u>	<u>Current</u>	<u>Year-to-Date</u>	<u>Previous YTD</u>
Local Government Investment Pool - LGIF	\$ 285.02	\$ 10,469.99	\$ 54,415.45
CCF - Money Market (posts quarterly)	4,310.21	93,834.05	135,873.41
CCF - Checking	6,042.71	17,785.52	18,502.45
Associated Bank - Money Market	488.51	7,686.26	57,515.06
Institutional Capital Management - ICM	70,772.20	352,453.89	403,577.46
First National RF - Money Market	-	-	43.75
First National River Falls -Checking	-	-	419.40
American Deposit Management - CD	\$ 891.92	\$ 6,127.82	\$ 1,754.87
Total	\$ 82,790.57	\$ 488,357.53	\$ 672,101.85

<u>Rates</u>	<u>LGIP</u>	<u>ASSOC</u>	<u>FNB</u>	<u>ICM</u>	<u>CCF MM</u>
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
Feb-20	1.62	1.76	0.00	2.343	1.88
Mar-20	1.14	0.82	0.00	2.324	1.88
Apr-20	0.51	0.25	0.00	2.248	1.51
May-20	0.20	0.25	0.00	2.085	0.89
Jun-20	0.14	0.25	0.00	1.975	0.53
Jul-20	0.14	0.25	0.00	1.884	0.45



JULY 2020

Prior Years Delinquent Tax Payments Collected - \$38,881.11
 Interest Collected - \$239,035.02
Current Year Tax Payments Collected - \$11,512,183.17
 Interest Collected - \$5,659.38
Total Tax Payments Collected in 2020 - \$13,817,893.35
Total Interest Collected in 2020 - \$376,073.21

UNPAID TAXES AS OF JULY 31, 2020 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	12	\$7,871.47
2009	13	\$9,192.60
2010	22	\$13,942.29
2011	30	\$21,299.07
2012	36	\$27,874.25
2013	45	\$32,451.90
2014	57	\$50,457.81
2015	65	\$75,918.14
2016	85	\$96,737.24
2017	136	\$200,182.41
2018	221	\$332,461.01
TOTAL:	722	\$868,388.19

UNPAID TAXES AS OF JULY 31, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	22	\$16,467.58
2009	24	\$17,202.61
2010	33	\$22,191.43
2011	40	\$32,419.79
2012	46	\$40,611.10
2013	59	\$51,042.71
2014	76	\$71,815.61
2015	88	\$105,860.40
2016	136	\$165,281.65
2017	258	\$403,508.22
TOTAL:	782	\$926,401.10

UNPAID TAXES AS OF JUNE 30, 2020 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	15	\$11,177.94
2009	16	\$11,851.68
2010	24	\$16,194.32
2011	32	\$24,821.83
2012	38	\$31,319.75
2013	47	\$35,860.35
2014	57	\$50,578.29
2015	66	\$76,725.67
2016	85	\$97,122.63
2017	137	\$202,126.81
2018	235	\$350,553.10
TOTAL:	752	\$908,332.37

UNPAID TAXES AS OF JUNE 30, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	25	\$19,141.09
2009	28	\$21,130.80
2010	37	\$28,014.12
2011	44	\$38,687.16
2012	51	\$47,692.31
2013	63	\$58,224.06
2014	81	\$81,099.76
2015	99	\$122,957.32
2016	150	\$187,262.60
2017	272	\$425,453.28
TOTAL:	850	\$1,029,662.50

3.

**Discuss/Take action to
approve 3-year contract with
CBIZ, Health Insurance
Consultant, effective Jan. 1,
2021**



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

New form response

1 message

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

Thu, Aug 27, 2020 at 10:23 AM

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

Meeting Date 2020-10-05

Agenda Item Discuss and Take Action to approve 3-year contract with CBIZ, Health Insurance Consultant effective January 1, 2021

Requesting Agency Kinneman/Matthys

Background I will send at a later date

Staff Recommendation Approve 3-year contract with CBIZ Effective 1/1/2021

Recommended Motion: (Motion by seconded by to approve and authorize) approve CBIZ 3 year contract

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

Auto responded by Form Notifications SMTP add-on for Google Forms

Google * **(Forms + Calendar)** = Scheduling System!

4a.

