

REVISED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, December 7, 2020 – 4:00 p.m.

Courthouse, Ellsworth – *This is a Remote Only meeting*

<https://zoom.us/j/93824944349?pwd=a3dGZUNxK0prdTN0NjZOYkxoTXRzQT09>

Meeting ID Number: 938 2494 4349 Password: 128 253

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 128 253

#	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 Nov. 2 nd & 10 th , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on 2020 Public Health Budgets: 3a) COVID-19 Quarantine 3b) PHEP Cooperative Response 3c) Testing Coordination 3d) Preparedness Planning 3e) Contact Tracing & Disease Investigation	AZ Snyder
4.	Discuss/Take action to approve Implementation of Fidlar Connection Program	J. Hines
5.	Discuss/Take action on Resolution No. 20-XX Sale of County-owned Property in the Town of Union (Highway Plum City Shop)	B. Lawrence
6.	Discuss/Take action on Resolution No. 20-XX to Amend Personnel Policy to update the Grievance Procedure regarding removal of Human Services Director, update Benefits Language regarding regular part time employees, & remove non-applicable references to Community Health Bargaining Unit	B. Lawrence
7.	Discuss/Take action to consider increasing County internet bandwidth	J. Matthys
8.	Discuss/Take action to consider a temporary wage increase for the ADRC Manger while serving as interim Human Services Director	J. Matthys
9.	Future agenda items	Members
10.	Next meeting date: (First Monday: Jan. 4 th , 2021)	Members
11.	Adjourn	Members

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

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

A quorum of County Board supervisors may be present

jrf (12/02/20)

2b.

Approve minutes of:

11/02/20 *Regular*

11/10/20 *Special*

**UNAPPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
November 2, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**

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

2020 – 14

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: Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk.

Present via WebEx/Phone: Brad Lawrence-Corp Counsel, Kathy Fuchs-Treasurer, Janet Huppert-IS Director, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-HR Manager, Josh Solinger-Data Analyst, Kristen Bruder-UW Extension.

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 Oct. 5th & 27th, 2020, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to consider increasing the County's internet bandwidth

J. Matthys explained that in preliminary investigations it appeared the County may need more bandwidth especially due to the increase in virtual meetings. The IS Dept. reported that the County operates a 250 Mbs internet circuit. IS staff determined that the County generally operates at approx. 60 Mbs with occasional spikes. He indicated more research & investigation needs to be done before making a determination on whether an upgrade of the circuit would be warranted. No action taken.

4) Discuss/Take action to approve proposal from Eau Claire Acoustics for the installation of acoustic sound reduction panels in the Seyforth Building & authorize a Contingency Fund transfer to the Maintenance Dept. budget to complete project

J. Matthys stated that the Building Committee approved a proposal to add acoustical sound panels in the Seyforth Building to improve the sound quality & make it a better meeting place. Two proposals were received & the Building Committee approved proposal from Eau Claire Acoustics, Inc. in the amount of \$14,500. He added that there were existing funds in the Contingency Fund committed to the Seyforth Building in the amount of \$37,750 that could be used for the project. He suggested a transfer of \$14,500 from the existing commitment to the Maintenance Dept. budget so funds could be expended. Motion by S. Bjork/R. Gilles to approve the

transfer of \$14,500 from the Contingency Fund to the Maintenance Dept. budget; motion carried unanimously by roll call vote.

5) **Discuss/Take action on Resolution No. 20-XX to Amend Personnel Policy to Eliminate statement in Temporary Highway Foreman & Equipment Operators' Pay**

Corp Counsel B. Lawrence explained that there was some retroactive language included at an earlier time that is no longer pertinent & should be removed from the Personnel Policy. Motion by M. Kahlow/S. Bjork to approve resolution to Amend Personnel Policy to Eliminate statement in Temporary Highway Foreman & Equipment Operators' Pay & forward to County Board; motion carried unanimously by roll call vote.

6) **Discuss/Take action on Resolution No. 20-XX to pay Claims for Listing Dogs**

Clerk J. Feuerhelm explained that the proposed resolution represents claims that are submitted annually, by Statute, to pay for the listing of dogs in the County at a rate of .50/dog. Motion by S. Bjork/J. Kosin to approve resolution on claims for listing dogs & forward to County Board; motion carried unanimously.

