

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

Monday, February 6, 2023 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/87810987000?pwd=aG14UEg1REY2QVU2aktrU2MrU3V2QT09>

Meeting ID Number: 878 1098 7000

Passcode: 802590

United States: + 1 (312) 626-6799

Access Code: 802590

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Jan. 9 th , 2023 2c) Treasurer’s report on previous months finance activities & fund balances 2d) Out of state travel/training request for Public Health Specialist-Preparedness Summit; April 2023; Atlanta, GA	Members
3.	Discuss/take action to remove the 2023 Title X Telehealth Family Planning Budget	AZ Snyder
4.	Discuss/take action to approve 2023 Title V Budget	AZ Snyder
5.	Discuss/take action to approve General Family Planning Budget	AZ Snyder
6.	Discuss/take action on Resolution No. 22-XX Requesting State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula	J. Hines
7.	Committee will convene into closed session pursuant to §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	CLOSED SESSION
8.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
9.	Future agenda items	Members
10.	Next meeting date: First Monday; Mar. 6 th	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 (01/25/23)

AMENDED

PIERCE COUNTY

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, January 9, 2023 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/86341726689?pwd=dlk0YUFXTEVRNG9YV3VWUHBTSFg3QT09>

Meeting ID Number: 863 4172 6689

Passcode: 346005

United States: + 1 (312) 626-6799

Access Code: 346005

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Nov. 7 th & 29 th , 2022 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	<i>Discuss/take action on proposal to reclassify current Service Coordinator (Grade H) to Early Intervention Coordinator (Grade J) *</i>	AZ Snyder
4.	Discuss/take action to consider the formation of an Opioid Settlement Funds Utilization Committee	Julie Krings
5.	Discuss/take action to approve the position description for the Victim Witness Specialist and corresponding salary grade	DA Office
6.	Discuss/take action to approve the position description for the Emergency Management Field Director and corresponding salary grade	C. McPherson
7.	Committee will convene into closed session pursuant to §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: Administrative Coordinator annual evaluation	CLOSED SESSION
8.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
9.	Future agenda items	Members
10.	Next meeting date: First Monday; Feb. 6 th	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 (01/04/23)

*Amended 1/04/23

**APPROVED MINUTES OF THE
SPECIAL FINANCE & PERSONNEL COMMITTEE MEETING HELD
November 29, 2022 – 6:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 15

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room. Chairman Jon Aubart called the meeting to order at 6:00 p.m.

1a) Those Present

A quorum was established acknowledging 6 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Jerry Kosin	District #15
Jon Aubart	District #3	Rodney Gilles	District #10
Michael Kahlow	District #6		

Others present: Mel Pittman-Supervisor Dist. #17, Neil Gulbranson – Supervisor Dist. #11, Melissa Petersen-Supervisor Dist. #14, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Nancy Hove-Sheriff, Attorney Rick Hodsdon, Sarah Nigbor-Press, and other staff members and members of the public attending in person and online.

1b) Public Comment

Comments were received from individuals present both in person and online.

2a) Consent Calendar

Motion by J. Kosin / S. Bjork to adopt the agenda as presented; motion carried unanimously.

3) Closed Session

Motion by M. Kahlow / S. Bjork to convene into closed session at 6:03 p.m. pursuant to §19.85(1)(e) and (g) 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, and 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 for the purpose of: *To receive information regarding strategy and authorize litigation involving County of Pierce v. Nancy Hove, Case No. 2022 CV 177.* Motion carried unanimously by roll call vote.

4) Open Session

Committee returned to open session at 6:45 p.m. by motion of M. Kahlow / S. Bjork; motion carried unanimously by roll call vote. No action taken.

5) Discuss/take action on Resolution No. 22-XX Authorize Litigation to Enforce, Preserve and Protect Pierce County's Rights Regarding Recruitment, Hiring and Promotion of Sheriff's

Office Deputies Involving County of Pierce v. Nancy Hove, Case No. 2022 CV 177. Public comments was received from numerous individuals. Motion by M. Kahlow / J. Kosin to approve the resolution authorizing litigation to enforce, preserve and protect Pierce County's rights regarding recruitment, hiring and promotion of Sheriff's Office deputies involving County of Pierce v. Nancy Hove, Case No. 2022 CV 177; motion carried by roll call vote with 6 in favor, and 1 abstention (R. Gilles).

6) Future Agenda Items

- None identified

7) Next Meeting Date

Next regular meeting scheduled for Monday, Dec. 5th, 2022 at 4:00 p.m.; in County Board Room.

8) Adjournment

Meeting adjourned at 7:12 p.m. by motion of K. Sampson / M. Kahlow; motion carried unanimously.

Respectfully submitted by: Brad Lawrence, Corporation Counsel

Special Meeting of
PIERCE COUNTY BOARD OF SUPERVISORS

Tuesday, November 29, 2022 – 7:00 p.m.

Courthouse – County Board Room

124 N. Oak St., Ellsworth, WI 54011

May also participate via Zoom or by phone

<https://us06web.zoom.us/j/89312848353?pwd=bmM5a0d6Z1dPTTdZOHZKMzBiM0Fsdz09>

Meeting ID Number: 893 1284 8353

Passcode: 137060

United States: + 1 (312) 626-6799

Access Code: 137060

1.	Call to order
2.	Call of the roll by the Clerk 2a) Establish Quorum 2b) Adopt Agenda
3.	Pledge of Allegiance to the flag
4.	Public Comment: County Board will receive public comments on any issue not related to agenda items, discussion by board members may take place but no action will be taken on any item raised. Public comments will be taken on agenda items prior to the Board taking them up.
5.	Closed Session: Board will convene into closed session pursuant to §19.85(1)(e) and (g) 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, and 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 for the purpose of: <i>To receive information regarding strategy and authorize litigation involving County of Pierce v. Nancy Hove, Case No. 2022 CV 177</i>
6.	Open Session: Board will return to open session and take action on closed session item, if required
7.	Resolutions for consideration: <u>First reading</u> 7a) Resolution No. 22-27 Authorize Litigation to Enforce, Preserve and Protect Pierce County’s Rights Regarding Recruitment, Hiring and Promotion of Sheriff’s Office Deputies Involving <i>County of Pierce v. Nancy Hove, Case No. 2022 CV 177*</i>
8.	Future agenda items:
9.	Next meeting date: Previously scheduled for Dec. 20 th , 7 p.m.
10.	Adjourn
Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-6851.	

*Adoption requested on First Reading

jrf 11/21/2022

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
November 7, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 14

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:03 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Mel Pittman-Dist. #17, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm- County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Greg Weaver-Data Analyst, Nancy Hove-Sheriff, Chad Koranda-PCSO Patrol/DARE, Wade Strain-PCSO Lt. Investigations, Herm Kreig-PCSO Lt. Patrol, Julie Krings-Human Services Director, Ayslinn Snyder-Public Health Director, Becky Johnson-Finance, Janice Coulson-CBIZ, Wanda Kinneman-Insurance coordinator, Natalie Stockwell-PCSO, Richard Hodsdon, Sarah Nigbor-Press.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/K. Sampson to approve consent calendar Items 2a through 2c to include adopting the agenda, approving the minutes of Oct. 3rd, 2022, & accept Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to outsource COBRA Administration effective Jan. 1, 2023

J. Coulson explained that CBIZ worked with the County to provide an analysis of firms that provide COBRA administration & recommend which would be most suitable for Pierce County. A total of four firms were considered & analysis provided, recommended was Optum which includes a 3-year rate guarantee. Motion by M. Kahlow/K. Sampson to approve entering into a 3-year agreement with Optum to perform the administration of COBRA insurance; motion carried unanimously.

4) Discuss/Take action to approve 2023 PAP/Coloscopies services funding & amend the 2023 Budget to be considered at the November County Board meeting

A. Snyder explained that the Dept. received a grant in the amount of \$8,683 from Wisconsin DHS to support work in cervical cancer testing & prevention work. She requested to reduce the Department's general family

planning budget's fund balance revenue to accommodate the grant. Motion by M. Kahlow/R. Gilles to approve the 2023 PAP/Coloscopies services funding & amend the 2023 Public Health Budget; motion carried unanimously.

5) Update regarding Local Assistance & Tribal Consistency Funds (LATCF)

J. Matthys explained that the LATCF is a general revenue enhancement program that provides additional assistance to eligible revenue sharing counties & eligible Tribal governments. The American Rescue Plan directs to allocate & pay to eligible revenue sharing counties for each fiscal year 2022 & 203, considering economic conditions of each eligible revenue sharing county using measurements of poverty rates, household income, land values, & unemployment rates as well as other economic indicators over the 20-year period ending in Sept. 30, 2021. In order to be eligible, the County must apply for LATCF funds by January 2023 which Pierce County has done. The County would then be eligible for \$50,000 in 2022 & another \$50,000 in 2023. Recipients have broad discretion on the use of these funds, similar to the ways in which they may use funds generated from their own revenue sources. He concluded that the first payment of \$50,000 has been received, making the County eligible for the second payment in 2023. After the County receives the second payment then a decision will need to be made as to how the funds are to be expended. No action taken.

6) Discuss/Take action to approve a temporary policy & corresponding payment agreement to offer a sign-on bonus for those identified candidate shortages

J. Matthys explained that over the course of the last two years the County has experienced significant workforce shortages, straining the existing workforce as well as presenting significant challenges with service delivery. In response to the issue, it is being recommended that the County consider adopting a temporary 6-month policy that would allow offering a sign-on bonus program for those vacancies where there is an identified candidate shortage as determined by the Human Resource Manager & Admin Coordinator. Further recommended is an effective date that is retroactive to Oct. 3, 2022 & run through April 3, 2023, at which time this Committee would determine if the program is to be terminated or extended at its meeting on April 3, 2023. A draft policy was presented to the Committee, outlined in summary here, to offer \$500 on start date of a full-time position, \$500 upon completion of six months of continuous full-time employment in hired position; \$1000 upon completion of one year of the same, \$1000 upon completion of 18-months of the same, & \$1000 upon completion of two years of the same. Supervisor R. Gilles expressed concern that with the County's current pay structure the proposed incentive sign-on bonus amounts were likely still not enough to attract & retain quality candidates. Committee discussed possibility of funding an increase in bonus amounts via Human Services budget. Motion by M. Kahlow/J. Kosin to approve temporary policy & corresponding payment agreement to offer a sign-on bonus for those identified candidate shortages in amounts as presented. Motion by M. Kahlow/R. Gilles to amend draft temporary policy to double amounts suggested; motion carried unanimously. Motion to approve temporary policy as amended carried unanimously.

7) Discuss/take action on Resolution No. 22-XX Transfer Funds from General Fund to Maintenance Dept. to Supplement the Communication Tower Shelter Replacement Project & Approve Unbudgeted Expenditure

J. Matthys explained that the Radio Tower Shelter Replacement Project budget in the amount of \$755,000 is deficient based on a number of factors to include: the volatility of the current market, & prices for goods & services have increased significantly since approval of the project in February of 2022. Also, the discovery of several "best practice" issues emerged during the project such as DC power, improved site grounding, utility service modifications, inter-site connectivity issues, & project labor & material supply costs have been highly volatile. He concluded that the resolution would allow the increase of the Project budget in an amount not to exceed \$247,000 in order to complete the project that is already underway. Motion by J. Ashbach/J. Kosin to approve resolution to transfer funds from the General Fund to the Maintenance Dept. budget to supplement the Communication Tower Shelter Replacement Project, approve the unbudgeted expenditure, & forward to County Board recommending approval; motion carried unanimously.

8) Discuss/take action on Resolution No. 22-XX to pay Claims for Listing Dogs

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 J. Kosin/S. Bjork to approve resolution on claims for listing dogs & forward to County Board; motion carried unanimously.

9) Discuss/take action on Resolution No. 22-XX to pay Claims for Care of Soldiers' Graves

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/M. Kahlow to approve resolution on claims for the care of soldiers' graves & forward to County Board; motion carried unanimously.

10) Closed Session

Motion by S. Bjork/M. Kahlow to go into closed session at 4:42 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: for the purpose of discussing refill of the Patrol Lieutenant, Chief Deputy, & other management positions in the Sheriff's Office. Motion carried unanimously by roll call vote.

11) Open Session

Committee returned to open session at 5:16 p.m. by motion of S. Bjork/M. Kahlow; motion carried unanimously by roll call vote. No action taken.

12) Discuss/take action to determine the refill of the Patrol Lieutenant, Chief Deputy, & other management positions in the Sheriff's Office

Motion by M. Kahlow/S. Bjork to authorize the refill of the vacant management positions in the Sheriff's Office, to be refilled consistent with County policy, & contingent upon review of position descriptions by the standing committee & possibly the Finance & Personnel Committee; motion carried unanimously.

13) Future Agenda Items

- Nothing presented at this time

14) Next Meeting Date

Next regular meeting scheduled for Monday, Dec. 5th, 2022 at 4:00 p.m.; in County Board Room.

15) Adjournment

Meeting adjourned at 5:29 p.m. by motion of K. Sampson/R. Gilles; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, November 7, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/83700859419?pwd=R2J5bkthMXNgcvtVV0hEVk5yUkNXdz09>

Meeting ID Number: 837 0085 9419

Passcode: 181687

United States: + 1 (312) 626-6799

Access Code: 181687

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Oct. 3 rd , 2022 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action to outsource COBRA Administration effective Jan. 1, 2023	W. Kinneman/ CBIZ
4.	Discuss/Take action to approve 2023 PAP/Coloscopies services funding & amend the 2023 Budget to be considered at the November County Board meeting	AZ Snyder
5.	Update regarding Local Assistance & Tribal Consistency Funds (LATCF)	J. Matthys
6.	Discuss/Take action to approve a temporary policy & corresponding payment agreement to offer a sign-on bonus for those identified candidate shortages	J. Matthys / A. Preble
7.	Discuss/take action on Resolution No. 22-XX Transfer Funds from General Fund to Maintenance Dept. to Supplement the Communication Tower Shelter Replacement Project & Approve Unbudgeted Expenditure	J. Matthys
8.	Discuss/take action on Resolution No. 22-XX to pay Claims for Listing Dogs	J. Feuerhelm
9.	Discuss/take action on Resolution No. 22-XX to pay Claims for Care of Soldiers’ Graves	J. Feuerhelm
10.	Committee will convene into closed session 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: for the purpose of discussing the refill of the Patrol Lieutenant, Chief Deputy, & other management positions in the Sheriff’s Office	CLOSED SESSION
11.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
12.	Discuss/Take action to determine the refill of the Patrol Lieutenant, Chief Deputy, & other management positions in the Sheriff’s Office	Members
13.	Future agenda items	Members
14.	Next meeting date: First Monday; Dec. 5 th	Members
15.	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 (11/03/22)

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Thursday, November 3, 2022 – 9:00 a.m.
Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

CANCELLED

#	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	Members
3.	Committee will convene into closed session pursuant to §19.85(1)(b) Wis. Stats, for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken, and 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 for the purpose of: considering advice of counsel and conducting a §59.26(8)(b) Wis. Stats. grievance hearing pursuant to a law enforcement disciplinary complaint NOTE: Hearing will commence at 10:00 a.m.	CLOSED SESSION
4.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
5.	Future agenda items	Members
6.	Next meeting date: First Monday; Nov. 7 th	Members
7.	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 (10/19/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
October 3, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN } Meeting held in County Board Room & via Zoom;
COUNTY OF PIERCE } 124 N. Oak St. ELLSWORTH, WI 2022 – 13**

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Greg Weaver-Data Analyst, Nancy Hove-Sheriff, Chad Koranda-PCSO Patrol/DARE, Wade Strain-PCSO Lt. Investigations, Herm Kreig-PCSO Lt. Patrol, Julie Krings-Human Services Director, Ayslinn Snyder-Public Health Director, Becky Johnson-Finance, Janet Huppert-IS Director, Christine McPherson-EM Director, Wendy Fleury-PCSO Dispatch, Jerry Forss-Maintenance Supervisor, Brock Geyen-Larson/Allen auditor, Sue Burr-Victim Witness Coordinator.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/K. Sampson to approve consent calendar Items 2a through 2c to include adopting the agenda, approving the minutes of Sept. 6th & 27th, 2022, & accept Treasurer's report as presented; motion carried unanimously.