**Discuss/Take action on
purchase & reimbursement of
voting equipment**

Finance/Personnel

Meeting Date: Sept. 8th

Date of Request: Aug. 28, 2020

Agenda Item: Discuss/take action on purchase & reimbursement of voting equipment

Requesting Agency: County Clerk.

Requested Action: Approve as presented.

Background:

In July of this year the County was informed of a few grants that would be available to the County & local municipalities. One of those grants is called the Routes to Recovery grant. In summary the parameters of this grant would allow municipalities to add or replace their voting equipment. Of the 25 municipalities in Pierce County, 19 of those have aging equipment that will become “unsupported” in two years. A number of those 19 don’t have a device that counts absentee ballots at all. Since April of this year the number of absentee ballot requests have increased dramatically. To confirm that voting equipment was a reimbursable expense I submitted a number of questions to the DOA directly. I have included a copy of those emails along with the DOA response. I had a discussion with AC Jason Matthys & Finance Director Julie Brickner about the possibility of the County purchasing the required number of voting units because I believed I could negotiate a better discount with a volume purchase, which indeed I have done, saving nearly \$1000/unit. Mr. Matthys suggested that a cooperative agreement be entered into with each participating municipality to ensure the County is reimbursed the proper amount. Those agreements have been drafted by Corp. Counsel & sent to those municipalities participating. Many have already been returned.

Staff Recommendation: To approve the purchase of the required amount of voting equipment per each municipality’s request. Pierce will then purchase the equipment & require municipalities to designate the appropriate amount of funds from their respective RTR accounts be allocated to Pierce County. This will be done through the Intergovernmental Cooperative Agreement drafted by Corp. Counsel. This allows them to allocate without giving a detailed description as to the purpose, making it easier for them. The County will then submit a reimbursement claim to the DOA for funds expended.

Recommended Motion:

Motion to approve the purchase of appropriate number of voting units described in Exhibit A of Sales Order Agreement with Elections Systems & Software. Authorize staff to procure reimbursement from the Dept. of Administration for the same amount.

4b.

**Sales Order Agreement
between Pierce County &
Elections Systems & Software**



11208 JOHN GALT BLVD
 OMAHA, NE 68137-2364
 (402) 593-0101

Sales Order Agreement

Customer P.O. #: _____

1st Election Date: To be Agreed Upon by the Parties

Estimated Delivery Date: To be Agreed Upon by the Parties

Phone Number: 715-273-3531

Fax Number: N/A

Customer Contact, Title: Jamie R. Feuerhelm

Customer Name: Pierce County, Wisconsin

Type of Sale: NEW
 Type of Equip: NEW REFURBISHED

Bill To: _____
Pierce County, Wisconsin
Jamie R. Feuerhelm
414 W. Main Street
Ellsworth, WI 54011

Ship To: _____
Pierce County, Wisconsin
Jamie R. Feuerhelm
414 W. Main Street
Ellsworth, WI 54011

Item	Description	Qty	Price	Total
1	DS200 Model DS200 Scanner with Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll, and One (1) Standard 4GB Memory Device	19	\$5,750.00	\$109,250.00
2	DS200 Standard 4GB Memory Device (Additional)	19	\$105.00	\$1,995.00
3	ExpressVote BMD ExpressVote BMD Terminal with Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device	38	\$3,325.00	\$126,350.00
4	ExpressVote BMD Soft-Sided Carrying Case	38	\$175.00	\$6,650.00
5	DS200 Equipment Installation	19	\$115.00	\$2,185.00
6	ExpressVote BMD Equipment Installation	38	\$105.00	\$3,990.00
7	Services Equipment Operations Training Day	2	\$1,710.00	\$3,420.00
8	Shipping Shipping & Handling	1	\$1,615.00	\$1,615.00

Freight Billable: yes no

Order Subtotal	\$ 255,455.00
Customer Discount	(\$34,865.00)
Order Total	\$ 220,590.00

Mike Hoversten
 Regional Sales Manager

 Customer Signature Date

 V.P. of Finance Date

 Title

Sales Order Agreement

Note 1:

The jurisdictions that are located within the County and who obtain Equipment under this Agreement are responsible for the ongoing Post Warranty Hardware Maintenance and Software License, Maintenance and Support Services after the expiration of the initial warranty period.

Note 2:

The equipment being purchased hereunder shall be provided by the Customer to the jurisdictions as set forth on Exhibit A attached hereto and incorporated herein by this reference.

\$110,295.00 of Order Total will be invoiced upon Contract Execution.