7) **Discuss/Take action on Resolution No. 20-XX to pay Claims for Care of Soldiers' Graves**

Clerk J. Feuerhelm explained that the proposed resolution represents claims that are submitted annually, by Statute, to pay for the care of soldiers' graves in the County at a rate of 3.00/grave site. Motion by S. Bjork/R. Gilles to approve resolution on claims for the care of soldiers' graves & forward to County Board; motion carried unanimously.

8) **Future Agenda Items**

- FFCRA-Corona Virus Act
- Fair Budget deficit

9) **Next Meeting Date**

Next regular meeting scheduled for Monday, Dec. 7th, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse. Also, special meeting scheduled for Tuesday, Nov. 10th following the morning County Board meeting to address sale of County property, approx. 10 a.m.

10) **Adjournment**

Meeting adjourned at 4:16 p.m. by motion of R. Gilles/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**UNAPPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
November 10, 2020 – 10:00 a.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**EOC Conference Room; Law Enforcement Facility
555 W. Overlook Dr., ELLSWORTH, WI**

2020 – 15

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in the EOC Conference Room of the Pierce County LEF, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 10:00 a.m.

1a) Those Present

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

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
Rodney Gilles	District #10	Jeff Holst	District #16

Absent/Excused: Michael Kahlow; District #6

Physically present: Supervisor J. Bjork-Dist. #5, Jamie Feuerhelm-County Clerk, Chad Johnson-Hwy Commissioner, & Jared Murphy-Remax Realty.

Present via WebEx/Phone: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel.

1b) Public Comment

None.

2) Closed Session

Motion by J. Aubart/J. Kosin to go into closed session at 10:01 a.m. pursuant to: §19.85(1)(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of: Sale of County Owned Property in the Town of Union (Highway Plum City Shop). Motion carried unanimously by roll call vote.

3) Open Session

Committee returned to open session at 10:28 p.m. by motion of J. Aubart/S. Bjork; motion carried unanimously by roll call vote. No action taken.

4) Future Agenda Items

- Sale of County owned property.

5) Next Meeting Date

Next regular meeting scheduled for Monday, Dec.7th, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

6) Adjournment

Meeting adjourned at 10:29 a.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
10/31/2020

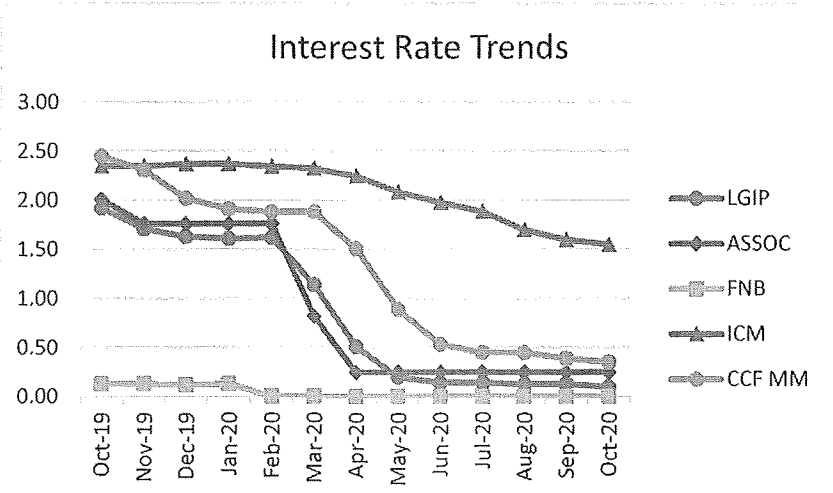
Assets	Current Year	Previous Year
First National River Falls Checking (<i>Book Balance</i>)	\$ -	\$ 14,713.99
Citizens Community Federal Checking (<i>Book Balance</i>)	\$ 7,316,035.36	\$ 518,945.08
BMO Harris Checking (<i>Book Balance</i>)	\$ -	\$ 2,783.19
Total Investments on Hand	\$ 34,135,115.65	\$ 43,492,266.78

Bank Charges	Current	Year-to-date	Previous Year
	\$0.00	\$4.27	\$531.50

Activity	LGIP	CCF Bank Money Market	Associated Money Market	CD's	ICM
Beginning Balance	\$2,369,263.99	\$204,371.94	\$3,729,338.12	\$350,000.00	\$27,477,228.10
Interest	207.93	-	789.68	891.78	34,157.45
Reinvestments					
Deposits		-	-		-
Fees & Charges					(3,569.66)
Change in Value					(26,671.90)
Withdrawals				(891.78)	
Ending Balance	\$ 2,369,471.92	\$ 204,371.94	\$3,730,127.80	\$350,000.00	\$ 27,481,143.99