3) Present & review 2023 Department & Agency Budgets with independent auditor

B. Geyen gave a review of the County Budget explaining the limitations for increases imposed by law. He added that the initial budget exceeds the levy limit cap by \$244,857. He added that Administration has some suggestions as to how to address that excess. No action taken.

4) Discuss/Take action on 2023 Budget recommendations to the County Board

J. Matthys presented recommendations to present a balanced budget based on the maximum allowable levy. Recommendations were as follows: Human Resources reduction of \$27,464 for family insurance; reduce Security Fund budget \$46,000; Land Management increased revenue projections & reduction in personnel costs by \$29,605; Emergency Management increased revenue & reduction of personnel costs due anticipation of pertinent grants by \$38,701; Maintenance Dept. reduction in equipment purchases adding back enough to rent

equipment not purchased net amount of \$20,900; Fairgrounds increased revenue by \$5,000; Register in Probate reduction of legal costs \$15,000; Veterans Dept. reduction in vehicle repairs by \$2,000; County Clerk reduction of cost for new fleet vehicle by \$6,000; Extension Office reduction in per diems by \$800; Parks reduction in personnel costs due to retirement of \$11,000; Increase for Leave Liability in the amount of \$14,326; Sherriff's Office postpone hire date of new deputy position until July 1, 2023 reduction in personnel costs of \$56,713. Motion by M. Kahlow/S. Bjork to approve recommended changes to the 2023 Budget & forward to County Board; motion carried unanimously.

5) Discuss/Take action on Resolution 22-XX to Authorize New Positions for 2023

J. Matthys explained that the resolution would be revised to express the Sheriff's Office deputy position being hired in July rather than January. Motion by M. Kahlow/S. Bjork to approve resolution authorizing new positions for 2023 adjusting the County cost for the Sheriff's Office position to reflect a July 1, 2023 start date & for all other vacancies in the Sheriff's Office to be filled first; motion carried unanimously.

6) Discuss/Take action on Resolution 22-XX to Establish 2023 Salaries & Benefits for Designated Employees

J. Matthys explained the resolution suggests a 4% increase to hourly wage as of Dec. 31, 2022 & be placed on the newly adopted salary matrix on the approved grade at the step that affords at a minimum 4% increase, effective Jan. 1, 2023. He further explained that adopting the new matrix will likely present challenges to future budgets. He recommended letting the 2023 budget perform as is & re-evaluate near the end of 2023 when more specific figures would be known & suggested applying undesignated ARPA funds at year end to cover wages & salaries that are not covered by 2023 department budgets. Motion by M. Kahlow/J. Kosin to approve resolution establishing 2023 salaries & benefits for designated employees; motion carried unanimously.

7) Discuss/Take action on Resolution 22-XX to Approve 2023 Tax Levy & Budget

J. Matthys explained that the proposed 2023 budget would consist of County Operating Levy of \$16,761,587, Debt Service of \$3,213,188; County Library of \$531,844 at 85% reimbursement, & County Aid for Bridges of \$200,000, for a total of \$20,706,619. Motion by J. Kosin/S. Bjork to approve 2023 Tax Levy & Budget & forward to County Board; motion carried unanimously.

8) Discuss/Take action to request carryover of 2022 Park budget funds to 2023 Budget for Capital Equipment purchase

J. Matthys explained that the Parks Dept. budgeted \$25,000 to replace a department truck but found they could not purchase an adequate model at that price. The Dept. has budgeted an additional \$15,000 for Capital Equipment in 2023 & is requesting to carryover the 2022 amount to increase the chances of locating an adequate vehicle. Motion by R. Gilles/K. Samson to approve carryover of \$25,000 from 2022 Parks Capital Equipment to the 2023 Budget; motion carried unanimously.

9) Discuss/Take action to approve new 2022 Title X No Cost Extension Budget

A. Snyder explained that Pierce County was provided by the State Health Dept. an additional \$39,751 in grant funding which supports Public Health department's reproductive health program. She added that this item is related to the next in that the Family Planning Budget needed to be revised to accommodate the increase in funds in a different budget. Motion by M. Kahlow/R. Gilles to approve the 2022 Title 10 No Cost Extension budget; motion carried unanimously.

10) Discuss/Take action to approve the amended Family Planning Budget

A. Snyder reiterated that this item is related to the previous as explained. Motion by S. Bjork/R. Gilles to approve the amended 2022 Family Planning budget; motion carried unanimously.

11) Discuss/Take action to approve transfer of Prenatal Care Coordination (PNCC) reserve

funds to the Maternal & Child Health (MCH) budget for 2023

A. Snyder explained that the request is to move approx. \$68,189 from PNCC to MCH for the 2023 budget year, to combine the expenses & revenues for the two budgets into one budget for 2023. Motion by S. Bjork/R. Gilles to approve & authorize transferring approx. \$68,189 from PNCC budget to the MCH budget for 2023; motion carried unanimously.

12) Discuss/Take action on Resolution 22-XX Authorize Cancellation of Outstanding County Orders

Treasurer K. Fuchs explained that this type of resolution is addressed every year & is mandatory by Statute for cancellation & reissue of outstanding checks issued by the County so that the warrants can be cancelled & destroyed. It includes any checks issued by the County two or more years ago. Motion by M. Kahlow/J. Kosin to accept outlawed check list, approve corresponding resolution to authorize the cancellation thereof, & forward to full County Board; motion carried unanimously.

13) Discuss/Take action on Resolution 22-XX Authorization to use Jail Assessment Fund for Inmate Tracking System

Sheriff N. Hove explained that the system enables officers to electronically document all of their tasks & activities from the palm of their hand. The device can automate security rounds, inmate tracking & activity in real time allowing officers to see in real time where an inmate is at any given time. Motion by J. Kosin/M. Kahlow to approve resolution to authorize the use of Jail Assessment funds in an amount of \$11,192.23 to purchase inmate tracking system; motion carried unanimously.

14) Discuss/Take action to close out Recovery Zone Economic Development Fund 421 by applying remaining funds to 2023 Budget

J. Brickner explained that Pierce County approved a resolution in April of 2010 authorizing the issuance & sale of taxable general obligation promissory notes in an amount not to exceed \$1,695,000 for the purpose of the cost of county capital projects. Those projects have since been completed & the bond paid off with a remaining balance in the fund of \$9,825 for the past several years. In consultation with the auditors of Clifton/Larson/Allen the suggestion was to apply the remaining balance to the 2023 Budget & to close out Fund 431. Motion by M. Kahlow/K. Sampson to approve & authorize the close out of Recovery Zone Economic Development Fund 421 by applying the remaining \$9,825 to the 2023 Budget; motion carried unanimously.

15) Discuss/Take action on Ordinance 22-XX to Amend Chap. 4 , Article II Organization & Rules of Procedure, §4-42 of the Pierce County Code-Board of Supervisors, subsection (A) to add number (8) Attendance by Supervisors at Committees Not a Member of

B. Lawrence explained that he was directed at the previous meeting to draft an ordinance to address possible concerns about quorums at committee meetings. He added that the ordinance stipulates that County Board members give a 72-hour notice to the chairperson of that committee prior to the committee meeting they wish to attend. Failure to do so may result in a supervisor not being able to attend that committee meeting should a quorum issue be present. Motion by M. Kahlow/J. Ashbach to approve the ordinance amending the County Board rules to ensure compliance with Open Meetings Laws & protect against quorum of additional committees; motion carried unanimously.

16) Discuss/Take action to allow & accept bid to repurchase Tax Deed parcel in the Town of El Paso 008-01074-0200

J. Feuerhelm explained that the previous owner of the property submitted a bid to repurchase the property in the Town of El Paso. He further explained that the initial deadline to do so has passed & the Committee would need to decide whether to allow or accept this offer. He added that since the taking of the Tax Deed an additional Wisconsin Dept. of Revenue lien was discovered on the property & that the bid to repurchase was not enough to cover this lien and the taxes, interest, & charges defined in the Pierce County Code & the Wisconsin Statutes

that have to be met in order to consider the bid adequate. Motion by M. Kahlow/R. Gilles to deny the offer to repurchase Tax Deed property in the Town of El Paso, ID #008-01074-0200 received from Stu West in the amount of \$48,507.22, & offer the property for sale per Pierce County Code & WI Statutes; motion carried unanimously.

17) Future Agenda Items

- COBRA benefits
- Resolutions to pay claims for dogs & soldiers' graves

18) Next Meeting Date

Next regular meeting scheduled for Monday, Nov. 7th, 2022 at 4:00 p.m.; in County Board Room.

19) Adjournment

Meeting adjourned at 4:56 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED

PIERCE COUNTY

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, October 3, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/8497438881?pwd=cIRGZzRhcGJHeWpWUUFkMjk2SjdkUT09>

Meeting ID Number: 849 7438 8811

Passcode: 500214

United States: + 1 (312) 626-6799

Access Code: 500214

#	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 Sept. 6 th & 27 th , 2022 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Present & review 2023 Department & Agency Budgets with independent auditor	B. Geyen
4.	<i>**Discuss/Take action on 2023 Budget recommendations to the County Board</i>	J. Matthys
5.	Discuss/Take action on Resolution 22-XX to Authorize New Positions for 2023	J. Matthys
6.	Discuss/Take action on Resolution 22-XX to Establish 2023 Salaries & Benefits for Designated Employees	J. Matthys
7.	Discuss/Take action on Resolution 22-XX to Approve 2023 Tax Levy & Budget	J. Matthys
8.	Discuss/Take action to request carryover of 2022 Park budget funds to 2023 Budget for Capital Equipment purchase	S. Schoepp
9.	Discuss/Take action to approve new 2022 Title X No Cost Extension Budget	A. Snyder
10.	<i>*Discuss/Take action to approve the amended Family Planning Budget</i>	A. Snyder
11.	Discuss/Take action to approve transfer of Prenatal Care Coordination (PNCC) reserve funds to the Maternal & Child Health (MCH) budget for 2023	A. Snyder
12.	Discuss/Take action on Resolution 22-XX Authorize Cancellation of Outstanding County Orders	K. Fuchs
13.	Discuss/Take action on Resolution 22-XX Authorization to use Jail Assessment Fund for Inmate Tracking System	PCSO
14.	Discuss/Take action to close out Recovery Zone Economic Development Fund 421 by applying remaining funds to 2023 Budget	J. Brickner
15.	Discuss/Take action on Ordinance 22-XX to Amend Chap. 4 , Article II Organization & Rules of Procedure, §4-42 of the Pierce County Code-Board of Supervisors, subsection (A) to add number (8) Attendance by Supervisors at Committees Not a Member of	B. Lawrence
16.	Discuss/Take action to allow & accept bid to repurchase Tax Deed parcel in the Town of El Paso 008-01074-0200	J. Feuerhelm
17.	Future agenda items	Members
18.	Next meeting date: First Monday; Nov. 7 th	Members
19.	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 (09/28/22)

*Amended 9/28/2022 > 11:30 a.m.

**Amended 9/28/2022 > 1:30 p.m. #4 added other items rearranged

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
September 27, 2022 – 5:00 p.m.**

**STATE OF WISCONSIN } Meeting held in County Board Room & via Zoom;
COUNTY OF PIERCE } 124 N. Oak St. ELLSWORTH, WI 2022 – 12**

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 5:00 p.m.

1a) Those Present

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

Members present:

Jim Ashbach	District #2	Scott Bjork	District #7
Jon Aubart	District #3	Rodney Gilles	District #10
Michael Kahlow	District #6	Jerry Kosin	District #15

Absent/Excused: Kris Sampson; District #1

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Greg Weaver-Data Analyst, Allison Preble-Human Resources Manager, Christine McPherson-Emergency Management Director, Wade Strain-PCSO Lt. Investigations, Herm Kreig-PCSO Lt. Patrol, Julie Krings-Human Services Director, Ayslinn Snyder-Public Health Director, Becky Johnson-Finance, Janet Huppert-Info Services Director, Todd Kirschbaum-Maintenance Dept., Janelle Wolf-Human Services Dept., Wendy Fleury-PCSO, Patrick Glynn-Carlson/Dettmann, Ken Wood, Maria Monturiol, Sara Hartung, Zac Thurber, & Sarah Nigbor-Press.

1b) Public Comment

None.

2) Approve Agenda

Motion by J. Kosin/M. Kahlow to approve adopting the agenda, as presented; motion carried unanimously.

3) Discuss/take action on report by Carlson/Dettmann Consulting regarding a wage analysis & recommendation

J. Matthys reviewed report with Committee indicating that in considering all the information & options the one recommended for Board members to consider would be what's called the 50th/75th percentile salary matrix presented by Carlson/Dettmann at the previous Committee meeting. This to include calculating a 4% lift to all identified non-represented employees' 2022 wages as of 12/31/2022. Employees will be placed on the new salary matrix effective 1/1/2023 at a step that affords them at least a 4% increase. M. Drury provided more details regarding the cost to the County for implementing such a plan. Motion by M. Kahlow/R. Gilles to adopt the proposed salary matrix effective 1/1/2023, approve 4% increase to existing wages as of 12/31/2022, & place respective employees within the new salary matrix as of 1/1/2023; motion carried unanimously.

4) Discuss/take action to consider approving position reclassifications based on Carlson Dettmann's recommendation, and to be effective 1/1/2023 which includes the following

positions: AODA Counselor, Driver/Laborer and Laborer (Recycling), Physical Activity Manager (Public Health), Sheriff Lieutenants and Office Assistants.

J. Matthys reviewed the recommendations for each position. Grade assignment changes based on the recommendations from Carlson/Dettmann: AODA Counselor-Human Services, move position from Grade I to Grade J; Driver/Laborer-Recycling, move position from Grade E to Grade F, Laborer-Recycling, move position from Grade D to Grade E; Physical Activity Manager-Public Health, move position from Grade K to Grade M; Lieutenants-Sheriff's Office, move position from Grade L to Grade M; Office Assistant, reclassified as Office Specialists & move position from Grade E to Grade F. Motion by M. Kahlow/J. Kosin to approve reclassification of Office Assistant to Office Specialists, & to approve recommended changes in step Grade to all pertinent positions as described & recommended by Carlson/Dettmann effective 1/1/2023; motion carried unanimously.

5) Next Meeting Date

Next regular meeting previously scheduled for Monday, Oct. 3rd, 2022 at 4:00 p.m.; in County Board Room.