\$110,295.00 of Order Total will be invoiced as Equipment is delivered to Customer.

Payment Terms

Invoices are due net 30 from invoice date.

Note 1: Any applicable state and local taxes are not included, and are the responsibility of the Customer.

Note 2: In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.

Warranty Period (Years):

One (1) Year From Equipment Delivery

SEE GENERAL TERMS AND CONDITIONS

EXHIBIT A

Municipality	DS200 Quantity	DS200 Price	4GB Memory Device Quantity	4GB Memory Device Price	ExpressVote BMD Quantity	ExpressVote BMD Price	Soft-Sided Case Quantity	Soft-Sided Case Price	Training Price	Installation Price	Shipping Price	Discount	Total
Town of Clifton, Wards 1-3	1	\$5,750.00	1	\$105.00	3	\$9,975.00	3	\$525.00	\$190.00	\$430.00	\$100.00	(\$2,340.00)	\$14,735.00
Town of Diamond Bluff, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Town of Ellsworth, Wards 1-2	1	\$5,750.00	1	\$105.00	3	\$9,975.00	3	\$525.00	\$190.00	\$430.00	\$100.00	(\$2,340.00)	\$14,735.00
Town of El Paso, Ward 1	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town of Gilman, Ward 1	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$190.00	\$325.00	\$85.00	(\$1,835.00)	\$11,620.00
Town of Hartland, Ward 1	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town of Isabelle, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Town of Malden Rock, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Town of Martell, Wards 1-2	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$190.00	\$325.00	\$85.00	(\$1,835.00)	\$11,620.00
Town of Oak Grove, Wards 1-3	1	\$5,750.00	1	\$105.00	3	\$9,975.00	3	\$525.00	\$190.00	\$430.00	\$100.00	(\$2,340.00)	\$14,735.00
Town of River Falls, Wards 1-3	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$0.00	\$325.00	\$85.00	(\$1,835.00)	\$11,430.00
Town of Rock Elm, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Town of Salem, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Town of Spring Lake, Wards 1-2	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$190.00	\$325.00	\$85.00	(\$1,835.00)	\$11,620.00
Town of Trenton, Wards 1-2	0	\$0.00	0	\$0.00	2	\$6,650.00	2	\$350.00	\$0.00	\$210.00	\$30.00	(\$1,010.00)	\$6,230.00
Town of Trimbelle, Wards 1-2	0	\$0.00	0	\$0.00	2	\$6,650.00	2	\$350.00	\$0.00	\$210.00	\$30.00	(\$1,010.00)	\$6,230.00
Town of Union, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Village of Bay City, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Village of Ellsworth, Wards 1-4	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$190.00	\$325.00	\$85.00	(\$1,835.00)	\$11,620.00
Village of Elmwood, Ward 1	1	\$5,750.00	1	\$105.00	2	\$6,650.00	2	\$350.00	\$190.00	\$325.00	\$85.00	(\$1,835.00)	\$11,620.00
Village of Maiden Rock, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Village of Plum City, Ward 1	1	\$5,750.00	1	\$105.00	1	\$3,325.00	1	\$175.00	\$190.00	\$220.00	\$70.00	(\$1,330.00)	\$8,505.00
Village of Spring Valley, Wards 1-2	1	\$5,750.00	1	\$105.00	4	\$13,300.00	4	\$700.00	\$190.00	\$535.00	\$115.00	(\$2,845.00)	\$17,850.00
City of Prescott, Wards 1-6	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	19	\$109,250.00	19	\$1,995.00	38	\$126,350.00	38	\$6,650.00	\$3,420.00	\$6,175.00	\$1,615.00	(\$34,865.00)	\$220,590.00

4c.

Routes To Recovery Grant

Pg. 5: Allowable Expenses

**Pg. 7: Allocation of Balance
Transfers**

ADDING CLAIMS USING “UPLOAD CLAIMS” FUNCTION

- With the “Upload Claims” option, you can gather and organize your data for an upload entry using a Microsoft Excel file spreadsheet that conforms to the “.csv” template available through the link below.
 - There are 6 columns in the .csv template.
 - **Only “.csv” files are accepted.**
- You may download the uploader template file from: ClaimUploadTemplate.csv.
- There is no limit to how many files you can upload. We recommend breaking large numbers of claims into multiple files. The uploader functions best if you break down your files into batches of approximately 200 claims.
- **Columns must be in the exact order as listed in the template’s column headers, and their associated cell format definitions are as follows:**
 - **PayingAgency:** Text (512 character max)
 - **VendorName:** Text (512 character max)
 - **PaidOn:** YYYY-MM-DD (date, formatted as YYYY-MM-DD; with manually typed dashes)
 - **AmountPaid:** Decimal (e.g., 999999.99 – no commas allowed, two decimal places after a manually typed period are allowed)
 - **Description:** Text
 - **CostCategory:** Integer (a digit 1, 2, 3, 4, 5, 6, 7, 8, or 9), choose from options below