Interest Earned	Current	Year-to-Date	Previous YTD
Local Government Investment Pool - LGIP	\$ 207.93	\$ 11,459.48	\$ 75,686.97
CCF - Money Market (posts quarterly)	-	96,295.15	194,581.95
CCF - Checking	9,113.06	48,289.98	23,049.33
Associated Bank - Money Market	789.68	10,937.62	83,022.74
Institutional Capital Management - ICM	34,157.45	471,059.20	560,548.11
First National RF - Money Market	-	-	43.75
First National River Falls -Checking	-	-	430.19
American Deposit Management - CD	\$ 891.78	\$ 8,774.39	\$ 4,446.44
Total	\$ 45,159.90	\$ 646,815.82	\$ 941,809.48

Rates	LGIP	ASSOC	FNB	ICM	CCF MM
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
Aug-20	0.13	0.25	0.00	1.700	0.45
Sep-20	0.13	0.25	0.00	1.596	0.39
Oct-20	0.10	0.25	0.00	1.549	0.35



OCTOBER 2020

Delinquent Tax Payments Collected - \$67,764.48
 Interest Collected - \$10,308.56
Total Tax Payments Collected in 2020 - \$16,789,272.12
Total Interest Collected in 2020 - \$422,942.88

UNPAID TAXES AS OF OCTOBER 31, 2020 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	11	\$7,613.26
2009	12	\$8,306.24
2010	22	\$13,538.65
2011	30	\$21,299.07
2012	35	\$26,627.86
2013	44	\$31,818.77
2014	56	\$49,436.24
2015	64	\$74,592.18
2016	81	\$90,872.46
2017	129	\$186,328.69
2018	192	\$277,349.93
2019	417	\$618,719.49
TOTAL:	1093	\$1,406,502.84

UNPAID TAXES AS OF OCTOBER 31, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	22	\$16,305.65
2010	31	\$21,332.00
2011	37	\$31,209.39
2012	42	\$36,322.78
2013	52	\$41,510.61
2014	69	\$62,634.49
2015	77	\$88,739.70
2016	117	\$138,588.41
2017	218	\$328,361.17
2018	464	\$691,926.20
TOTAL:	1149	\$1,472,564.19

UNPAID TAXES AS OF SEPTEMBER 30, 2020 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	11	\$7,613.26
2009	13	\$8,363.39
2010	22	\$13,942.29
2011	30	\$21,299.07
2012	35	\$26,627.86
2013	45	\$31,827.14
2014	56	\$49,755.36
2015	65	\$75,194.10
2016	82	\$91,655.84
2017	131	\$192,612.14
2018	199	\$289,610.57
2019	452	\$666,745.43
TOTAL:	1141	\$1,475,246.45

UNPAID TAXES AS OF SEPTEMBER 30, 2019 (INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	22	\$16,328.69
2010	31	\$21,332.00
2011	38	\$31,416.21
2012	43	\$37,395.41
2013	55	\$43,908.91
2014	72	\$69,279.40
2015	81	\$95,806.29
2016	123	\$148,707.87
2017	228	\$349,503.58
2018	492	\$754,491.32
TOTAL:	1205	\$1,583,803.47

3.

Discuss/Take action on 2020 Public Health Budgets:

3a) COVID-19 Quarantine



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

New form response

5 messages

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

Thu, Nov 19, 2020 at 5:45 PM

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

Meeting Date 2020-12-07

Agenda Item Discuss/take action to approve 2020 COVID-19 Quarantine budget

Requesting Agency Public Health

Background This budget was charged to the state for quarantine costs. We need to get it formally approved so we can close it out for the year.

Staff Recommendation We request approval, respectfully

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

Profile #105000		
PH Emergency Quarantine		
Contract Term - 03/01/2020 - 06/30/2020		
		2020
REVENUE #227-302-000		PH Emergency
Acct #		Quarantine
43540	St Aid	<u>1,122</u>
	TOTAL REVENUE	\$ 1,122
EXPENSE #227-302-54143		
340	Operating Supplies	\$ 372
342	Medical & Lab Supplies	750
	TOTAL EXPENSES	\$ 1,122

3b) PHEP Cooperative Response

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

Thu, Nov 19, 2020 at 5:46 PM

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

Meeting Date 2020-12-07

Agenda Item Discuss/take action to approve 2020 PHEP Cooperative Response budget

Requesting Agency Public Health

Background This budget is funded through a state grant. We are requesting approval so that we can close this budget out, as the funds have been spent.