6) Adjournment

Meeting adjourned at 5:30 p.m. by motion of J. Ashbach/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, September 27, 2022 – 5:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also participate via Zoom or by phone

<https://us06web.zoom.us/j/88191853545?pwd=N0tHYnYwM3FPaVU4RCthN0wwUVgvQT09>

Meeting ID Number: 881 9185 3545

Passcode: 403224

United States: + 1 (312) 626-6799

Access Code: 403224

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Establish and approve agenda	Members
3.	Discuss/take action on report by Carlson/Dettmann Consulting regarding a wage analysis & recommendation	Carlson/Dettmann
4.	Discuss/take action to consider approving position reclassifications based on Carlson Dettmann's recommendation, and to be effective 1/1/2023 which includes the following positions: AODA Counselor, Driver/Laborer and Laborer (Recycling), Physical Activity Manager (Public Health), Sheriff Lieutenants and Office Assistants.	J. Matthys
5.	Next meeting date: Previously set for Monday, Oct. 3 rd , 2022	Members
6.	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 (09/20/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
September 6, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 11

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. 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:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15

Absent/Excused: Michael Kahlow; District #6

Others present: Neil Gulbranson-Dist. #11, Dale Auckland-Supervisor Dist. #12, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm- County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Nancy Hove-Sheriff, Chad Koranda-PCSO Patrol/DARE, Wade Strain-PCSO Lt. Investigations, Julie Krings-Human Services Director, Rod Webb-Land Conservation Director, John Worsing-Medical Examiner, Chad Johnson-Hwy Commissioner, Ayslenn Snyder-Public Health Director, Andy Pichotta-Land Management Director, Becky Johnson-Finance, Bob Moore-Institutional Capital Management, Patrick Glynn-Carlson/Dettmann, Heather Murray-Carlson/Dettmann, Kelsi Winter, Joe Wilson.

1b) Public Comment

None.

2a-d) Consent Calendar

Motion by J. Kosin/K. Sampson to approve consent calendar Items 2a through 2d to include adopting the agenda, approving the minutes of Aug. 8th, 2022, accept Treasurer's report as presented, & approving travel request for GIS Specialist Kevin Etherton; motion carried unanimously.

3) Presentation on County investments from Institutional Capital Management

B. Moore introduced himself & stated he has experience with Pierce County for over 20 years. He explained that the bonds Pierce County is invested in never lose their monetary value, what's invested is returned upon maturation of the bond. He went on to give a detailed presentation of current trends in the economy & the Federal Reserve. No action taken.

4) Presentation by Carlson/Dettmann Consulting regarding a wage analysis & recommendation

P. Glynn-Carlson/Dettmann gave remote presentation detailing criteria used when assessing market wage rates & the health of Pierce County's current pay structure. He gave several options for the County to consider if &

when they decide to address the current structure. J. Matthys indicated that this Committee would likely meet again prior to the next County Board meeting to determine if any action is desired. No action taken.

5) Discuss/Take action on Resolution 22-XX Authorize Increased Funding for the County Cost Share Program to Assist Landowners in Protecting Soil, Surface Water, & Groundwater Resources

R. Webb explained that the Land Conservation Dept. administers the County Cost Share Program to assist landowners in soil & water resource protection. He added that the program has been funded at \$50,000 level since 1985 & that this resolution is requesting an additional \$10,000 annually to allow more landowners to access financial assistance. Motion by J. Kosin/S. Bjork to approve resolution to authorize increased funding for County Cost Share Program in the amount of \$60,000 annually; motion carried unanimously.

6) Discuss/Take action on Resolution 22-XX Authorize Funding Increase for the Maintenance of PL-556 Watershed Flood Control Structures in Bay City & Plum Creek Watersheds

R. Webb explained that PL-556 was a federally funded program in the 1960's & 70's to construct four large earthen dams in the Bay City & Plum Creek watersheds. Maintenance is the responsibility of the County they reside in. He added that current expenses to maintain those areas exceeds the annual funding given. The resolution would increase that funding to \$5,000 annually. Motion by J. Kosin/S. Bjork to approve resolution to authorize increased funding for maintenance of PL-556 Watershed Flood Control Structures in the amount of \$5,000 annually; motion carried unanimously.

7) Discuss/Take action on Resolution 22-XX to Designate the Pierce County Human Services Department to Receive Coordinated Services Team (CST) Funding from the Wisconsin Department of Health Services for the Purpose of Providing Wrap-Around Services to Uninsured Youth and Families and to Establish CST Coordinating Committee

J. Krings explained that designating the Dept. to receive CST funding would allow them to receive \$60,000 in funding annually from the Wisconsin Dept. of Health Services, to assist in the care for children with complex needs that are involved in multiple systems. Motion by R. Gilles/K. Sampson to approve resolution to designate the PC Human Services Dept. to receive Coordinated Services Team funding from WI Dept. of Health services; motion carried unanimously.

8) Discuss/Take action on reclassification of Lead CPS Initial Assessment Worker to Social Worker/Case Manager

J. Krings explained that due to recent changes approved by the Committee to the Lead CPS Lead Worker & CYF Manager a vacant position remained & that it was a good time to consider this reclassification. Motion by R. Gilles/S. Bjork to approve the reclassification of Lead CPS Initial Assessment Worker to Social Worker/Case Manager; motion carried unanimously.

9) Discuss/Take action on Resolution 22-XX to Authorize the use of Jail Assessment Fund for New Recording System

N. Hove explained that the recording system in PCSO & the Jail need to be replaced because the current system does not function properly. She added that \$49,299.28 is being requested through Jail Assessment funds & the remaining \$29,763.63 would be funded through the Sheriff's Office budget. Motion by S. Bjork/J. Kosin to approve resolution to authorize the use of Jail Assessment Fund for the purchase of new recording system in the Sheriff's Office & Jail; motion carried unanimously.

10) Discuss/Take action on Resolution 22-XX to Authorize Purchase of Jail Body Scanner with County Retained ARPA Funds due to Revenue Loss

J. Matthys explained that the Jail Administrator submitted a request to the ARPA Adhoc Committee for consideration of using ARPA funds for the purchase of a full body scanner for the Pierce County Jail which

would be used in the detection of contraband & COVID-19 symptoms through temperature screening. The purchase was also promoted by the Dept. of Corrections Jail Inspector in the 2021 Jail Inspection Report. The request was approved by the ARPA Adhoc Committee in the amount of \$244,000 with 7-year warranty. Motion by J. Kosin/K. Sampson to approve resolution to authorize purchase of jail body scanner with County retained ARPA Funds; motion carried unanimously.

11) Discuss/Take action on Ordinance 22-XX to Amend Chap. 4 of the Pierce County Code, Article II Organization & Rules of Procedure, §4-11 Composition of special committees

B. Lawrence explained that the Emergency Medical Services Committee is requesting the change to address the composition of the Committee. Motion by S. Bjork/J. Kosin to approve ordinance to amend Chap. 4, Article II, Organization & Rules of Procedure of the Pierce County Code; motion carried unanimously.

12) Discuss/Take action on reclassification of Construction Superintendent to Assistant Highway Commissioner

C. Johnson explained that this has been a discussion item with Administration & Human Resources for several months. Research was done on current job descriptions & current duties have increased considerably so a reclassification was sought to address the issue. A thorough review of job documentation was done & the recommendation was to place the position at Grade P of the County's salary plan. Motion by J. Kosin/J. Ashbach to approve reclassification of Construction Superintendent to Assistant Highway Commissioner; motion carried unanimously.

13) Discuss/Take action to approve a temporary adjustment to the Solid Waste staffing plan to include a laborer position in place of the vacant driver/laborer position

J. Matthys explained that the Dept. currently has need of a laborer that would not need to have a valid Commercial Drivers' License, so they are requesting a temporary change to the staffing plan while another employee obtains a CDL. Motion by J. Kosin/K. Sampson to approve temporary adjustment to the Solid Waste staffing plan to include a laborer position in place of the vacant driver/laborer position; motion carried unanimously.

14) Discuss/Take action on request to extend lease to Dennis Olson of County owned property in Village of Ellsworth

B. Lawrence gave a brief description of where the property is located within the Village of Ellsworth & that Mr. Olson has rented the property for several years. He added that the Committee will need to decide whether to rent the property again & at what cost. Motion by J. Kosin/S. Bjork to approve the request from Dennis Olson to extend the lease of County owned property in the Village of Ellsworth at \$70.00/acre; motion carried unanimously.

15) Discuss/Take action to consider amending the County Board rules to ensure compliance with Open Meetings laws & protect against quorum of additional committees

B. Lawrence explained occasionally supervisors like to attend meetings of committees that they are not members of. Typically, not an issue, but it can create meeting quorum problems if not noticed appropriately. He added that Oneida County for example has a rule that supervisors are required to give a 48-hour notice if they plan on attending a meeting of a committee they are not a member. He suggested Pierce County consider something similar &/or give further direction. Committee directed Mr. Lawrence to draft an ordinance to address the issue, allowing supervisors to give a 72-hour notice or be faced with the possibility of having to leave the meeting. No action taken.

16) Discuss/Take action on bids received & re-advertisement for Tax Deed parcels in the Village of Spring Valley & City of River Falls

J. Feuerhelm reviewed requested action on Tax Deed Parcels as follows:

- TDF 438 (181-01047-0300): Appraised value \$25,000; bid received from Richard Guinn in the amount of \$26,001.00. He indicated that the bid has met the requirements by Statute & County Code & recommended approval. Motion by S. Bjork/J. Kosin to approve bid to purchase Tax Deed property in Village of Spring Valley; TDF438, parcel #181-01047-0300 received from Richard Guinn in amount of \$26,001.00 & provide the bidder with a Quit Claim Deed to the same; motion carried unanimously.
- TDF 439 & 440 (181-01055-0800 & 181-01055-0800): J. Feuerhelm explained that appraised value is \$50,000 but no bids were received & recommended re-advertising the property for sale. Motion by S. Bjork/J. Ashbach to approve & authorize re-advertising for bids the sale of Tax Deed property in Village of Spring Valley; TDF439 & 440, parcel #181-01055-0800 & #181-01055-0800.
- TDF-441 (276-01140-1000): Appraised value \$5,000; bid received from Erik Henjum in the amount of \$5,501.00. He indicated that the bid has met the requirements by Statute & County Code & recommended approval. Motion by J. Kosin/K. Sampson to approve bid to purchase Tax Deed property in City of River Falls; TDF441, parcel #276-01140-1000 received from Erik Henum in amount of \$5,501.00 & provide the bidder with a Quit Claim Deed to the same: motion carried unanimously.

17) Future Agenda Items

- Special meeting to consider Carlson/Dettmann report

18) Next Meeting Date

Next regular meeting scheduled set for Monday, Oct. 3rd, 2022 at 4:00 p.m.; in County Board Room. Also, special meeting scheduled for Tuesday, Sept. 27th at 5 p.m. County Board Room.

19) Adjournment

Meeting adjourned at 6:20 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, September 6, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/84518102475?pwd=NG9kZEFwQnNLbGN0OXhPZWg3dXhYQT09>

Meeting ID Number: 845 1810 2475

Passcode: 821946

United States: + 1 (312) 626-6799

Access Code: 821946

#	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. 8 th , 2022 2c) Treasurer’s report on previous months finance activities & fund balances 2d) Travel/training request for GIS Specialist Kevin Etherton to attend GIS/LIS Consortium; Bemidji, MN; Oct. 12-14, 2022	Members
3.	Presentation on County investments from Institutional Capital Management	Bob Moore
4.	Presentation by Carlson/Dettmann Consulting regarding a wage analysis & recommendation	Patrick Glynn
5.	Discuss/Take action on Resolution 22-XX Authorize Increased Funding for the County Cost Share Program to Assist Landowners in Protecting Soil, Surface Water, & Groundwater Resources	R. Webb
6.	Discuss/Take action on Resolution 22-XX Authorize Funding Increase for the Maintenance of PL-556 Watershed Flood Control Structures in Bay City & Plum Creek Watersheds	R. Webb
7.	Discuss/Take action on Resolution 22-XX to Designate the Pierce County Human Services Department to Receive Coordinated Services Team (CST) Funding from the Wisconsin Department of Health Services for the Purpose of Providing Wrap-Around Services to Uninsured Youth and Families and to Establish CST Coordinating Committee	J. Krings
8.	Discuss/Take action on reclassification of Lead CPS Initial Assessment Worker to Social Worker/Case Manager	J. Krings
9.	Discuss/Take action on Resolution 22-XX to Authorize the use of Jail Assessment Fund for New Recording System	PCSO
10.	Discuss/Take action on Resolution 22-XX to Authorize Purchase of Jail Body Scanner with County Retained ARPA Funds due to Revenue Loss	PCSO J. Matthys
11.	Discuss/Take action on Ordinance 22-XX to Amend Chap. 4 of the Pierce County Code, Article II Organization & Rules of Procedure, §4-11 Composition of special committees	B. Lawrence C. McPherson
12.	Discuss/Take action on reclassification of Construction Superintendent to Assistant Highway Commissioner	C. Johnson / A. Preble
13.	Discuss/Take action to approve a temporary adjustment to the Solid Waste staffing plan to include a laborer position in place of the vacant driver/laborer position	J. Matthys
14.	Discuss/Take action on request to extend lease to Dennis Olson of County owned property in Village of Ellsworth	B. Lawrence
15.	Discuss/Take action to consider amending the County Board rules to ensure compliance with Open Meetings laws & protect against quorum of additional committees	B. Lawrence

16.	Discuss/Take action on bids received & re-advertisement for Tax Deed parcels in the Village of Spring Valley & City of River Falls	J. Feuerhelm
17.	Future agenda items	Members
18.	Next meeting date: First Monday; Oct. 3 rd	Members
19.	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 (08/30/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
August 8, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 10

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Dale Auckland-Supervisor Dist. #12, Melissa Petersen-Supervisor Dist. #14, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm- County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Christine McPherson-EM Director, Wanda Kinneman-Insurance Coordinator, Julie Hines-ROD, Natalie Stockwell-PCSO, Jerry Forss-Maintenance Supervisor, Tiffany Meyer-Ellsworth Library, Carissa Langer-Prescott Library, Katie Schneider-Spring Valley Library, Tanya Misselt-River Falls Library.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include adopting the agenda, approving the minutes of July 11th, 2022, & accept Treasurer's report as presented; motion carried unanimously.

3) Discuss/take action to consider offering only the High Deductible Health Plan (HDHP) to new hires and determine an effective date

W. Kinneman explained that the proposal to offer only the high deductible health plan to new hires has the potential to save the County approx. \$23,950. Committee discussed what affect this may have on recruiting new personnel. Also, that this sort of plan may not be beneficial to all people participating in the County's insurance plans. Supervisor K. Sampson requested to see comparisons in rates & savings if premiums were increased slightly. No action taken.

4) Discuss/Take action on Resolution for Library Funding for 2023-24

K. Schneider-Spring Valley Library addressed the Committee regarding a joint letter from all libraries in Pierce County thanking the County for their continued support & requesting that the County consider an increase funding support from 80% to 85% for the next two years. Motion by R. Gilles/M. Kahlow to approve Act 150

funding for Pierce County libraries only, at 85% for the years 2023 & 2024; motion carried with 6 in favor & 1 opposed (S. Bjork).

5) Discuss/Take action on Resolution 22-XX PSAP Grant Funding for One Public Safety Answering Point per County

C. McPherson explained that the current 911 system is in need of upgrades in hardware & software. Grants are available to counties to assist with the costs associated with such upgrades up to 80%. In order to be eligible for such grants the County must adopt a resolution designating Pierce County 911 as the County's sole public safety 911 answering point. Motion by S. Bjork/M. Kahlow to approve resolution regarding PSAP Grant Funding for One Public Safety Answering Point per County; motion carried unanimously.