CostCategory. Below are the CostCategory codes. When filling out the .csv file, **you must use the integer value**—and the integer value only for CostCategory—not the text:

 - 1** Emergency operation activities, including those related to public health, emergency services, and public safety response
 - 2** Medical and protective services and equipment, including PPE
 - 3** Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities, including those related to elections administration
 - 4** Temporary isolation housing for infected or at-risk individuals
 - 5** Testing and contact tracing costs above those covered by existing State programs
 - 6** Paid leave for public health and safety employees to take COVID-19 precautions
 - 7** Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the full extent permitted by federal law
 - 8** Increased workers compensation costs due to COVID-19
 - 9** Purchases of services or equipment to facilitate telework by public employees
- To upload any or all of your claims from a .csv file, click on the “**Upload Claims**” button on the main page for entering and reviewing claims.
- On the Upload Claims page, review the .csv file format requirements to ensure that your .csv file is compatible.
 - Note that a .csv file is not the same thing as an Excel spreadsheet or .xls file—although you can use Microsoft Excel as the software for opening and editing .csv files.
 - You can adjust the column width for the six required fields as desired, but make sure that the file format remains .csv.
 - You cannot apply formatting to cells when using Excel to edit a .csv file. Simply enter the data by typing the characters as shown above. For example, in the “PaidOn”

SUBMIT CLAIMS

- Once you are done entering all claims for the current reporting period, you are ready to submit them to DOA for review.
- First, export a list of your saved claims in an Excel file that you can save for your records.
 - To do so, click the “**Export to Excel**” button in the upper left corner of the claims summary box and follow the typical save file instructions.
- Ensure you are ready to click the “**Submit All Claims**” button.
 - Clicking on the “**Submit All Claims**” button initiates the final steps in the submission process. **You cannot submit any more claims for this Reporting Period after you complete this final “Submit All Claims” procedure.** Make sure you have entered all eligible claims before that final step.
- A popup “Submit Claims” window will appear in which you should review the information therein before proceeding.
 - If the app detects any errors in your submittal, there will be an error message that briefly describes the nature of the errors and a red “**Close This Window**” button to use to go back one step to make the needed corrections on the prior main page for entering and reviewing claims.
 - This page includes the initial statement that:
You are about to submit all claims for this reporting period. After submitting this form you will no longer be able to add, edit, or delete any claims or attached documentation for this reporting period.

Allocation Balance Transfers

- This program allows one local government to share its remaining allocation (after all eligible expenditures have been submitted for reimbursement) with one or more other local governments.
- If you would like to allow another entity or entities to use funds from your remaining balance, then change the “**No**” button to “**Yes**.”
 - Note: If you do not want to allocate your entire balance, or want to transfer different amounts to multiple local governments, please email your different allocation instructions to covidgovgrants@wisconsin.gov. These customized transfers can be accommodated, but they cannot be entered by the local government in the Expense Reporter and must be applied by the Department of Administration.
- Then choose the local government entity or entities that you wish to share them with.
 - The “County” and “Entity” boxes to fill in appear when you click on “Yes” and disappear again if you click back on “No.”
 - Note that only those local governments that have not submitted their final claims are able to receive your shared balance. If the local government is not on the list, it is because they have already made their final claims submission.
- If you choose one entity, your Estimated Remaining Balance at that time will be transferred to that entity. If you choose two or more entities to share with, then your Estimated Remaining Balance will be evenly distributed amongst the designated recipients with immediate effect.
- **No further changes or corrections to your account are allowed if the “Yes” share remaining balance was chosen and submitted**, even if DOA has not completed the review of your submittal.
- Any remaining funds from the total program allocation not used or transferred by local governments will be redeployed by the state to cover other eligible costs within the state before the federal deadline to use them.
- After you have re-read the Terms and Conditions document, signify your agreement with them by marking the checkbox for the statement, “Yes, I agree to all terms and conditions linked above and on this website.”