Staff Recommendation We respectfully request approval

[Quoted text hidden]

Profile #155801		
DPH PHEP COVID19-Response Cooperative		
Contract Term - 04/01/2020 - 03/31/2021		
		2020
REVENUE #227-321-000		Response
Acct #		Cooperative
43568	St Aid	<u>43,601</u>
	TOTAL REVENUE	\$ 43,601
EXPENSE #227-321-54147		
111	Salaries Permanent Regular	\$ 32,578
151	Social Security	1,958
152	Retirement Employer	2,199
154	Health Insurance	6,347
155	Life Insurance	26
156	Dental Insurance	35
161	Medicare Deduction	458
	TOTAL EXPENSES	\$ 43,601

3c) Testing Coordination

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

Thu, Nov 19, 2020 at 5:50 PM

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

Meeting Date 2020-12-07

Agenda Item Discuss/take action to approve 2020 Testing Coordination

Requesting Agency Public Health

Background This budget is for state funds used for testing coordination. We project that funds will be expended before the end of the year.

[Quoted text hidden]

Profile #155803		
Local Testing Coordination		
Contract Term - 03/01/2020 - 12/31/2020		
		2020
		Local
		Testing
REVENUE #227-328-000		Coordination
Acct #		
43568	St Aid	80,200
	TOTAL REVENUE	\$ 80,200
EXPENSE #227-328-54145		
111	Salaries Permanent Regular	\$ 26,020
151	Social Security	1,613
152	Retirement Employer	1,756
154	Health Insurance	8,167
155	Life Insurance	11
156	Dental Insurance	66
161	Medicare Deduction	377
299	Sundry Contractual Services	39,990
313	Printing & Duplication	200
319	Supplies	2,000
	TOTAL EXPENSES	\$ 80,200

3d) Preparedness Planning

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

Thu, Nov 19, 2020 at 5:52 PM

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

Meeting Date 2020-12-07

Agenda Item Discuss/take action to approve 2020 Preparedness Planning budget

Requesting Agency Public Health

Background This budget is funded by state funds. We project spending down the funds by the end of the year.

Staff Recommendation We respectfully request approval.

[Quoted text hidden]

Profile #155804		
Pandemic Preparedness Plan Update		
Contract Term - 03/01/2020 - 12/31/2020		
		2020
		Pandemic
REVENUE #227-329-000		Preparedness
Acct #		Plan Update
43568	St Aid	<u>30,000</u>
	TOTAL REVENUE	\$ 30,000
EXPENSE #227-329-54129		
111	Salaries Permanent Regular	\$ 18,982
151	Social Security	1,177
152	Retirement Employer	1,281
154	Health Insurance	7,701
155	Life Insurance	8
156	Dental Insurance	84
161	Medicare Deduction	275
299	Sundry Contractual Services	<u>492</u>
	TOTAL EXPENSES	\$ 30,000

3e) Contact Tracing & Disease Investigation

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

Thu, Nov 19, 2020 at 5:53 PM

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

Meeting Date 2020-12-07

Agenda Item Discuss/take action to approve 2020 Contact Tracing and Disease Investigation budget

Requesting Agency Public Health

Background This budget is funded by state funds. We anticipate we will spend the funds before the end of the year.

Staff Recommendation We respectfully request approval

[Quoted text hidden]

Profile #155805		
Contact Tracing & Disease Investigation		
Contract Term - 03/01/2020 - 12/31/2020		
		2020
REVENUE #227-330-000		Contact Tracing & Disease Investigation
Acct #		
43568	St Aid	<u>354,057</u>
	TOTAL REVENUE	\$ 354,057
EXPENSE #227-330-54155		
111	Salaries Permanent Regular	\$ 124,313
112	Overtime	10,000
115	Salaries Temporary	46,966
151	Social Security	11,239
152	Retirement Employer	8,391
154	Health Insurance	34,292
155	Life Insurance	55
156	Dental Insurance	365
161	Medicare Deduction	2,629
225	Telephone	2,000
299	Sundry Contractual Services	102,707
311	Postage & Box Rental	2,000
313	Printing & Duplication	2,000
319	Supplies	2,000
340	Operating Supplies	<u>5,100</u>
	TOTAL EXPENSES	\$ 354,057

4.