6) Discuss/take action to authorize the use of Building Outlay funds in an amount not to exceed \$38,520 for emergency roof repair on the Seyforth Building

J. Forss explained that during the roof replacement project workers discovered extensive damage to large areas of the roof on the west side, along with electrical damage. He indicated that he contacted Market & Johnson to provide an estimate for repairs, which they provided. He also contacted the architect firm of Ayres & Associates to review the damage & provide an analysis as to the proper way to repair the areas in question. He further explained that funding for the additional unplanned work could come from Building Outlay accounts PCOB Exterior Work Project Fund 2019, Refurbish marble Courthouse Floor 2012, Paneling/Boards for Elevator Stairway 2013, & Courthouse & Annex Jail Remodel & Maintenance 2014/2015. Motion by M. Kahlow/J. Kosin to approve & authorize emergency roof repair on Seyforth Building & to utilize funds from Building Outlay PCOB Exterior Work Project Fund 2019, Refurbish marble Courthouse Floor 2012, Paneling/Boards for Elevator Stairway 2013, & whatever balance is left owing to come from Courthouse & Annex Jail Remodel & Maintenance 2014/2016, all in an amount not to exceed \$38,520. Motion carried unanimously.

7) Discuss/Take action on 2023 Budgets:

7a) AdHoc Security Workgroup: B. Lawrence presented 2023 Security Budget indicating that this budget is split between the Corp. Counsel Budget & Emergency Management. The group is looking at upgrading a number of security cameras as an ongoing project, but supply issues have prevented such from happening in the last year. He recommended the budget amount remain the same as previous years. Motion by S. Bjork/K. Sampson to approve 2023 Security Workgroup Budget as presented; motion carried unanimously.

Corporation Counsel: B. Lawrence presented 2023 Budget indicating a slight increase due to personnel expenses. Motion by S. Bjork/J. Kosin to approve 2023 Corporation Counsel Budget as presented; motion carried unanimously.

7b) County Clerk: J. Feuerhelm presented 2023 Budget indicating a slight increase primarily due to higher insurance projects & the purchase of a county fleet vehicle. He added that the election budget was decreased considerably due to fewer elections in 2023. Motion by M. Kahlow/J. Kosin to approve 2023 County Clerk Budget as presented; motion carried unanimously.

7c) Register of Deeds: J. Hines presented 2023 Budget indicating an increase due personnel expenses, to include request for part-time position, & professional services due to new contracts. Motion by J. Kosin/S. Bjork to approve 2023 Register of Deeds Budget as presented; motion carried unanimously.

7d) Treasurer: K. Fuchs presented 2023 Budget indicating a decrease due to personnel changes. Also estimated an increase for interest earned on investments. Motion by M. Kahlow/R. Gilles to approve 2023 County Treasurer Budget as presented; motion carried unanimously.

8) Discuss/Take action on 2023 Budgets:

J. Brickner presented the following budgets & explained what changes were being recommended to the following budgets:

8a) County Board; 8b) Codifications of Ordinances; 8c) Other Legal-Negotiations; 8d) Administration; 8e) Human Resources; 8f) Other General Admin.-Postage; 8g) Indirect Cost Study; 8h) Independent Accounting

& Auditing; 8i) Insurance; 8j) Cafeteria Insurance; 8k) Leave Liability; 8l) Debt Service. She added that overall there is an increase of approx. \$114,129 due to request for additional Human Resources staff position. Motion by M. Kahlow/S. Bjork to approve all aforementioned budgets as presented; motion carried unanimously.

9) Discuss/Take action to carry-over 2022 funds from Codification of Ordinances to 2023 budget

J. Feuerhelm explained that the County Code is undergoing a significant updating project. The project was approved in 2021 to be budgeted for in the 2022 Budget. The project has begun but will not be completed until 2023. He requested the carry-over of the 2022 funds to ensure adequate funding for the project. Motion by R. Gilles/J. Kosin to authorize & approve the carry-over of 2022 funds remaining in the Codification of Ordinances budget to the Codification of Ordinances 2023 Budget; motion carried unanimously.

10) Future Agenda Items

- Addition 2023 Department Budgets

11) Next Meeting Date

Next regular meeting scheduled set for Tuesday, Sept. 6th, 2022 at 4:00 p.m.; in County Board Room.

12) Adjournment

Meeting adjourned at 5:07 p.m. by motion of S. Bjork/K. Sampson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, August 8, 2022 – 4:00 p.m.
Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI
May also attend virtually or by phone:
<https://us06web.zoom.us/j/88086824810?pwd=RVdjc3lZTjI4SEJDL1BIS0xhMUZGOT09>
Meeting ID Number: 880 8682 4810 Passcode: 852251
United States: + 1 (312) 626-6799 Access Code: 852251

#	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 July 11, 2022 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/take action to consider offering only the High Deductible Health Plan (HDHP) to new hires and determine an effective date	J. Matthys
4.	Discuss/Take action on Resolution for Library Funding for 2023-24	Members
5.	Discuss/Take action on Resolution 22-XX PSAP Grant Funding for One Public Safety Answering Point per County	C. McPherson
6.	<i>Discuss/take action to authorize the use of Building Outlay funds in an amount not to exceed \$38,520 for emergency roof repair on the Seyforth Building*</i>	<i>J. Matthys J. Forss</i>
7.	Discuss/Take action on 2023 Budgets: 7a) <i>AdHoc Security Workgroup**</i> & Corporation Counsel 7b) County Clerk 7c) Register of Deeds 7d) Treasurer	B. Lawrence J. Feuerhelm J. Hines K. Fuchs
8.	Discuss/Take action on 2023 Budgets: 8a) County Board 8b) Codifications of Ordinances 8c) Other Legal-Negotiations 8d) Administration 8e) Human Resources 8f) Other General Admin.-Postage 8g) Indirect Cost Study 8h) Independent Accounting & Auditing 8i) Insurance 8j) Cafeteria Insurance 8k) Leave Liability 8l) Debt Service	J. Matthys/ J. Brickner
9.	Discuss/Take action to carry-over 2022 funds from Codification of Ordinances to 2023 budget	J. Feuerhelm B. Lawrence
10.	Future agenda items	Members
11.	Next meeting date: First Monday, Sept. 5 is Labor Day Holiday	Members
12.	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 (08/03/22)
 *Amended: 7/28/22 > 3:31 p.m.
 **Amended: 8/03/22 > 11:40 a.m. numbering corrected; Item 7 revised.

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
July 11, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 09

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Christine McPherson-EM Director, Nancy Hove-Sheriff, Julie Krings-Human Services Director, Ayslinn Snyder-Public Health Director, Becky Johnson-Finance, Greg Weaver-Data Analyst, Wanda Kinneman-Insurance Coordinator, Dennis Polzin-CBIZ consultant, Andy Pichotta-Land Management Director, Elizabeth Rohl-Circuit Court Judge, Kerry Feuerhelm-Clerk of Court, Wade Strain-Lt. Investigations, Herm Kreig-Lt. Patrol, Julie Hines-ROD, Halle Hatch-DA, Sue Burr-Victim Witness Coordinator, Joy Lynn George-CLTS/YJ Program Manager, Jenelle Wolf-CPS Program Manager, & John McLoone-Press/PC Journal.

1b) Public Comment

None.

2a-d) Consent Calendar

Motion by J. Kosin/S. Bjork to approve consent calendar Items 2a through 2d to include adopting the agenda, approving the minutes of June 6th, 2022, accept Treasurer's report, & approve travel request for Supervisors Jon Aubart & Mike Kahlow to attend WCA conference at Wisconsin Dells in September; motion carried unanimously.

3) Discuss/Take action on 2023 Health Insurance Plan and rates

D. Polzin-CBIZ reviewed both current & proposed health plan designs along with options. Motion by M. Kahlow/R. Gilles to approve Option 1 for standard health plan changes effective 1/1/2023. To include health insurance rates effective 1/1/2023 as follows: Standard Plan, single \$796 (\$79.60 employee); Employee+children \$1,163 (\$116.30 employee); Family \$2,543 (254.30 employee). HDHP single \$739 (\$36.95 employee); Employee+children \$1,080 (\$54 employee); Family \$2,360 (\$118 employee). Motion carried unanimously.

4) Discuss/Take action on 2023 Dental Insurance rates

D. Polzin-CBIZ explained that there were no changes to the dental plan or increased rates; all remains the same as last year. Motion by M. Kahlow/S. Bjork to approve 2023 Dental Insurance rates; motion carried unanimously.

5) Discuss/Take action on 2023 New Personnel requests

Chairman J. Aubart stated that the new personnel requests would be considered & acted on individually. J. Matthys explained that the Solid Waste Office Assistant, & the Deputy Treasurer positions were not new requests but a request to increase from a 35-hour week to a 40-hour week.

- Motion by K. Sampson/J. Kosin to approve SW Office Assistant increase to 40 hours/week for 2023; motion carried with 6 in favor & 1 abstained (S. Bjork).
- Motion by M. Kahlow/S. Bjork to approve Deputy Treasurer increase to 40 hours/week for 2023; motion carried unanimously.
- J. Matthys & C. McPherson explained need & duties for EM Field Director position. Motion by M. Kahlow/K. Sampson to approve EM Field Director position. Motion carried with 6 in favor & 1 opposed (J. Kosin).
- H. Hatch & S. Burr explained need & duties for a part-time Victim Witness Specialist at 50% time. H. Hatch added that some reimbursement from the State of Wisconsin was probable but the amount is unknown at this time. Motion by M. Kahlow/R. Gilles to approve 50% Victim Witness Specialist position; motion carried unanimously.
- J. Matthys explained need & duties for Facilities Manager position in Maintenance Dept. He added that the pertinent responsibilities would not initially include the Highway & Parks departments. Motion by J. Ashbach/J. Kosin to approve Facilities Manager position; motion carried unanimously.
- J. Krings explained need & duties for In-Home Mental Health Therapist position. She added that no County funds are being requested for the position as it will be funded through State funding. Motion by M. Kahlow/R. Gilles to approve In-Home Mental Health Therapist position; motion carried unanimously.
- J. Krings explained need & duties for CLTS Social Worker position. She added that no County funds are being requested for the position as it will be funded through State funding. Motion by M. Kahlow/K. Sampson to approve CLTS Social Worker position; motion carried unanimously.
- J. Krings explained need & duties for two CCS Social Work positions; one to begin in February 2023 & the other March of 2023. She added that because of the way Medicaid reimburses Counties an initial \$19,000 is being requested to fund the positions for 2023, but those funds would be recovered the following year. Motion by M. Kahlow/K. Sampson to approve two CCS Social Work positions; motion carried unanimously.
- J. Krings explained need & duties for CCS Clinical Supervisor position. She added that because of the way Medicaid reimburses Counties an initial \$10,000 is being requested to fund the position for 2023, but those funds would be recovered the following year. Motion by M. Kahlow/K. Sampson to approve CCS Clinical Supervisor position; motion carried unanimously.
- -Supervisor K. Sampson left meeting at 5:15 p.m.
- Lt. H. Kreig & Sheriff N. Hove explained need & duties for Patrol/Court Security Officer position. This position recommended to be funded 100% by tax levy. Motion by S. Bjork/J. Kosin to approve Patrol/Court Security Officer position; motion carried with 5 in favor & 1 opposed (M. Kahlow).
- J. Hines explained need & duties for 35% Office Specialist position. J. Matthys added that this request was also made last year, but denied. An attempt was made to try to accommodate the needs of the Register of Deeds office through other in-house staff, but the amount of time needed to sufficiently train an individual for the position was too significant to accomplish with existing staff. Motion by J. Kosin/M. Kahlow to approve 35% Office Specialist position; motion carried unanimously.

6) Discuss/Take action on Ordinance 22-XX to Amend Chapter 191, Article II Sewage Disposal Systems, Section 191-13 Filing Requirements for Soil & Site Evaluation Reports, of the Pierce County Code

A. Pichotta explained that the Administrative Code has changed regarding soil & site evaluations so this ordinance would bring Pierce County's Code in compliance with State guidelines. Motion by M. Kahlow/R. Gilles to approve ordinance to amend Chap. 191, Art. II Sewage Disposal Systems, §191-13 Filing Requirements for Soil & Site Evaluation Reports of the Pierce County Code; motion carried unanimously.

7) Discuss/Take action to temporarily amend the on-call compensation policy to include additional Human Services staff through the remainder 2022

J. Krings explained that there have been many vacancies recently in the Human Services Dept. & this temporary amendment to the on-call compensation policy would help greatly with regard to providing child protective services. She added that no additional County funding is being requested. Motion by M. Kahlow/S. Bjork to approve temporarily amending the on-call compensation policy to include additional Human Services staff through the remainder of 2022; motion carried unanimously.

8) Discuss/Take action on offer to repurchase Tax Deed File #435 (018-01047-0900) – L. Kyllonen; N7848 535th St.; Town of Martell

J. Feuerhelm explained that the aforementioned property was taken as a Tax Deed in April & that the Pierce County Code allows the former owner to repurchase the property if specific parameters are met. He stated that those parameters have been met by the former owner & recommended approving the offer to repurchase the property by Ms. Linda Kyllonen. Motion by R. Gilles/J. Kosin to accept offer to repurchase TDF435, Town of Martell, parcel #018-01047-0900 received from Linda Kyllonen in the amount of \$2,046.57 & provide bidder with a Quit Claim Deed to property stated; motion carried unanimously.

9) Future Agenda Items

- Library funding levels
- County Board & Department 2023 Budgets

10) Next Meeting Date

Next regular meeting scheduled set for Monday, Aug. 8th, 2022 at 4:00 p.m.; in County Board Room.

11) Adjournment

Meeting adjourned at 5:26 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Cyndi Kern, Deputy County Clerk

AMENDED

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, July 11, 2022 – 4:00 p.m.
Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI
May also attend virtually or by phone:
<https://us06web.zoom.us/j/86218036672?pwd=SHIPbUxBdUphWmhwa3FIS3pFbkxKZz09>
Meeting ID Number: 862 1803 6672 Passcode: 646492
United States: + 1 (312) 626-6799 Access Code: 646492

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of June 6, 2022 2c) Treasurer’s report on previous months finance activities and fund balances 2d) Travel/training request for Supervisors Jon Aubart & Mike Kahlow to attend WCA Annual Conference; Wisconsin Dells; Sept. 18-20, 2022	Members
3.	Discuss/Take action on 2023 Health Insurance Plan and rates	W. Kinneman /CBIZ
4.	Discuss/Take action on 2023 Dental Insurance rates	W. Kinneman /CBIZ
5.	Discuss/Take action on 2023 New Personnel requests	A. Preble / J. Matthys
6.	Discuss/Take action on Ordinance 22-XX to Amend Chapter 191, Article II Sewage Disposal Systems, Section 191-13 Filing Requirements for Soil & Site Evaluation Reports, of the Pierce County Code	A. Pichotta
7.	Discuss/Take action to temporarily amend the on-call compensation policy to include additional Human Services staff through the remainder 2022	J. Krings
8.	Discuss/Take action on offer to re-purchase Tax Deed File #435 (018-01047-0900) – L. Kyllonen; N7848 535 th St.; Town of Martell	J. Feuerhelm
9.	Future agenda items	Members
10.	Next meeting date: (second Monday: Aug. 8 th , 2022; 4 p.m.)	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 (07/07/22)
*Amended 7.7.22 > 10:25 a.m. – Former Item #8 removed
*Amended 7.8.22 > 3:40 p.m. – Added Item #7

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
June 6, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 08

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Dale Auckland-Dist. # 12, Melissa Petersen-Dist. #14, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Cyndi Kern-Deputy County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Allison Preble-Human Resources Manager, Jerry Forss-Maintenance Supervisor, Nancy Hove-Sheriff, Julie Krings-Human Services Director, Chad Johnson-Highway Commissioner, Todd Kirshbaum-Maintenance, Lisa Freier-Maintenance, Becky Johnson-Finance, Greg Weaver-Admin., Mindy Dale-von Briesen & Roper Attorney, Brock Geyen-Clifton/Larson/Allen.