4d.

**DOA Questions & Responses
with the County Clerk**



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

Routes to Recovery: Local Government Aid Grant, Expense Reporter app is now available

Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>
To: DOA Local Gov COVID Grant <COVIDGOVGRANT@wisconsin.gov>

Mon, Jul 20, 2020 at 12:27 PM

Thank you for your response & direction. I'm attempting to save you a multitude of questions from 25 different municipalities if I could just get some clarification on a few things.

First, these are reimbursable expenses, meaning the municipality involved must have expended these unbudgeted funds in the time frames defined? (Not just send an invoice for things they have ordered but not received)

2) The Grant indicates if a particular municipality does not want the funds that were designated or doesn't use them all they can transfer to another municipality. How do they request that transfer to happen?

3) Many municipalities have voting tabulators that are about to reach their 'end of useful life'. Since the COVID19 outbreak in March, we saw an increase in absentee ballot requests that nearly tripled throughout the county for April... some even higher. The units they have are old & slow, & some do not count absentee ballots at all. The CARES Grant funds do not come close to replacing these units. Can the RTR Grant be used to reimburse muni's who choose to purchase new voting equipment to replace those aging units to help meet that demand?

[Quoted text hidden]



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

Routes to Recovery: Local Government Aid Grant, Expense Reporter app is now available

DOA Local Gov COVID Grant <COVIDGOVGRANT@wisconsin.gov>
To: Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

Mon, Jul 20, 2020 at 1:07 PM

1. Yes. Treasury guidance allows governments to use funds for prepayments on contracts, but only to the extent that practice is consistent with the local government's ordinary policies and procedures for contracting. If submitting prepaid expenditures for reimbursement, note that any goods or services that were prepaid using these funds must be delivered/provided no later than December 30, 2020. Local governments could not use these funds, for example, to prepay for a service in October 2020 that would not be performed until 2021.
2. It's in the app – after the submit they will be asked if they want to give their remaining allocation away (read the instructions)
3. Yes, but they have to be purchased due to the public health emergency so include that in the description
- 4.

[Quoted text hidden]



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

Routes to Recovery: Local Government Aid Grant, Expense Reporter app is now available

Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>
To: DOA Local Gov COVID Grant <COVIDGOVGRANT@wisconsin.gov>

Tue, Aug 18, 2020 at 2:17 PM

More questions:

We in Pierce Co. have a number of municipalities desiring to replace or add voting units all tied to the COVID public health emergency. Will the expenses be reimbursed if they describe this as follows: "Purchased voting units due to tremendous increase in Absentee Ballot requests directly related to COVID19 outbreak. Also to limit extended lines at the polls & create better social distancing practices to limit exposure for both voters & election workers, again directly related to public health emergency."

Secondly, if this description qualifies could Pierce make a "group purchase" to save some significant dollars by purchasing all the machines & then have municipalities pay the County back via their RTR funds?



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

Routes to Recovery: Local Government Aid Grant, Expense Reporter app is now available

DOA Local Gov COVID Grant <COVIDGOVGRANT@wisconsin.gov>
To: Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>
Cc: DOA Local Gov COVID Grant <COVIDGOVGRANT@wisconsin.gov>

Tue, Aug 18, 2020 at 3:01 PM

Yes and yes

[Quoted text hidden]

4e.

**Sample copy of
Intergovernmental
Cooperative Agreement**

**Drafted by Corp. Counsel Office & entered
into with each municipality**

INTERGOVERNMENTAL COOPERATIVE AGREEMENT

This Agreement is entered into by and between Pierce County, a Wisconsin quasi-municipal corporation (hereinafter referred to as the "Pierce") and the Town of Gilman, a Wisconsin municipality (hereinafter referred to as the "Municipality").

RECITALS

WHEREAS, Pierce's County Clerk, pursuant to Wis. Stat. § 59.23(2), is the chief election officer within a Wisconsin county's jurisdictional limits, and he/she shall perform all duties in relation to the preparation and distribution of ballots and canvass and return of votes for Wisconsin's general, judicial and special elections.

WHEREAS, Municipality's Clerk, pursuant to Wis. Stat. § 7.15, is responsible for charge and supervision of elections and registration within its municipal jurisdictional limits, including, without limitation, the purchase and maintenance of election equipment.