**Discuss/Take action to
approve Implementation of
Fidlar Connection Program**



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

New form response

1 message

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

Wed, Nov 25, 2020 at 10:36 AM

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

Meeting Date 2020-12-07

Agenda Item Discuss and Take Action to Approve Implementation of Fidar Connection Program

Requesting Agency Register of Deeds

Background The Register of Deeds would like to implement the Connect software from Fidar Technologies its software provider. Connect is a free Lifecycle module with no additional charges for implementation and training. Connect is a web-based application that will allow Laredo users to manage their accounts with multiple counties and users, having access to their Laredo activity and balances in real time. The Connect program will help the Register of Deeds streamline monthly billing and give us the ability to email bills directly to customers.

Staff Recommendation My recommendation is to add the Connect program to the Pierce County Register of Deeds software.

Recommended Motion: (Motion by seconded by to approve and authorize) To approve and sign the sale order for Fidar Connect

Requestor's email address julie.hines@co.pierce.wi.us

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

Google * (Forms + Calendar) = Scheduling System!



350 Research Parkway
Davenport, IA 52806
800.747.4600

July 20, 2020

Julie Hines
Register of Deeds
Pierce County, WI

Re: Laredo Connect

Dear Julie:

Find below a sales order for the installation of Laredo Connect, an update of the current Laredo and Laredo Admin tools, for Pierce County.

Service

Laredo Connect Installation and Training:	\$ 12,000.00
Pierce County Laredo/Tapestry Participation:	(\$ 12,000.00)
Cost to Pierce County:	\$ 0.00
TOTAL:	<u>\$ 0.00</u>

Please feel free to call me if you have any questions or concerns.

Very truly yours,

Clint Heltz

Partner Relationship Manager

FIDLAR TECHNOLOGIES

ACCEPTED:

PIERCE COUNTY, WI

FIDLAR TECHNOLOGIES

REGISTER OF DEEDS

By: _____

By: _____

Date _____

Date _____





Laredo Account Management Portal

What is Laredo Connect?

Laredo Connect is a web-based application that allows Laredo Users to manage Laredo User accounts for multiple Laredo Users and/or multiple counties in one location.

Who uses Laredo Connect?

Laredo Connect is for Laredo Searchers and also for those that may not search in Laredo but who manage the Laredo Subscriptions and pay the bills.

Why should you use Laredo Connect?

- Laredo Connect offers the ability to manage multiple Laredo Users and multiple counties in one spot. Access to all Laredo User activity in real time; viewing activity and print activity, including document details.
- Access to Charge Invoices and/or Escrow Statements.
- Ability to set up Account alerts that can be received via text message or email. Your choice!
- *Coming soon:* Ability to make Escrow Deposits and pay Charge Invoices online.

How do you get started using Laredo Connect?

Follow a few easy steps on the Laredo Connect home page to get started.

<https://www.fidlar.com/LaredoConnect.aspx>

5.

**Discuss/Take action on
Resolution No. 20-XX Sale of
County-owned Property in the
Town of Union (Highway Plum
City Shop)**

RESOLUTION NO. 20-XX
APPROVE SALE OF COUNTY-OWNED PROPERTY
IN THE TOWN OF UNION

WHEREAS, Pierce County owns approximately 1.176 acres of land in Section 28, Township 25 N, Range 15 W, Town of Union, which was utilized by the Highway Department as its Plum City Shop; and

WHEREAS, in Resolution 20-07, adopted August 25, 2020, the Pierce County Board of Supervisors authorized the sale of approximately 1.176 acres of surplus County-owned property as described above, and directed the Finance & Personnel Committee to proceed with the sale consistent with §40-19 of the Pierce County Code; and

WHEREAS, the Finance and Personnel Committee, at its meeting on September 8, 2020 directed the Highway Department to obtain an appraisal of the property, and at its meeting on October 5, 2020 to list the property for sale through a real estate agent; and

WHEREAS, in response the listing of the property for sale, one offer to purchase was received, from Eric Clare, who submitted the offer to purchase the property for \$100,000, and the Finance and Personnel Committee, at its meeting on November 10, 2020 approved accepting the offer to purchase, and to sell the property subject to the approval of the County Board of Supervisors by Resolution, as required pursuant to Section 4-19(G) of the Pierce County Code, and that action be taken on a first reading in order to expedite the process and comply with the terms and conditions therein; and

WHEREAS, the parcel of property, with a street address of W1442 County Road S, Plum City, WI 54761, is more specifically described as:

LOT ONE (1) OF THAT CERTIFIED SURVEY MAP RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS, PAGE 212, DOCUMENT NUMBER 285358, ON THE 14TH DAY OF DECEMBER, 1982, IN THE OFFICE OF THE PIERCE COUNTY REGISTER OF DEEDS.