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 May 2nd, 2022, & Treasurer's report; motion carried unanimously.

3) Presentation on 2021 Budget by County auditing firm Clifton/Larson/Allen

B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2021 fiscal year. He added that new standards were set for 2021. No action taken.

4) Discuss/Take action on Resolution 22-XX Supporting the Creation of the Statistical Boundaries of the Northern Grain Belt Port Statistical Area

J. Matthys explained the benefits of the Proposed Northern Grain Belt Port Statistical Area. J. Aubart noted that the adoption of this resolution does not require any financial obligations from the county. Motion by M. Kahlow/K. Sampson to approve Supporting the Creation of the Statistical Boundaries of the Northern Grain Belt Port Statistical Area; motion carried unanimously.

5) Discuss/Take action on Resolution 22-XX Amend Personnel Policy to Update Compensation for Temporary Employees, Increase Tool Allowance for Highway Department,

Update Performance Evaluation Procedures, and Adjust Hiring Board Composition Requirements

J. Matthys explained there were changes proposed as well as some cleanup items that are being addressed with this resolution. Temporary employee wages are proposed to be adjusted to make wages more competitive as well as to keep all temporary employees at the same pay level. C. Johnson discussed the desire to adjust to tool compensation to keep in line with industry standards. M. Kahlow suggested that footwear reimbursement adjustment should be considered as well. C. Johnson will review where these funds come from and what is available at this time. J. Matthys review Exhibit C & D, noting this is to update the policy to reflect consistency with the current procedure. Motion by M. Kahlow/R. Gilles to amend Personnel Policy as presented, motion carried unanimously.

6) Discuss/Take action to change the appropriation of 2022 Fairgrounds budgeted funds for Perimeter Fencing to Grandstand Dirt Screening

J. Forss explained at this time there is a greater need to perform the dirt screening than carrying out the fencing project. Bids have been submitted and will cost approximately \$7,000. S. Bjork noted that there is funding available every year for fencing, so it will not cause any issues to postpone this year's fencing project. Motion by J. Kosin/K. Sampson to approve changing the appropriation of the 2022 Fairground's budgeted funds for perimeter fencing to grandstand dirt screening; motion carried unanimously.

7) Discuss/Take action on whether to contract for custodial services or to continue performing those duties with existing janitorial staff

J. Matthys gave overview of proposed request for cleaning and janitorial services in the Courthouse, Annex and PCOB. Siting the current staffing issues, Building Committees recommendation is to move forward to contract with Kleen-Tech effective 01/01/2023. R. Gilles questioned if there would be an easy out in the contract if things went wrong. J. Forss indicated there is a 90-day cancelation notice written in the contract. Maintenance Tech, T. Kirschbaum, express concern that with no janitorial staff on duty during business hours the maintenance techs would end up completing daily janitorial request, which they do not have time to complete. J. Matthys explained that it is proposed that the funds saved by eliminating the 3 janitorial staff be used to hire a Maintenance Tech II to help reduce the workload. This would also make available an additional \$17,000 to support other activities. Motion by M. Kahlow/S. Bjork to contract for custodial services; motion carried with 5 in favor & 2 opposed (R. Gilles, J. Kosin).

8) Discuss/Take action to increase wage for Jail Nurse & consider back pay

N. Hove explained that the jail nurse did not receive pay increase that was issued to the Public Health nurses in July of 2020. Hove is requesting jail nurse be placed on the same pay scale as the Public Health nurses and receive back pay as well. Funds are available from the Sheriff's budget. Motion by S. Bjork/J. Kosin to approve wage increase and back pay for jail nurse; motion carried unanimously.

9) Discuss/take action to approve the reclassification of the CPS Ongoing Lead Worker to CYF Manager

J. Krings addressed the background for agenda items #9, 10 & 11, as they are related. Krings stated that due to increase demand and staffing retention rates the Lead CPS worker has already been performing supervisor duties. She is requesting a reclassification of the Lead CPS worker to a CYF Manager. Krings is also requesting the elimination of one program support position. With work efficiencies and modernization there is no longer a need for 6 program support positions. Reclassification of the Lead CBH social worker was addressed. Krings indicated this position is currently vacant and since there are no lead duties associated with this position that it is recommended to reclassify this position to social worker. All changes would result in a cost savings of \$5,900/year in salary. M. Kahlow informed the committee that these changes have the full support of the Human Services Board. Motion by S. Bjork/R. Gilles to approve the reclassification of the CPS Ongoing Lead Worker to CYF Manager; motion carried unanimously.

10) Discuss/take action to approve eliminating the vacant Office Assistant position and requesting adding a Social Worker position

Motion by R. Gilles/K. Sampson to approve eliminating the vacant Office Assistant position and adding a Social Worker position; motion carried unanimously.

11) Discuss/take action to approve the reclassification of the vacant CBH Lead Social Worker to Social Worker

Motion by M. Kahlow/S. Bjork to approve the reclassification of the vacant CBH Lead Social Worker to Social Worker; motion carried unanimously.

12) Discuss/take action to approve the reclassification of a vacant Solid Waste Driver/Laborer position to Lead Laborer & corresponding position description & wage scale

J. Matthys explained that with the elimination of the Solid Waste Manager and the reclassification of the MRF Supervisor there is a need for a Lead Laborer position. Motion by J. Kosin/K. Sampson to approve the reclassification of the vacant Solid Waste Driver/Laborer to Lead Laborer and corresponding position description and wage rate; motion carried unanimously.

13) Discuss/take action on 2023 budget guidelines

J. Matthys explained the 3 options the committee should consider. Matthys recommended the committee consider option 2 adopting a county tax budget based on the maximum allowable levy under the State Budget. R. Gilles inquired how the departments can continue to budget at a 0% increase with inflation rates at what they currently are. Matthys response that it may come down to elimination of services offered by the county. Motion by J. Kosin/M. Kahlow to adopt option 2; motion carried unanimously.

14) Closed Session

Motion by M. Kahlow/S. Bjork to go into closed session at 5:10 p.m. pursuant to §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)(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: for the purpose of discussing with legal counsel and/or taking action regarding status and possible resolution of DWD Complaint. Motion carried unanimously by roll call vote.

15) Open Session

Committee returned to open session at 5:34 p.m. by motion of S. Bjork/K. Sampson; motion carried unanimously by roll call vote. No action taken.

16) Future Agenda Items

- New Personnel
- Health & Dental Rates

17) Next Meeting Date

Next regular meeting scheduled set for Monday, July 11th, 2022 at 4:00 p.m.; in County Board Room, open to public.

18) Adjournment

Meeting adjourned at 5:35 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Cyndi Kern, Deputy County Clerk

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

Monday, June 6, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/87469794465?pwd=MCtUTGNecVJGRmNxQUVpdFkwYkVrdz09>

Meeting ID Number: 874 6979 4465

Passcode: 513431

United States: + 1 (312) 626-6799

Access Code: 513431

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of May 2, 2022 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Presentation on 2021 Budget by County auditing firm Clifton/Larson/Allen	Brock Geyen
4.	Discuss/Take action on Resolution 22-XX Supporting the Creation of the Statistical Boundaries of the Northern Grain Belt Port Statistical Area	J. Matthys
5.	Discuss/Take action on Resolution 22-XX Amend Personnel Policy to Update Compensation for Temporary Employees, Increase Tool Allowance for Highway Department, Update Performance Evaluation Procedures, and Adjust Hiring Board Composition Requirements	C. Johnson
6.	Discuss/Take action to change the appropriation of 2022 Fairgrounds budgeted funds for perimeter fencing to Grandstand Dirt Screening	J. Forss
7.	Discuss/take action whether to contract for custodial services or to continue performing those duties with existing janitorial staff	J. Forss / J. Matthys
8.	Discuss/Take action to increase wage for Jail Nurse & consider back pay	PCSO
9.	Discuss/Take Action to approve the reclassification of the CPS Ongoing Lead Worker to CYF Manager	J. Krings
10.	Discuss/Take Action to approve eliminating the vacant Office Assistant position and request adding a Social Worker position	J. Krings
11.	Discuss/Take Action to approve the reclassification of the vacant CBH Lead Social Worker to Social Worker	J. Krings
12.	Discuss/Take action to approve reclassification of a vacant Solid Waste Driver/Laborer position to Lead Laborer & corresponding position description & wage scale	J. Matthys
13.	Discuss/take action on 2023 budget guidelines	J. Matthys
14.	Committee will convene into closed session pursuant to §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)(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: for the purpose of discussing with legal counsel and/or taking action regarding status and possible resolution of DWD Complaint	CLOSED SESSION
15.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION

16.	Future agenda items	Members
17.	Next meeting date: (second Monday: July 11 th , 2022; 4 p.m.)	Members
18.	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 (05/27/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
May 2, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 07

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Supervisor Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

Others present: Dale Auckland-Dist. # 12, Melissa Petersen-Dist. #14, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Wanda Kinneman-Risk Manager, Ayslenn Snyder-PH Director, Natalie Stockwell-PCSO.

1b) Public Comment

Supervisor R. Gilles asked if the proposed wage study being addressed this year would take into consideration more than just the surrounding counties.

1c) Elect Chairman Pro-tem

Nominations called for by Supervisor J. Aubart. Supervisor S. Bjork nominated M. Kahlow as chairman pro-tem. J. Aubart called for other nominations; none given. Motion by R. Gilles/J. Ashbach to close nominations and cast a unanimous ballot for M. Kahlow; motion carried unanimously.

1d) Elect Chairman

Chairman Pro-tem M. Kahlow called for nominations for chairman. R. Gilles nominated J. Aubart. Chairman pro-tem M. Kahlow called for other nominations; none given. Motion by S. Bjork/R. Gilles to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously. Supervisor Jon Aubart elected Chairman, who then presided over the remainder of the meeting.

1e) Elect Vice Chairman

Chairman J. Aubart called for nominations for Vice-Chairman. R. Gilles nominated M. Kahlow. Chairman J. Aubart called for other nominations; none given. Motion by J. Kosin/S. Bjork to close nominations and cast a unanimous ballot for M. Kahlow; motion carried unanimously.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include the agenda, minutes of Apr. 4th, 2022, & Treasurer's report; motion carried unanimously.

3) Discuss/Take action on Resolution 22-XX Approve Municipal Agreement Fee Increase for Commercial Driver's License Testing Program

W. Kinneman explained that the County's cost to provide the program have increased so an increase is being recommended to those utilizing the program. Motion by M. Kahlow/S. Bjork to authorize the increase of annual participation fee from \$25/participant to \$35/participant, & \$55 for any new participant for the first year, effective Jan. 1, 2023; motion carried unanimously.

4) Discuss/Take action to approve reclassification of the Accounting Assistant to an Accountant

J. Brickner explained that this position was recently vacated & is being requested to be not only refilled but reclassified. She added that if reclassified the position will be required to do more audit type work plus grant type tracking & reporting requirements due to increased funding options available. The Accountant is classified at Grade J of the wage scale with a starting rate of \$25.05/hour. Motion by M. Kahlow/S. Bjork to approve the reclassification of accounting assistant to account at the wage scale Grade J; motion carried unanimously.

5) Discuss/Take action on Ordinance 22-XX to Amend Chapter 1, Article IV Sections 1-31 Subsections (B) and (B)(1), and Chapter 180-6 Administration, of the Pierce County Code

B. Lawrence explained that the ordinance addresses the changes that the Committee approved on April 4th of this year. The adoption of the ordinance will update the changes described in the Pierce County Code. Motion by J. Kosin/K. Sampson to approve ordinance to amend Chap. 1, Article IV, Sections 1-41, subsections B & B1, & Chap 180-6 Administration, of the Pierce County Code; motion carried unanimously.

6) Discuss/Take action on Ordinance 22-XX to Amend Chapter 4, Article II Organization and Rules of Procedure, Section 4-42 of the Pierce County Code - Board of Supervisors

B. Lawrence explained that the ordinance addresses the changes made by the County Board at its meeting on April 19th. He added that similar to the previous item, the adoption of the ordinance will update the changes described therein to the Pierce County Code. Motion by S. Bjork/K. Sampson to approve ordinance to amend Chap. 4, Article II Organization & Rules of Procedure, Section 4-42 of the Pierce County Code-Board of Supervisors; motion carried unanimously.

7) Discuss/Take action to approve new personnel request, job description, & salary grade for Human Resource Specialist

A. Preble explained that due to changes in many aspects of Human Resources over time & particularly in the last two years the Dept. is seeking to add a Human Resources Specialist position to the Administration Dept. She added that this position will assist in performing HR functions including but not limited to: recruitment, onboarding, retention, records maintenance, assisting benefit open enrollment, FMLA, performance evaluation process, & HRIS/payroll updates. Also, to assist the Administrative Coordinator & Insurance/Risk Manager as needed. Supervisor S. Bjork asked about how the position would be funded. J. Matthys stated that the Data Analyst position is still currently vacant but the salary was budgeted for in 2022, & they remain unspent. Motion by M. Kahlow/K. Sampson to approve adding a 1 FTE Human Resources Specialist & place at Grade I on wage scale for 2022, contingent upon approval of the County Board; motion carried unanimously.

8) Discuss/take action to approve the Administration Staffing Plan

J. Matthys explained that the current plan does not include the action just taken in previous items #4 & #7, but would be updated to include. Motion by M. Kahlow/R. Gilles to approve the Administration Dept. staffing plane; motion carried unanimously.

9) Discuss/take action to approve fee schedule change for SVRS (Statewide Voter Registration System-WisVote) administered by the County Clerk's Office

J. Feuerhelm explained that fees for this service were initially set in 2005 & have not been revised or updated since. He added that there are additional letters & notices being required by the State to be sent out to voters which were not in place back in 2005. He requested fees for voter registration be increased from \$1.25/entry to \$1.50/entry, & add a \$1.00/record fee for other maintenance letters, notice letters, & miscellaneous correspondence required by the State of Wisconsin elections division. Motion by M. Kahlow/S. Bjork to authorize & approve fee schedule change to the SVRS (WisVote) Fee Schedule to include increasing new registration submittals to \$1.50/entry & establish a Correspondence/Maintenance letter fee at \$1.00/record; motion carried unanimously.

10) Future Agenda Items

- 2023 Budget guidelines
- Presentation/review of County Budget by Clifton/Larson/Allen accounting firm

11) Next Meeting Date

Next regular meeting scheduled set for Monday, June 6th, 2022 at 4:00 p.m.; in County Board Room, open to public.