WHEREAS, the State of Wisconsin is operating Routes to Recovery, a state grant process to assist local governments with COVID-19 costs, and updating voting equipment is an eligible cost for grant monies.

WHEREAS, the parties wish implement a more centralized, county-wide managed, electronic voting system to better serve the needs of local municipal bodies located within Pierce, and purchase voting equipment to help promote a more unified voting system. The voting equipment should include all hardware and software required to implement a complete voting system to collect, tally and transmit voting data from all polling locations within the county's jurisdictional limits. The system must provide for all required reporting and auditing of elections and maintain all required records in archive.

WHEREAS, Pierce represents that it is able and willing to act as a coordinator and central point of contact to purchase and distribute voting equipment for multiple local municipal bodies within its county jurisdiction and assist local municipal bodies coordinate the logistics of acquisition and payment of voting equipment using Routes to Recovery grant funds.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, receipt is hereby acknowledged, it is **AGREED**:

1. Term.

1.1 This Agreement shall start August 21, 2020 and shall end when the work and redirection of grant funds (i.e. payment) hereunder is successfully completed.

1.2 Subject to payment for any equipment purchased, either party may terminate this Agreement, with or without cause, by providing the other party two weeks advanced, written notice.

1.3 Failure of either party to comply with the terms and conditions of this Agreement shall constitute a breach and permit the other party to terminate this Agreement. Furthermore, a non-defaulting party

shall not be considered to have waived any defect in performance hereunder by the other party by virtue of the fact that it has chosen not to pursue its rights as to any other defect in performance hereunder.

2. Independent Contractor.

2.1 The parties recognize that Pierce and its employee(s), agent(s) or representative(s) is/are an independent contractor and not an employee or agent of the Municipality. Neither party shall hold the other out to be in any capacity other than that which is contemplated under this Agreement.

2.2 It is understood and acknowledged that Pierce and its employee(s), agent(s) or representative(s) for all intents and purposes under this Agreement he/she shall be solely responsible for the mean, mode, methods and timing of performance, subject to performance demands of the Municipality. Further, Municipality shall have no control over the mean, mode, method or timing of performance of Pierce's obligations under this Agreement.

2.3 Municipality shall not withhold any taxes for monies paid to Pierce nor shall Pierce and its employee(s), agent(s) or representative(s) have any right to participate in any of the benefit programs offered to employees of Municipality.

3. Municipality's Obligations. Municipality shall:

3.1. Provide a Resolution, if required under the Routes to Recovery grant program, authorizing a grant application for purchase of voting equipment. Municipality shall approve, authorize and delegate to Pierce the allocation of \$11,620 Routes of Recovery funds for the purchase of voting equipment set forth in paragraph 4.1 on behalf of the Municipality.

3.2. Provide to Pierce a copy of its fully completed, signed grant application and claim for monies under the Routes to Recovery program, specifically, those claims relating to COVID-19 mitigation in public areas and facilities related to elections administration.

3.3. Be solely responsible for any and all costs concerning the acquisition of voting equipment, whether or not covered under the Routes to Recovery program. The total price for the equipment, shipping, training and/or installation (along with applicable discounts) is \$11,620.00.

3.4. Re-direct, allocate balance transfer, or otherwise share any and all Routes to Recovery grant funds relating to the acquisition of voting equipment to Pierce.

3.5. Take any other reasonable action(s) necessary to satisfy the terms of this Agreement.

4. Pierce's Obligations. Pierce shall:

4.1. Be solely responsible to purchase voting equipment on behalf of the Municipality. Pierce shall purchase the following equipment on behalf of the Municipality:

Description	DS200 Precinct Scanner with 4GB Memory Device	ExpressVote Ballot Marking Device	Soft-sided case
Number of Units	1	2	2

4.2. Assure that any voting equipment is certified by the State commission and that the vendor's equipment satisfies all requirements set forth Wis. Stat. Ch. 5 and Wis. Admin. Code EL Ch. 7, and any other applicable state and federal laws.

4.3. Receive all voting equipment at a centralized location (e.g. Pierce's Office of County Clerk) and then distribute voting equipment to the Municipality's local clerk.