SUBJECT TO ALL EASEMENTS, COVENANTS, AND RESTRICTIONS OF RECORD.

NOW, THEREFORE BE IT RESOLVED, that the Pierce County Board of Supervisors approves the sale of said property described herein to Eric Clare for \$100,000, subject to the specific terms and conditions set forth in the parties executed Acceptance of Offer dated November 10, 2020, payment clearing the County's bank, and execution of all necessary documents, and authorizes the Finance and Personnel Committee to complete the sale, and directs the County Clerk to execute the documents necessary to complete the sale.

Dated this 22nd day of December, 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: _____

6.

**Discuss/Take action on
Resolution No. 20-XX to
Amend Personnel Policy to
update the Grievance
Procedure regarding removal
of Human Services Director,
update Benefits Language
regarding regular part time
employees, & remove non-
applicable references to
Community Health Bargaining
Unit**

**RESOLUTION NO. 20-XX
AMEND PERSONNEL POLICY TO
UPDATE THE GRIEVANCE PROCEDURE REGARDING REMOVAL OF HUMAN
SERVICES DIRECTOR, UPDATE BENEFITS LANGUAGE REGARDING REGULAR
PART TIME EMPLOYEES, AND REMOVE NON-APPLICABLE REFERENCES TO
COMMUNITY HEALTH BARGAINING UNIT**

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

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

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

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

WHEREAS, the County desires to amend the section of the Grievance Procedure regarding removal of Human Services Director, to include referral to, and consistency with, state statutes, as shown in Exhibit A; and

WHEREAS, the County desires to amend the section of the Employee Benefits, paid holidays, to update the language regarding Regular Part-Time employees for consistency in compensation proration determinations, as shown in Exhibit B; and

WHEREAS, the County desires to amend the section of the Employee Benefits to remove references to the Community Health bargaining unit which are no longer applicable, as shown in Exhibit C; and

WHEREAS, the Finance and Personnel Committee, at its meeting on December 7, 2020, reviewed the proposed policy revisions and recommended that the County Board amend the Personnel Policy as set forth in the attached Exhibits A, B, and C.

NOW THEREFORE, BE IT RESOLVED, that the Pierce County Board of Supervisors hereby approves and authorizes amending the Pierce County Personnel Policy as recommended by the Finance and Personnel Committee, as set forth in the attached Exhibits A, B and C.

Dated this 22nd day of December, 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: _____

EXHIBIT A

Proposed amendment to the Pierce County Personnel Policy, Article VIII, Section A:

Article VIII. GRIEVANCE PROCEDURE

POLICY: To provide a timely and orderly review of decisions, as required by Wis. Stat. § 66.0509, concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

A. Purpose and Applicability

This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the County Board, where appropriate. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable.

This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. For example, this procedure does not apply to the statutory removal procedures for elected officials, to include the Highway Commissioner, and any employee, official or officer that serves at the pleasure of an appointing authority, as provided by Wisconsin Statutes, such as the positions of Corporation Counsel and Administrative Coordinator pursuant to County Code § 13-5. The procedure shall also not apply to the removal of a Human Services Director who is subject to removal only by the Human Services Board for whom statutory removal procedures are set forth in Sec 46.23(5)(i) of the Wisconsin State Statutes.

This procedure shall not apply to any action brought before the Pierce County Ethics Board pursuant to Pierce County Code Chapter 24, Code of Ethics.

This Grievance Procedure does not create a legally binding contract or a contract of employment.

EXHIBIT B

Proposed amendment to the Pierce County Personnel Policy, Article IX, Section D:

Article IX. EMPLOYEE BENEFITS

D. Paid Holidays

The County will observe the following 10 paid holidays:

- | | |
|------------------|------------------------|
| New Year's Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | *Christmas Eve Day |
| Labor Day | *Christmas Day |

If the holiday falls on a Saturday, the preceding Friday is considered the holiday. If the holiday falls on a Sunday, the following Monday is considered the holiday.