12) Adjournment

Meeting adjourned at 4:25 p.m. by motion of R. Gilles/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED

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

Monday, May 2, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/86221537542?pwd=MGY3QWRKR0xvLzIzc0UxcUVmWTRqZz09>

Meeting ID Number: 862 2153 7542

Passcode: 250300

United States: + 1 (312) 626-6799

Access Code: 250300

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up. 1c) Elect Chairman Pro-tem 1d) Elect Chairman 1e) Elect Vice Chairman	Chair
2.	Consent calendar – Discuss/take action on: 2a) Establish and approve agenda 2b) Approve minutes of April 4 th , 2022 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Resolution 22-XX Approve Municipal Agreement Fee Increase for Commercial Driver’s License Testing Program	W. Kinneman
4.	Discuss/Take action to approve reclassification of the Accounting Assistant to an Accountant	J. Brickner
5.	Discuss/Take action on Ordinance 22-XX to Amend Chapter 1, Article IV Sections 1-31 Subsections (B) and (B)(1), and Chapter 180-6 Administration, of the Pierce County Code	B. Lawrence
6.	Discuss/Take action on Ordinance 22-XX to Amend Chapter 4, Article II Organization and Rules of Procedure, Section 4-42 of the Pierce County Code - Board of Supervisors	B. Lawrence
7.	Discuss/Take action to approve new personnel request, job description, & salary grade for Human Resource Specialist*	J. Matthys/A. Preble
8.	Discuss/take action to approve the Administration Staffing Plan*	J. Matthys
9.	Discuss/take action to approve fee schedule change for SVRS (Statewide Voter Registration System-WisVote) administered by the County Clerk’s Office	J. Feuerhelm
10.	Future agenda items	Members
11.	Next meeting date: (First Monday: June 6 th , 2022; 4 p.m.)	Members
12.	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 (04/27/22)

*Amended 4/28/22 > 10:10 a.m. “2023” deleted in 7 & 8

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
April 4, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2022 – 06

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Dale Auckland-Dist. # 12; Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Scott Braden-Veterans' Service Officer, Megan Erwin-Register in Probate, John Worsing-Medical Examiner, Allison Preble-Human Resources Manager, Scott Schoepp-Parks Superintendent, Sarah Nigbor-PC Journal.

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 Mar. 7th & 23rd, 2022, & Treasurer's report; motion carried unanimously.

3) Discuss/Take action on report of 11 year write off of Tax Certificates

K. Fuchs stated that this item does not need formal action, but is being presented in an effort of transparency & information sharing. She explained that Wisconsin Statutes require counties to write off tax certificates after 11 years. She further explained that the write off was for a single parcel in Town of Oak Grove that was originally in the name of a developer, but after a closer look at the plat of the area it was determined that the parcel should have been given to the township & would have been tax exempt. The correction in the tax roll will require this parcel to be written off for the next several years. No action taken.

4) Discuss/Take action on Resolution 22-XX Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner

J. Worsing explained that this was an annual resolution to amend fees. He further explained that fees are allowed to be increased by the annual cost of living increase. He added that if fees are not addressed each year, the County or ME cannot increase fees for previous years. Motion by J. Aubart/J. Kosin to approve

resolution to amend fees for services of County ME & Deputy ME, & forward to County Board recommending approval; motion carried unanimously.

5) Discuss/Take action to transfer funds from Contingency Fund for 2021 Register in Probate budget deficit

M. Erwin explained that the overage of \$5,955.21 for the 2021 budget was primarily due to Guardian-ad-litem fees & professional services. She added that with more appointments of attorneys for parents in CHIPS cases, not known at the time of budgeting for 2021, greatly impacted the budget for Legal fees. Motion by M. Kahlow/S. Bjork to approve transfer from Contingency Fund to cover overage in Register in Probate budget for 2021 in the amount of \$5,955.21; motion carried unanimously.

6) Discuss/Take action on Resolution 22-XX to Amend Resolution 01-31 Condemnation Commission Compensation & Fees

B. Lawrence explained that Resolution 01-31 set the fees & mileage reimbursement for the Commission, but it did not account for the annual meeting required by Wisconsin Statutes when the group meets without addressing an actual case. He explained that this resolution will allow members to be paid for per diems & mileage from the same fund as County Board Supervisors' per diem & mileage. Motion by J. Aubart/M. Kahlow to approve resolution to amend Resolution 01-31 relating to Condemnation Commission's compensation & fees, & forward to County Board recommending approval; motion carried unanimously.

7) Discuss/Take action on Resolution 22-XX Terminating Pierce County State of Emergency Declaration due to COVID-19

J. Matthys explained that in March of 2020 the Pierce County Board adopted Resolution 19-28 Declaring a State of Emergency in Pierce County by reason of an imminent threat of disaster impairing the medical care, health & other critical systems of the County due to COVID-19. Emergency conditions have subsided such that there is no longer a need for the County Board to exercise emergency powers authorized by the Declaration. Motion by M. Kahlow/R. Gilles to approve the resolution terminating the Pierce County State of Emergency due to COVID-19, & forward to the County Board recommending approval; motion carried unanimously.

8) Discuss/Take action to declare 2010 Sprinter Van excess equipment, authorize the sale thereof & direct sale proceeds to the Veterans Services Dept. budget, repair motor vehicles

S. Braden explained that the van is in current need of a number of repairs & the Dept. would prefer to declare it excess equipment & sell it as is. Motion by R. Gilles/M. Kahlow to declare 2010 Sprinter Van excess equipment, authorize the sale thereof, & direct sale proceeds to the Veterans' Services dept. budget; motion carried unanimously.

9) Discuss/Take action to approve 2023 Budget calendar

J. Matthys reviewed the proposed budget calendar for 2023 with Committee detailing the guideline dates for departments & committee approvals. Motion by M. Kahlow/J. Kosin to approve 2023 County Budget calendar as presented; motion carried unanimously.

10) Discuss/Take action to approve reclassification of the Solid Waste MRF Supervisor to Operations Manager, revised position description & corresponding pay grade

J. Matthys explained that after the retirement of long a time employee the Solid Waste Board took action to recommend a reclassification of the MRF Supervisor to an Operations manager, along with a job description that incorporates the administrative duties of the MRF Supervisor & the SW Administrator. He added that an Operations Manager already exists on the Carlson/Dettman wage grid at Grade M. He further explained that the MRF Supervisor had informally assumed the role of interim SW Administrator & the SWMB recommended that the new wage rate be retroactive to Jan. 4, 2022 when he assumed the additional duties. Motion by M. Kahlow/J. Kosin to approve reclassification of Solid Waste MRF Supervisor to Operations Manager &

corresponding position description, set wage rate at Grade M, Step 6 on Carlson/Dettman grid, & authorize the new rate to be retroactive to Jan. 4, 2022; motion carried unanimously.

11) Discuss/take action to approve eliminating the Solid Waste Administrator position and recommend changes to County Code sections 1-31(B), (B)(1) and section 180-6, replacing the title of Solid Waste Administrator with Operations Manager

J. Matthys explained that due to the recommended changes with regards to the previous agenda item there are parts of the County Code that need to be changed to match the title change approved. Motion by J. Kosin/S. Bjork to approve eliminating the Solid Waste Administrator position & make the appropriate changes to the Pierce County Code in §1-31(B)(1), & §180-6, replacing title of Solid Waste Administrator with Operations Manager; motion carried unanimously.

12) Discuss/Take action on Resolution 22-XX to Retain ARPA for Pierce County 2020 Revenue Loss

J. Matthys explained that the County will receive the second & final disbursement of American Rescue Plan Act (ARPA) funding. Also, that the U.S. Dept. of Treasury issued a final rule that would allow local governments to claim up to \$10 Million in revenue losses. The Finance Director calculated that loss for 2020 to be \$3,623,849 & was verified by the County's independent auditing firm for accuracy. He added that the ARPA AdHoc Committee recognized the need to retain ARPA funds for government services due to the significant revenue losses sustained due to COVID-19. Therefore, the recommendation is that the County retain the loss that was calculated for 2020 to allow the County to utilize those funds for County projects & services that would otherwise be funded with tax dollars. Motion by M. Kahlow/J. Aubart to approve resolution to retain ARPA funds for Pierce County's 2020 revenue loss; motion carried unanimously.

13) Discuss/take action to authorize \$119,426 of retained ARPA funds for Engineering services related to the Nugget Lake Dredge project

J. Matthys explained that the Park Superintendent & Parks Committee have been discussing the need for a dredge project to take place at Nugget Lake due to sediment buildup since the last dredge project in 2007. He indicated that the recommendation is to use ARPA funds to address the cost for the engineering portion of the project in the amount of \$119,426. Park Superintendent Scott Schoepp reviewed the bids that were received for Phase 1 engineering of the project, as well as vendor chosen & why. Motion by M. Kahlow/R. Gilles to approve & authorize the use of \$119,426 of retained ARPA funds for engineering services related to the Nugget Lake dredge project; motion carried unanimously.

14) Future Agenda Items

- Resolution to address municipal agreement fee increase for CDL testing program

15) Next Meeting Date

Next regular meeting scheduled set for Monday, May 2nd, 2022 at 4:00 p.m.; in County Board Room, open to public.

16) Adjournment

Meeting adjourned at 4:31 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, April 4, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also attend virtually or by phone:

<https://us06web.zoom.us/j/88297815114?pwd=WWF4YURhZDNjTmsxL1RpUXJQWEcrZz09>

Meeting ID Number: 882 9781 5114

Passcode: 254871

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 254871

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Mar. 7 th & 23 rd , 2022 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on report of 11 year write off of Tax Certificates	K. Fuchs
4.	Discuss/Take action on Resolution 22-XX Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner	J. Worsing
5.	Discuss/Take action to transfer funds from Contingency Fund for 2021 Register in Probate budget deficit	M. Erwin
6.	Discuss/Take action on Resolution 22-XX to Amend Resolution 01-31 Condemnation Commission Compensation & Fees	B. Lawrence
7.	Discuss/Take action on Resolution 22-XX Terminating Pierce County State of Emergency Declaration due to COVID-19	J. Matthys
8.	Discuss/Take action to declare 201- Sprinter Van excess equipment, authorize the sale thereof & direct sale proceeds to the Veterans Services Dept. budget, repair motor vehicles	S. Braden
9.	Discuss/Take action to approve 2023 Budget calendar	J. Matthys
10.	Discuss/Take action to approve reclassification of the Solid Waste MRF Supervisor to Operations Manager, revised position description & corresponding pay grade	J. Matthys
11.	Discuss/take action to approve eliminating the Solid Waste Administrator position and recommend changes to County Code sections 1-31(B), (B)(1) and section 180-6, replacing the title of Solid Waste Administrator with Operations Manager	J. Matthys
12.	Discuss/Take action on Resolution 22-XX to Retain ARPA for Pierce County 2020 Revenue Loss	J. Matthys
13.	Discuss/take action to authorize \$119,426 of retained ARPA funds for Engineering services related to the Nugget Lake Dredge project	J. Matthys
14.	Future agenda items	Members
15.	Next meeting date: (First Monday: May 2 nd , 2022; 4 p.m.)	Members
16.	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 (03/28/22)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD**

March 23, 2022 – 3:00 p.m.

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held remotely via Zoom &
in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 05

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 3:00 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	Jeff Holst	District #16

Absent/Excused: Rodney Gilles; District #10

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel.

1b) Public Comment

None.

2) Establish Agenda

Motion by J. Kosin/J. Aubart to approve the agenda as presented; motion carried unanimously.

3) Closed Session

Motion by J. Aubart/B. Schroeder to go into closed session at 3:01 p.m. pursuant to:

§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)(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: for the purpose of discussing a personnel related issue and legal advice. Motion carried unanimously by roll call vote.

4) Open Session

Committee returned to open session at 3:51 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously by roll call vote. No action taken.

5) Discuss & take action, if necessary, on alternative meeting dates for July & August

Committee discussed alternative meeting dates for July & August due to the July 4th holiday & scheduling conflicts. Committee stated the desire to move July meeting to July 11th, same time & place; & the August meeting to August 8th, same time & place.

6) Next Meeting Date

Next regular meeting scheduled set for Monday, Apr.4th, 2022 at 4:00 p.m.; in County Board Room.

7) Adjournment

Meeting adjourned at 3:55 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Wednesday, March 23, 2022 – 3:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

May also participate via Zoom or by phone

<https://us06web.zoom.us/j/87968607352?pwd=NWpYNnpvM3gyM2xuZGtqK0JmcVFEMUT09>

Meeting ID Number: 879 6860 7352

Passcode: 126201

United States: + 1 (312) 626-6799

Access Code: 126201

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Establish and approve agenda	Members
3.	Committee will convene into closed session pursuant to §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)(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: for the purpose of discussing a personnel related issue and legal advice.	CLOSED SESSION
4.	Committee will return to open session and take action on closed session item, if required.	OPEN SESSION
5.	Discuss & take action, if necessary, on alternative meeting dates for July & August	Members
6.	Next meeting date: Previously set for Monday, Apr. 4 th , 2022	Members
7.	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 (03/21/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

March 7, 2022 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 04

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Julie Krings-Human Services Director, Christine McPherson-Emergency Management Director, Ayslenn Snyder-Public Health Director, Becky Johnson-Finance, Allison Preble-Human Resources Manager, Janet Huppert-IS Director.

1b) Public Comment

None.

2a-d) Consent Calendar

Motion by J. Kosin/B. Schroeder to approve consent calendar Items 2a through 2d to include the agenda, minutes of Feb. 7th & 22nd, 2022, Treasurer's report, & travel/training request for Emergency Management Director, as presented; motion carried unanimously.

3) Discuss/take action to change supervisor for Programs Associate (River Falls) & update position description for the same

A. Snyder explained that the request is to change the acting supervisor for the Programs Associate position at the River Falls office from the Public Health Director to the Public Health Nursing Manager who has more frequent contact with the position & oversees the reproductive health program. Motion by J. Aubart/R. Gilles to approve change of supervisor for Programs Associate (River Falls) to the Public Health Nursing Manager; motion carried unanimously.

4) Discuss/take action on Joxel contract with Information Services Dept.

J. Huppert explained that for the Avatar program the main biller resigned & the programmer both retired or resigned in January. The request is to enter into a 90-hour contract with Joxel for onboarding of the next programmer, gap support to keep Avatar program going, & cleanup that needs to be done before the NX upgrade later this year. She added that no additional funds are being requested to fund the request. Motion by J. Aubart/S. Bjork to approve & authorize the Information Services Dept. to enter into a contract with Joxel in the amount of \$12,150 for 90 hours of Avatar support & training; motion carried unanimously.

5) Discuss/take action to approve 2022-23 County Board meeting dates

J. Feuerhelm explained that the proposed County Board meeting dates follows the guidance of the Pierce County Code, to be held on the fourth Tuesday of each month, with the exception of the April reorganizational meeting & the November budget meeting. He added that one other caveat was the date for the December meeting is being suggested for the third Tuesday due to the Christmas holiday. Motion by M. Kahlow/J. Kosin to approve County Board meeting dates for 2022-2023; motion carried unanimously.

6) Discuss/take action on CJCC Coordinator contract renewal

B. Lawrence explained that the renewal contract is the same as it has been for the past 5 years. Cost for such services is borne by the Clerk of Courts budget. Supervisor J. Aubart stated that there were no concerns with the services rendered & the desire of the group would be to renew the contract. Motion by J. Aubart/S. Bjork to approve the renewal of the CJCC Coordinator contract contingent upon approval of the same from the Law Enforcement Committee; motion carried unanimously.

7) Future Agenda Items

- Surplus property (van) from Veterans' Services Dept.
- Nugget Lake dredging project
- Resolution to terminate state of emergency

8) Next Meeting Date

Next regular meeting scheduled set for Monday, Apr. 4th, 2022 at 4:00 p.m.; in County Board Room, open to public.