4.4. Make payment to the Vendor within 30 calendar days of contract execution for the purchase of voting equipment.

5. Indemnification and Insurance.

5.1. To the extent permitted by Wis. Stat. § 893.80, each party agrees to defend, indemnify, and save all the other parties to the Agreement harmless against all damages, liabilities, penalties, costs, expenses, claims, actions, or proceedings for injury to persons, including death, or damage to property, arising from the exercise of, or the failure to exercise, the rights, terms and conditions described herein by that party, its employees, agents, invitees, or those under its control.

5.2. Each party is solely responsible to purchase and maintain his/her/its own liability insurance during the duration of this Agreement to cover the actions and inactions of each party's employee, agent or representative. Each party may demand proof of insurance from the other party, during the term of this Agreement, and such proof shall be provided within 1 week. Each party shall notify the other party of any changes or termination of liability insurance within 1 week.

6. Compliance.

All provisions under this Agreement shall be completed in compliance with all codes, laws, ordinances, rules, regulations and other applicable laws.

7. Miscellaneous Terms.

7.1. Should the legality or validity of this Agreement be questioned by anyone, both parties acknowledge this Agreement is authorized with respect to the participating municipalities under Wis. Stat. § 66.0301, as an intergovernmental agreement.

7.2. Title to all equipment shall remain with Pierce until such time as the equipment is successfully delivered to the Municipality's local clerk and Pierce receives final written receipt of acceptance from the Municipality. At that time, Pierce shall furnish all evidence of title as well as any warranties and other documentation pertaining to said equipment, if it exists.

- 7.3. Nothing in this Agreement shall be construed as a representation or warranty by Pierce (i) that any voting equipment or technology made, used, sold or otherwise disposed of under this Agreement is or will be free from infringement of patents, copyrights, trademarks or other intellectual property rights of any third-party; or, (ii) regarding the effectiveness, value, safety, or patentability of any technology, equipment or any results provided by either party pursuant to this Agreement. The voting equipment, technology and services provided hereunder are furnished "AS IS" and "WITH ALL FAULTS". EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY MAKES ANY REPRESENTATION OR EXTENDS ANY WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, TO THE OTHER PARTY WITH RESPECT TO ANY PRODUCT, EQUIPMENT, MATERIAL OR OTHER SUBJECT MATTER OF THIS AGREEMENT AND HEREBY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE.
- 7.4. Both parties have an obligation to keep public records, and therefore, both parties shall maintain such records as required by federal, state and local laws, rules and regulations. Both parties shall allow inspection of records and programs, insofar as it is allowed and authorized by federal and state law.
- 7.5. Venue for any action under this Agreement shall be in the circuit court of Pierce County, Wisconsin. Wisconsin law shall control this Agreement.
- 7.6. Headings of each section are for convenience only and do not define, limit or constrain the contents of such section.
- 7.7. This Agreement is an instrument meant to benefit both parties. The Agreement shall not be construed against the draftsman, Pierce.
- 7.8. Nothing contained in this Agreement shall be construed to supersede the lawful powers or duties of either party.
- 7.9. All modifications of this Agreement shall be in writing, executed with the formality as this Agreement, and all other attempts to modify this Agreement shall be deemed to be of no force and effect.
- 7.10. This Agreement constitutes the entire agreement of the parties regarding the subject matter hereof, and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to such subject matter.

7.11. Municipality acknowledges and agrees that Pierce is purchasing voting equipment in bulk for other local municipal bodies, and therefore, **TIME IS OF THE ESSENCE** for all work hereunder and payment terms. Municipality shall make best efforts to accommodate Pierce's needs to timely and reasonable execute its work hereunder and execute any paperwork necessary to accomplish the purchase of the voting equipment.

7.12. Notices under this Agreement shall be provided in writing and directed to the other party by personal delivery or United States Mail as follows:

PIERCE
Jamie Feuerhelm
Pierce County Clerk
414 W. Main Street
P.O. Box 119
Ellsworth, WI 54011

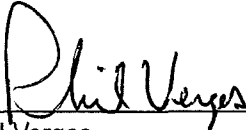
MUNICIPALITY
Becky Manley
Town Clerk
W3176 690th Avenue
Spring Valley, WI 54767

8. Authorized Representatives. The representative of each party executing this Agreement, as evidenced by the signatures below, has the authority to do so.

PIERCE COUNTY:

MUNICIPALITY:

By: Jamie Feuerhelm
Its: Clerk
Date: _____


By: Phil Verges
Its: Chairperson
Date: 8/29/2020

By: Jason Matthys
Its: Administrative Coordinator
Date: _____