*Note: the following observed holiday schedule, if Christmas Eve and/or Christmas Day fall on the weekend:

<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>
<u>Dec. 23</u> <i>Christmas Eve (Observed)</i>	<u>Dec. 24</u> <i>Christmas Day (Observed)</i>	<u>Dec. 25</u> Christmas Day	<u>Dec. 26</u>	<u>Dec. 27</u>	<u>Dec. 28</u>
<u>Dec. 22</u>	<u>Dec. 23</u> <i>Christmas Eve (Observed)</i>	<u>Dec. 24</u> Christmas Eve	<u>Dec. 25</u> Christmas Day	<u>Dec. 26</u> <i>Christmas Day (Observed)</i>	<u>Dec. 27</u>
<u>Dec. 21</u>	<u>Dec. 22</u>	<u>Dec. 23</u>	<u>Dec. 24</u> Christmas Eve	<u>Dec. 25</u> Christmas Day <i>Christmas Eve (Observed)</i>	<u>Dec. 26</u> <i>Christmas Day (Observed)</i>

Eligibility: All regular full time or part time employees are eligible to receive compensation for the paid holiday benefit. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused paid absences for the full shift. Part time employees will be compensated on a prorated basis consistent with their annual percentage of full time equivalency with proration to be calculated to the 10th (0.10) place based on the FTE assigned to the position, and adjusted as appropriate on at least a semi-annual basis dependent on hours worked as compared to

full-time employees. Employees receiving Worker's Compensation benefits are not eligible for compensation for holidays that fall during their period of disability.

Civilian Dispatch employees and non-represented certified corrections officers shall accrue holiday pay at a rate of 3.077 hours per pay period. Holiday accruals may be used as time off or up to 48 hours may be paid out on the employee's anniversary date if the employee notifies payroll in writing at least 30 days prior to the anniversary date and the employee has a balance equivalent to the requested payout amount at the time the payment is requested. The maximum amount of holiday that an employee can accrue is 85 hours. Once the maximum is reached, any additional accrual hours will be forfeited.

Holiday Pay Rate: Employees who are eligible for holiday pay shall be compensated at their regular rate of pay for their regularly scheduled number of hours.

Work on a Holiday: Any FLSA non-exempt employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday and shall receive time and one-half for all hours worked on the holiday.

EXHIBIT C

Proposed amendment to the Pierce County Personnel Policy, Article IX, Section B1:

Article IX. EMPLOYEE BENEFITS

B1. Vacations-Employees Represented as of December 31, 2011.

(Note: An appropriate transition plan will be developed to accommodate any change to this schedule, as applicable.)

The vacation benefit applies unless otherwise stated to all full-time employees, as well as regular part-time employees regularly scheduled to work a minimum of twenty-eight (28) hours per two-week pay period, who are not subject to the County's PTO policy or to any collective bargaining agreement.

1. Vacation shall be accrued each pay period starting with the employee's first day of employment and shall increase on the employee's anniversary based on years of service.

Full-time employees shall accrue vacation in accordance with the following table:

8-HOUR EMPLOYEES		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 1-8	12 days (96 hours)	3.69 hours
Years 9-15	15 days (120 hours)	4.62 hours
Year 16 & after*	20 days (160 hours)	6.15 hours

7-HOUR EMPLOYEES		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 1-8	12 days (84 hours)	3.23 hours
Years 9-15	15 days (105 hours)	4.04 hours
Year 16 & after*	20 days (140 hours)	5.38 hours

[Note: 1-8 means from the beginning of employment to the end of the 8th year; 9-15 means from the beginning of the 9th year to the end of the 15th year; etc.]

Part-time employees shall accrue vacation hours in accordance with the above schedules, on a pro-rated basis, based on all hours paid up to 80 hours in a two-week pay period.

~~*Employees who are members of the Community Health bargaining unit as of the expiration of the 2011-12 collective bargaining agreement and who have reached their 24th anniversary date prior to the expiration of the collective bargaining agreement shall continue to accrue vacation as follows:~~

8-HOUR EMPLOYEES		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 16-25	20 days (160 hours)	6.15 hours
Years 26 & after	25 days (200 hours)	7.69 hours

7-HOUR EMPLOYEES		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 16-25	20 days (140 hours)	5.38 hours
Years 26 & after	25 days (175 hours)	6.73 hours

- No credits for vacation are granted for time worked in excess of the usual workweek. Sick leave cannot be claimed for an illness occurring during an employee's vacation time. Vacations may not be used to supplement Worker's Compensation Benefits.