9) Adjournment

Meeting adjourned at 4:09 p.m. by motion of B. Schroeder/R. Gilles; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, March 7, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/81697166513?pwd=Y0hLYmluaE0ybjl3R3RXSIBNVUs4UT09>

Meeting ID Number: 816 9716 6513 Passcode: 297233

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 297233

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Feb. 7 th & 22 nd , 2022 2c) Treasurer’s report on previous months finance activities and fund balances 2d) Out of state travel/training request for Emergency Management Director- Nuclear Emergency Preparedness (NREP) Conference; Apr. 11-14, 2022, Tennessee	Members
3.	Discuss/take action to change supervisor for Programs Associate (River Falls) & update position description for the same	AZ Snyder
4.	Discuss/take action on Joxel contract with Information Services Dept.	J. Huppert
5.	Discuss/take action to approve 2022-23 County Board meeting dates	J. Feuerhelm
6.	Discuss/take action on CJCC Coordinator contract renewal	B. Lawrence
7.	Future agenda items	Members
8.	Next meeting date: (First Monday: Apr. 4 th , 2022; 4 p.m.)	Members
9.	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 (02/28/22)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD**

February 22, 2022 – 6:30 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 03

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 6:31 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Sheldon Huppert-ATV Association, Melissa Thorud.

1b) Public Comment

None.

2) Establish Agenda

Motion by J. Kosin/S. Bjork to approve the agenda as presented; motion carried unanimously.

3) Discuss/take action on Resolution No. 21-32 Resolution of Pierce County in Support of Broadband Infrastructure Expansion & Availability

J. Matthys explained that local telco & utility companies have expressed a desire to submit grant applications for broadband expansion in Pierce County and asked for the County's support of such efforts. He added that the general nature of the resolution allows for all such companies within, or performing the work in, Pierce County to benefit from the stated support and is likely to give weight to their applications. He also explained that the resolution is being requested to be adopted on a first reading because this year's grant application deadline for such companies is in mid-March, prior to the next County Board meeting. Motion by M. Kahlow/J. Aubart to approve resolution in support of broadband infrastructure expansion & availability. And to request that the County Board adopt at first reading; motion carried unanimously.

4) Next Meeting Date

Next regular meeting previously scheduled for Monday, Mar. 7th, 2022 at 4:00 p.m.; in County Board Room for members only.

5) Adjournment

Meeting adjourned at 6:34 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, February 22, 2022 – 6:30 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person attendance is limited to Members Only, all others can participate via Zoom or by phone

<https://us06web.zoom.us/j/89451236477?pwd=ZVR4NGxCa3FaN3VGdktOdWY0aVtdz09>

Meeting ID Number: 894 5123 6477 Passcode: 370256

United States: + 1 (312) 626-6799

Access Code: 370256

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Establish and approve agenda	Members
3.	Discuss/take action on Resolution No. 21-32 Resolution of Pierce County in Support of Broadband Infrastructure Expansion & Availability	J. Matthys
4.	Next meeting date: Previously set for Monday, Mar. 7 th , 2022	Members
5.	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 (02/17/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

February 7, 2022 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 02

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7 (4:08)	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Paula Lugar-Dist. 9, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Julie Krings-Human Services Director, Christine McPherson-Emergency Management Director, Ayslenn Snyder-Public Health Director, Becky Johnson-Finance, Allison Preble-Human Resources Manager, Herm Kreig-Lt. PCSO, Natalie Stockwell-Admin. Assistant, PCSO, Chad Johnson-Highway Commissioner, Nancy Hove-Sheriff, Brian Long-Public Health, Sarah Nigbor-Press/PC Journal, Sheldon Huppert-ATV Association.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/B. Schroeder to approve consent calendar Items 2a through 2c to include the agenda, minutes of Jan. 3rd, 2022, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/take action on Ord. 21-XX to Amend Chap. 172, §172-15(B) of the Pierce County Code-Parks & Recreation

Chairman J. Holst questioned if there would be many more of these types of requests forthcoming. S. Huppert indicated that the Association has spoken to every township in Pierce County & thought they were likely near the end of adding these types of route requests. Motion by B. Schroeder/R. Gilles to approve ordinance adding the nine additional routes; motion carried unanimously by roll call vote.

4) Discuss/take action to approve COVID-19 Immunization Budgets for 2021 & 2022

AZ Snyder explained that all funds from these budgets are from state/federal grants & no tax levy dollars are being requested. Motion by J. Aubart/R. Gilles to approve COVID-19 immunization budgets for 2021 & 2022; motion carried unanimously by roll call vote.

5) Discuss/take action to approve COVID-19 Surveillance & Prevention (ELC) Budgets for 2021 & 2022

AZ Snyder explained that this request is a revision of a previously approved budget. She added that revisions needed to be made because the Dept. spent more in 2021 than originally predicted, & also received more grant funds than originally projected. Motion by J. Aubart/R. Gilles to approve & authorize COVID-19 Surveillance & Prevention budgets for 2021 & 2022; motion carried unanimously by roll call vote.

- Supervisor S. Bjork joined meeting at 4:08 p.m.

6) Discuss/take action to approve Reproductive Health Budgets for 2022

AZ Snyder explained that this budget used to be one budget. The Dept. was recently informed by the State Health Dept. that Public Health was now required to break out this budget into four separate budgets. One for each grant from the state/federal government & one for fee generated revenue. Motion by J. Aubart/R. Gilles to approve revised reproductive health budgets for 2022; motion carried unanimously by roll call vote.

7) Discuss/take action on Resolution 21-XX Amend Fees for Issuing Permits & Making Inspections & Investigations of Certain Types of Establishments

AZ Snyder explained that Chapter 75 DATCP Retail Food Establishments was revised to change the licensing categories for food facilities. The Dept. is requesting revisions to their fee structure to align with the DATCP's new categories, which are based on risk & complexity rather than sales. Motion by J. Aubart/R. Gilles to approve resolution to amend fees for issuing permits & making inspections & investigations; motion carried unanimously by roll call vote.

8) Discuss/take action on Resolution 21-XX to Accept the Donation of Safety Equipment through Badger State Sheriff's Association from Anonymous Donor

Sheriff N. Hove explained that an anonymous donor gave \$1.4 million statewide & Pierce County received \$55,800 of that donation. She added that the majority of the funds will be used to acquire a drone, ballistic vests, & ballistic shields. Motion by J. Aubart/J. Kosin to approve resolution accepting the donation; motion carried unanimously by roll call vote.

9) Discuss/take action on Resolution 21-XX Authorization to use Jail Assessment Fund for Completion of Jail Security Camera Equipment Project

Sheriff N. Hove explained that camera upgrade was needed in the Jail. Bids were received for different parts of the project. First to install proper conduit along with labor costs together totaling \$47,507.80. Secondly, software maintenance & licensing for the equipment in the amount of \$25,814.51; for a total cost of the project in the amount of \$73,322.31. She requested that the funds be taken from the Jail Assessment Fund per the resolution. Motion by J. Aubart/S. Bjork to authorize project & approve funding of project from the Jail Assessment Fund; motion carried unanimously by roll call vote.

Also, to forward to Finance & Personnel Committee, & County Board recommending approval of the same; motion carried unanimously.

10) Discuss/take action on Human Services Mental Health Therapist Position Description

J. Krings explained that after many discussions within the Dept. & Human Services Board a slight modification to one of the mental health therapist's position description is being recommended to provide clinical coordination to the Community Support Program, which would include an additional five hours of work/week. She added that the pay scale for this position remains the same. Motion by M. Kahlow/J. Aubart to approve modification to the Mental Health Therapist position description; motion carried unanimously by roll call vote.

11) Discuss/take action to appoint the Assistant Finance Director, Michelle Drury to serve on the ARPA Adhoc Committee, filling the vacancy of Josh Solinger

J. Matthys informed Committee due to the vacancy created by Mr. Solinger's departure, a new member needed to be appointed to complete the membership. That recommendation is Assistant Finance Director Michelle Drury. Motion by J. Aubart/J. Kosin to appoint Michelle Drury to the ARPA Adhoc Committee; motion carried unanimously by roll call vote

12) Discuss/take action on Resolution 21-XX to authorizing the tower shelter replacement project be funded from the Undesignated General Fund in an amount not to exceed \$755,000, & request the County Board adopt on first reading

J. Matthys explained that the existing shelters are approx. 30 years old. He presented details of items needed to fully fund the project, to include the shelters, construction drawings, DC power specifications, project management, & project contingency funds for the overall project. He indicated that the project is suggested to be funded through the Undesignated General Fund as opposed to bonding for the project. He added that the request to adopt on first reading is because of the length of time it takes to get the structures, materials, & site preparation. Motion by J. Aubart/B. Schroeder to approve resolution authorizing the project & its funding, with adoption by the County Board requested on first reading; motion carried unanimously by roll call vote.

13) Discuss/Take action on Resolution 21-XX Salary Adjustments for Elected Officials; Clerk of Circuit Court & Sheriff 2023 – 2026

J. Matthys explained that salaries for these positions must be set prior to candidates filing for the office, & that salaries must be set for the entire 4-year term. A. Preble provided information regarding salaries for surrounding counties. Committee discussed tendencies & increase percentages granted to other county employees. Motion by M. Kahlow/B. Schroeder to set salary for Clerk of Circuit Court for 2023 at \$68,682; for 2024 at \$69,712; & a 1.25% increase for each of the years 2025 & 2026; motion carried unanimously by roll call vote. Committee discussed first-tier average salaries for surrounding counties being \$94,036 for the Sheriff position. Also discussed wage compression issues with those existing positions that report to the Sheriff. Motion by M. Kahlow/B. Schroeder to increase salary for Sheriff in 2023 at 2% above 2022 salary. In addition, to grant a 1.5% increase above previous year for each of the years 2024, 2025, & 2026. Some members expressed concern that the 2% first year increase is not close enough to the first-tier average & that wage compression from subordinates could become an issue over a 4-year period. Motion by J. Aubart/B. Schroeder to amend the motion to grant a 6% increase over the 2022 salary for the first year in 2023; or \$93,751.70, & a 1.5% increase for each of the following years 2024, 2025, & 2026; motion on amendment carried unanimously by roll call vote. Motion to set salary for Sheriff for 2023 through 2026 carried unanimously by roll call vote.

14) Discuss/Take action on Resolution 21-XX to Order Issuance of Deeds to Pierce County for Property Subject to Tax Certificate in Towns of El Paso, Martell, & Trenton, Village of Spring Valley, & City of River Falls

Clerk J. Feuerhelm explained that there were eight parcels presented to him by Treasurer Kathy Fuchs to move forward with the tax deed proceedings. He added multiple attempts were made to collect these taxes to no avail, & that some of the parcels were nearing the 11-year mark which by Wisconsin Statute they would essentially become uncollectible. Motion by J. Aubart/R. Gilles to approve resolution to order the issuance of deeds for property in Pierce County, & forward to the County Board for approval; motion carried unanimously by roll call vote.

15) Closed Session

Motion by J. Aubart/B. Schroeder to go into closed session at 4:51 p.m. pursuant to:

15a) §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: Consider wage, benefits, & the selection thereof for Fair Manager

15b) §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: Elmwood Communications tower/Easement. Motion carried unanimously by roll call vote.

- Supervisor S. Bjork left meeting at 4:51 p.m. Supervisor M. Kahlow did not participate in closed session items.

16) Open Session

Committee returned to open session at 5:22 p.m. by motion of J. Aubart/R. Gilles; motion carried unanimously by roll call vote. (Supervisor M. Kahlow rejoined the meeting) Motion by J. Aubart/J. Kosin to accept Hiring Board recommendation of Liz Dietsche for Fair Manager position & recommend her to the County Board for appointment; motion carried unanimously by roll call vote.

17) Discuss/take action on Elmwood Communications Tower:

17a) Determine funding source for field road. Motion by J. Aubart/B. Schroeder that the cost for the Elmwood Communications Tower access road be funded from existing funds in the Maintenance Department's Building Outlay account; motion carried unanimously by roll call vote.

17b) Whether to grant exception to purchasing policy requiring competitive quotes for field road to allow Highway Dept. to self-perform work. Motion by J. Aubart/B. Schroeder to grant exception to the Purchasing Policy requiring competitive quotes for the Elmwood Communications Tower field access road to allow the Pierce County Highway Dept. to perform the work, & that a resolution be forwarded directly to the County Board with a recommendation for adoption on a first reading, as time is of the essence on the project; motion carried unanimously by roll call vote.

18) Closed Session

Motion by J. Aubart/B. Schroeder to go into closed session at 5:28 p.m. pursuant to:

18a) §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

18b) §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.
- Supervisor M. Kahlow did not participate in closed session items.

19) Open Session

Committee returned to open session at 5:58 p.m. by motion of J. Aubart/J. Kosin; motion carried unanimously by roll call vote. (Supervisor M. Kahlow rejoined the meeting) Motion by J. Aubart/B. Schroeder to grant the Corporation Counsel a favorable performance evaluation & any applicable salary increases; motion carried unanimously by roll call vote.

20) Future Agenda Items

- None presented

21) Next Meeting Date

Next regular meeting scheduled set for Monday, Mar. 7th, 2022 at 4:00 p.m.; in County Board Room for members only.

22) Adjournment

Meeting adjourned at 6:00 p.m. by motion of B. Schroeder/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, February 7, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/83435920780?pwd=ZFdQanBsNFFrdXBOT0xzc1FsUTBaQT09>

Meeting ID Number: 834 3592 0780 Passcode: 482275

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 482275

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Jan. 3 rd , 2022 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/take action on Ord. 21-XX to Amend Chap. 172, §172-15(B) of the Pierce County Code-Parks & Recreation	ATV Assoc. / C. Johnson
4.	Discuss/take action to approve COVID-19 Immunization Budgets for 2021 & 2022	AZ Snyder
5.	Discuss/take action to approve COVID-19 Surveillance & Prevention (ELC) Budgets for 2021 & 2022	AZ Snyder
6.	Discuss/take action to approve Reproductive Health Budgets for 2022	AZ Snyder
7.	Discuss/take action on Resolution 21-XX Amend Fees for Issuing Permits & Making Inspections & Investigations of Certain Types of Establishments	AZ Snyder
8.	Discuss/take action on Resolution 21-XX to Accept the Donation of Safety Equipment through Badger State Sheriff’s Association from Anonymous Donor	PCSO / Administration
9.	Discuss/take action on Resolution 21-XX Authorization to use Jail Assessment Fund for Completion of Jail Security Camera Equipment Project	PCSO / Administration
10.	Discuss/take action on Human Services Mental Health Therapist Position Description	J. Krings
11.	Discuss/take action to appoint the Assistant Finance Director, Michelle Drury to serve on the ARPA Adhoc Committee, filling the vacancy of Josh Solinger	J. Matthys
12.	Discuss/take action on Resolution 21-XX to authorizing the tower shelter replacement project be funded from the Undesignated General Fund in an amount not to exceed \$755,000, & request the County Board adopt on first reading	J. Matthys
13.	Discuss/Take action on Resolution 21-XX Salary Adjustments for Elected Officials; Clerk of Circuit Court & Sheriff 2023 – 2026	Administration
14.	Discuss/Take action on Resolution 21-XX to Order Issuance of Deed to Pierce County for Property Subject to Tax Certificate in Towns of El Paso, Martell, & Trenton, Village of Spring Valley, & City of River Falls	J. Feuerhelm
15.	Committee will convene into closed session pursuant to: 15a) §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: Consider wage, benefits, & the selection thereof for Fair Manager 15b) §19.85 (1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or	CLOSED SESSION

	conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Elmwood Communications tower/Easement	
16.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
17.	Discuss/take action on Elmwood Communications Tower: 17a) Determine funding source for field road 17b) Whether to grant exception to purchasing policy requiring competitive quotes for field road to allow Highway Dept. to self-perform work	Members
18.	Committee will convene into closed session pursuant to: 18a) §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 18b) §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	CLOSED SESSION
19.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
20.	Future agenda items	Members
21.	Next meeting date: (First Monday: Mar. 7 th , 2022; 4 p.m.)	Members
22.	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 (01/27/22)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

January 3, 2022 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2022 – 01

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Julie Krings-Human Services Director, Christine McPherson-Emergency Management Director, Ayslenn Snyder-Public Health Director, Allison Preble-Human Resources Manager, Janet Huppert-Information Services Director.