Employees will receive pay deductions for overdrawing vacation accounts and be subject to disciplinary action.

- Maximum Accruals. The maximum number of accrued hours in an employee's vacation bank at any one time shall be 160 hours for 8-hour employees and 140 hours for 7-hour employees. An 8-hour employee who has accumulated 160 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 160 hours. A 7-hour employee who has accumulated 140 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 140 hours. A part-time employee who accumulates 100 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 100 hours.
- Scheduling: Use of vacation time is to be scheduled with the department head or supervisor as far in advance as possible pursuant to department guidelines as may be applicable. Requests to use time shall be in writing. The County reserves the right to determine the number of personnel to be on vacation at any one time. Department heads and supervisors may deny the use of vacation if it cannot be accommodated in the workload of the

department, or if other employees are already scheduled to be off. Generally, vacation leave requests shall be granted on a first come, first served basis.

Vacations may be taken in one-half hour increments. Vacation may not be used in the pay period in which it is accrued.

5. Upon voluntary termination of an employee in good standing, the employee will be paid for all accrued vacation including that vacation time earned during the year in which the termination takes place.

7.

**Discuss/Take action to
consider increasing the
County's internet bandwidth**



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

New form response

2 messages

Steve Gustafson <demo@fnsmtg.addonsite.com>

Thu, Oct 22, 2020 at 3:21 PM

To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

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

Meeting Date 2021-11-02

Agenda Item Discuss/take action to consider increasing the County's internet bandwidth

Requesting Agency Administration / Information Services

Background Currently the County operates a 250 Mps internet circuit with a monthly cost of \$1,302. We have experienced some technical issues while hosting some remote meetings recently and staff have been working to identify potential solutions. With the continued increased use of technology that is dependent on the internet, it is recommended that we consider increasing our bandwidth. The IS Director received an email from the company that we get our AT&T lines through with updated Internet circuit pricing. AT&T is running a promotion for Government through the end of the year (2020) where a 1 Gigabit circuit will cost \$1,712/month which is less expensive than the cost to increase bandwidth by way of a 500 Mbps circuit.

Staff Recommendation It is the recommendation that the Finance and Personnel Committee consider increasing the County's bandwidth from its existing 250 Mps circuit to 1Gb circuit while taking advantage of the promotional pricing offered by AT&T.

Recommended Motion: (Motion by seconded by to approve and authorize) Motion by Second by to authorize the increase of the County's internet from 250 Mps to a 1Gb circuit.

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

8.

**Discuss/Take action to
consider a temporary wage
increase for the ADRC Manger
while serving as interim
Human Services Director**

Pierce County Finance and Personnel Committee
Meeting Date: 12/07/2020

Agenda Item:

Discuss/Take action to consider a temporary wage increase for the ADRC Manager while serving as interim Human Services Director.

Requesting Agency:

Administration

Requested Action:

Establish a salary grade on the Carlson Dettmann Scale for interim Human Services Director/ADRC Manager.

Background:

Following the current COOP-COG plan, ADRC Manager Heather Conway has assumed the role as interim Human Services Director on November 10, 2020. During this interim period Heather's duties will increase significantly. It is uncertain exactly how long she will be needed in the interim position as time will be needed to recruit the appropriate candidate to fill the vacancy of Director, therefore an increase to her current salary would be appropriate.

In August of 2017 F&P voted and approved to increase the pay for the interim Health Officer. That increase placed that employee on the grade level that the Health Officer position was on. The ADRC Manager is currently at a P11 \$45.58 on the 2020 wage scale. In an effort to remain consistent with the previous situation, it is recommended that the ADRC Manager be moved up to the Human Service Director level at Grade T5 \$50.79.

Staff Recommendation:

It is recommended that the ADRC Manager be moved to a T5, \$50.79 as compensation for performing the duties as interim Human Services Director.

Recommended Motion:

Motion by _____ seconded by _____ to approve a temporary wage increase for the interim Human Services Director/ADRC Manager to T-5 on the current Carlson Dettmann wage grid and to be effective November 10, 2020.