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 Dec. 6th & 28th, 2021, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/take action to approve updated Social Worker position description to add Case Manager title in Human Services Dept.

J. Krings explained that the change will expand the hiring pool for this position. She added that by allowing the change will expand the recruitment to professionals in related fields, such as criminal justice, psychology, & human services. Motion by M. Kahlow/J. Aubart to approve updated Social Worker position description to add Case Manager title; motion carried unanimously by roll call vote.

4) Discuss/take action to approve updated AODA position description in Human Services Dept.

J. Krings explained that the position has been vacant since May of 2021. She indicated that it has been difficult to hire for the position due to the limited number of professionals in the field & because Pierce County requires a bachelor's degree, which is a higher qualification than the norm for organizations in our area. Most allow for an associate level degree. Motion by M. Kahlow/J. Aubart to approve the AODA position description with proposed changes of minimum qualifications of an associate's degree & substance abuse counselor-in-training certification; motion carried unanimously by roll call vote.

5) Discuss/take action to transfer funds from IS 2021 Budget to 2022 Budget for Avatar Upgrade

J. Huppert explained that Avatar is the software that is used for the Human Services Dept. The cost of the upgrade was to be divided over two budget years beginning in 2021, completing in 2022. She added that the upgrade did not begin in 2021 as planned & that Pierce County did not want to be the first county to go through the upgrade process; thus, the request to transfer funds from one budget year to the current one. Motion by M. Kahlow/S. Bjork to approve & authorize the transfer of \$36,450 from account 101-007-51450-822 in the IS 2021 Budget to the same number account in the IS 2022 Budget; motion carried unanimously by roll call vote.

6) Discuss/take action to approve and authorize a Professional Services Agreement with Carlson/Dettmann Consulting for a wage and benefits analysis

J. Matthys explained that Administration reached out to Carlson/Dettmann to perform an updated analysis of wage & benefits for Pierce County. They responded with a Professional Service Agreement at a base cost of \$12,500 with additional costs for position descriptions that may need to be updated. He added that the Committee previously approved an expenditure for this service not to exceed \$20,000. He estimated that when completed the final cost would be substantially below the \$20,000 estimate. Motion by J. Aubart/J. Kosin to approve & authorize a Professional Services Agreement with Carlson/Dettmann Consulting for a wage & benefits analysis; motion carried unanimously by roll call vote.

7) Discuss/take action to approve reclassification of the Financial Benefits Specialist to an Accountant

J. Brickner explained that the position was recently vacated. The position's primary tasks are billing & collections for the Human Services Dept. but currently requires no accounting education or experience. To better serve the entire Finance Dept. the recommendation is to reclassify the Financial Benefits Specialist to an Accountant to allow for cross training & flexibility within the Dept. Motion by J. Kosin/S. Bjork to approve the reclassification of the Financial Benefits position to an Accountant & update the Accountant position description; motion carried unanimously by roll call vote.

8) Discuss/take action to recommend approval of a new Nutrition Specialist position, corresponding position description and wage assignment

AZ Snyder explained that this position is being proposed to ensure sustainability over the long term through existing available state funds. Approximately 40% of this newly created position will support the 2022 and 2023 COVID-19 response requirements, & 60% of the FTE will be allocated toward WIC nutritionist work, covering the day-to-day operations of providing vital nutrition services to women, infants and children. This position will be funded by COVID-19 public health ARPA and workforce development grant funds and would require no additional county tax levy support. When the grant funds expire, it is planned to continue financial support of this position by not refilling an anticipated vacancy in Public Health. Motion by R. Gilles/J. Aubart to approve & authorize new Nutrition Specialist position, corresponding position description, & wage assignment at Grade J on 2022 Carlson/Dettmann scale; motion carried unanimously by roll call vote.

9) Discuss/take action on Resolution 21-xx to approve and authorize the creation of a new position of Nutrition Specialist for 2022

Recommendation is to approve & authorize position for 2022 & forward resolution to the County Board. Motion by M. Kahlow/R. Gilles to approve resolution to approve & authorize the creation of a new Nutrition Specialist position for 2022 in the Public Health Dept., & forward to County Board recommending adoption; motion carried unanimously by roll call vote.

10) Closed Session

Motion by J. Aubart/J. Kosin to go into closed session at 4:21 p.m. pursuant to: §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: Administrative Coordinator annual evaluation. Motion carried unanimously by roll call vote.

11) Open Session

Committee returned to open session at 5:13 p.m. by motion of J. Aubart/S. Bjork; motion carried unanimously by roll call vote. Motion by J. Aubart/S. Bjork to grant the Administrative Coordinator a favorable review & award a 2.5% salary increase; motion carried unanimously by roll call vote

12) Future Agenda Items

- ATV Route Ordinance
- Corp. Counsel annual review

13) Next Meeting Date

Next regular meeting scheduled for Monday, Feb.7th, 2022 at 4:00 p.m.; in County Board Room for members only.

14) Adjournment

Meeting adjourned at 5:14 p.m. by motion of B. Schroeder/R. Gilles; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, January 3, 2022 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/87666513688?pwd=S05vYTNidTFveFdyTGlvR1pWejREQT09>

Meeting ID Number: 876 6651 3688 Passcode: 978610

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 978610

#	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 Dec. 6 th & 28 th , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/take action to approve updated Social Worker position description to add Case Manager title in Human Services Dept.	J. Krings
4.	Discuss/take action to approve updated AODA position description in Human Services Dept.	J. Krings
5.	Discuss/take action to transfer funds from IS 2021 Budget to 2022 Budget for Avatar Upgrade	J. Huppert
6.	Discuss/take action to approve and authorize a Professional Services Agreement with Carlson/Dettmann Consulting for a wage and benefits analysis	Administration
7.	Discuss/take action to approve reclassification of the Financial Benefits Specialist to an Accountant	J. Brickner / Administration
8.	Discuss/take action to recommend approval of a new Nutrition Specialist position, corresponding position description and wage assignment	A. Snyder
9.	Discuss/take action on Resolution 21-xx to approve and authorize the creation of a new position of Nutrition Specialist for 2022	Administration
10.	Committee will convene into closed session pursuant to §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: Administrative Coordinator annual evaluation	CLOSED SESSION
11.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
12.	Future agenda items	Members
13.	Next meeting date: (First Monday: Feb. 7 th , 2022; 4 p.m.)	Members
14.	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 (12/29/21)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD**

December 28, 2021 – 5:30 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 15

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 5:31 p.m.

1a) Those Present

A quorum was established acknowledging 6 members; 1 excused.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Rodney Gilles-District #10

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Julie Krings-Human Services Director, Jerry Forss-Maintenance Supervisor, Allison Preble HR Manager.

1b) Public Comment

None.

2a) Consent Calendar

Motion by J. Kosin/M. Kahlow to adopt agenda as presented; motion carried unanimously by roll call vote.

3) Discuss/take action on Resolution No. 21-XX Transfer Funds from General Fund to Maintenance Dept. for Seyforth Roof Insulation Project & approve unbudgeted expenditure

J. Matthys explained that the project was put out for bids with only one responsible bid being Market & Johnson for the amount of \$159,200. An amount of \$58,488 is available within the Maintenance budget leaving \$100,712 recommended to be funded from the undesignated General Fund. Motion by J. Aubart/J. Kosin to approve & authorize a transfer of funds not to exceed \$100,712 from the undesignated General Fund to the Building Outlay/Maintenance Dept.; motion carried unanimously by roll call vote.

4) Discuss/take action on Resolution No. 21-XX Action by Unanimous Consent of Government Entity Adoption of Qualified Retirement Plan (Prime Choice)

J. Matthys explained that Precision Retirement Group partners with Pelion Benefits, Inc. In addition to a formal agreement it is required that the County formally adopt the qualified retirement plan by resolution which also formally appoints Pelion Benefits, Inc. as the Trustee to the plan. Motion by J. Aubart/M. Kahlow to adopt resolution for Qualified Retirement Plan declaring Pelion Benefits, Inc. as Trustee. Also, to forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

5) Closed Session

Motion by J. Aubart/J. Kosin to go into closed session at 5:38 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: 5a) Elmwood Communications Tower; & 5b) Opioid Litigation. Motion carried unanimously by roll call vote.

6) Open Session

Committee returned to open session at 6:01 p.m. by motion of J. Aubart/M. Kahlow; motion carried unanimously by roll call vote. No action taken.

7) Discuss/take action on Resolution No. 21-XX Authorize Purchase of property in the Town of Spring Lake

B. Lawrence explained the County owns & operates a communications tower in the township & an access road is needed to be able to reach the site. An offer to purchase was accepted by Merlin & Virginia Place to obtain .53 acres to build the access road. Motion by J. Aubart/M. Kahlow to approve resolution & authorize purchase of .53 acres in the Town of Spring Lake. Also, to forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

8) Discuss/take action on Resolution No. 21-XX Authorizing Pierce County to enter into the Settlement Agreements with McKesson Corp., Cardinal Health, Inc., AmerisourceBergren Corp., Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., & Janssen Pharmaceutica, Inc., agree to terms of the MOU Allocation Settlement Proceeds, & Authorize entry into the MOU with the Attorney General

B. Lawrence explained that this resolution addresses only a partial settlement with regard to ongoing Opioid litigation. He added that there very likely will be more. In summary, he stated that that pursuant to the settlement therein the County will receive \$1,090,097.04 to be used for opioid abatement. Motion by M. Kahlow/J. Kosin to approve resolution & authorizing the County to enter into settlement agreements with the above titled entities. Also, to forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

9) Future Agenda Items

- Update of Social Worker & AODA Manager position descriptions
- IS request to transfer funds from 2021 Budget to 2022
- Authorization for professional services agreement with Carlson/Dettman Consulting
- Annual evaluation for Administrative Coordinator

10) Next Meeting Date

Next regular meeting scheduled for Monday, Jan. 3rd, 2022 at 4:00 p.m.; in County Board Room for members only.

11) Adjournment

Meeting adjourned at 6:06 p.m. by motion of B. Schroeder/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, December 28, 2021 – 5:30 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/89050838760?pwd=ci9hczhvRUNibW5HUE84MkpoMIFYZz09>

Meeting ID Number: 890 5083 8760 Passcode: 211601

United States: + 1 (312) 626-6799

Access Code: 211601

#	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	Members
3.	Discuss/take action on Resolution No. 21-XX Transfer Funds from General Fund to Maintenance Dept. for Seyforth Roof Insulation Project & approve unbudgeted expenditure	J. Matthys / J. Forss
4.	Discuss/take action on Resolution No. 21-XX Action by Unanimous Consent of Government Entity Adoption of Qualified Retirement Plan (Prime Choice)	J. Matthys
5.	Committee will convene into closed session 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: 5a) Elmwood Communications Tower 5b) Opioid Litigation	CLOSED SESSION
6.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
7.	Discuss/take action on Resolution No. 21-XX Authorize Purchase of property in the Town of Spring Lake	B. Lawrence
8.	Discuss/take action on Resolution No. 21-XX Authorizing Pierce County to enter into the Settlement Agreements with McKesson Corp., Cardinal Health, Inc., AmerisourceBergren Corp., Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., & Janssen Pharmaceutica, Inc., agree to terms of the MOU Allocation Settlement Proceeds, & Authorize entry into the MOU with the Attorney General	B. Lawrence
9.	Future agenda items	Members
10.	Next meeting date: (First Monday: Jan. 3 rd , 2022)	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 (12/17/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

December 6, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI
2021 – 14**

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Vice-Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 6 members; 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

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Julie Hines-ROD, Julie Krings-Human Services Director, Ann (Webb) Bluhm-Fair Manager, Christine McPherson-Emergency Management Director, Nancy Hove-Sheriff, Wade Strain-Lt. Investigators PCSO, Herman Kreig-Lt. Patrol PCSO, Natalie Stockwell-PCSO, Collin Gilles-PCSO, Andy Roland, Andy Pichotta-Land Management Director, Sarah Nigbor-Press.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include the agenda, minutes of Nov.1st, 2021, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/take action to approve accepting Terminating Parental Rights (TPR) Grant for District Attorney's Office

J. Matthys explained that the District Attorney Office is working with the Dept. of Human Services to apply for a grant that would reimburse the DA Office up to 40% of costs related to TPR cases. Motion by M. Kahlow/R. Gilles to approve & authorize accepting the TPR Grant for the DA Office & authorize the creation of a revenue line for TPR & CHIPS reimbursement in the DA Budget; motion carried unanimously by roll call vote.

4) Discuss/take action to approve updated Fair Manager position description & increase the position from .66 FTE to .8 FTE

J. Matthys explained that changes were necessary to better reflect duties performed as well as the amount of time to accomplish those tasks. Motion by J. Kosin/M. Kahlow to approve the updated Fair Manager position description & increase position from .66 FTE to .8 FTE; motion carried unanimously by roll call vote.

5) Discuss/take action on Ordinance No. 21-XX Amend Chap. 240 (Zoning), Article II (Zoning Districts; Use Regulations), §240-17 (Table of uses), Article IV (Particular Use Requirements), §240-40 (Residential uses) Subsection A, & §240-41 (Miscellaneous uses) Subsection D (3) of the Pierce County Code

A. Pichotta explained that the Land Management Committee held a public hearing to consider proposed amendments to portions of the zoning ordinance relating to the permitting of Accessory Residences & Solar Energy Systems. The proposed amendments were in recognition of the fact that it has become much more common for multiple generations of a family to reside on a single parcel. The proposed amendment would make Accessory Residences a permitted use in all Agriculture & Residential districts if the proposed AR is no larger than 60% of the size of the existing residence, with a maximum size of 1500 Sq. Ft. He added with regard to large solar energy systems the existing code needed to be updated to provide clarity for applicants & residents regarding limitations to be established by the LMC. Motion by M. Kahlow/B. Schroeder to approve ordinance to amend Chapter 240 Zoning, Chapter 240-17 Table of uses, Chapter 240-40 Residential Uses, & Chapter 240-41 Miscellaneous Uses, & forward to County Board recommending approval; motion carried unanimously by roll call vote.

6) Discuss/take action to approve an unbudgeted portable radio & equipment expense for the Medical Examiner's Office

J. Matthys informed Committee that it was initially anticipated that this request would require a transfer of funds from the Contingency Fund to the ME budget to cover costs for this unplanned expense. He concluded that after discussions with the Finance Director funds could be used from the ME's current budget & any overages could be addressed at the end of the year. No action taken.

7) Discuss/take action to approve Condor contract with Fidlar Technologies & Media Conversion agreement

J. Hines explained that there are two contracts contained in this request. The Condor contract addresses an indexing program needed to ensure filing documents are recording in a timely matter. Cost associated with such service were quoted as \$2.70/document for first 100 documents, & \$1.80/document over 100 in a month. The Media Conversion agreement addresses a rescan project from images previously scanned in 2014 that were of inferior quality. This would allow a rescan of those documents at no cost to Pierce County. Motion by R. Gilles/M. Kahlow to approve & authorize Register of Deeds to enter into contract with Condor Indexing Services for indexing services & an agreement with Fidlar Technologies for media conversion; motion carried unanimously by roll call vote.

8) Discuss/take action to authorize funding source(s) for the Seyforth Building Roof Insulation Project

J. Matthys explained that because of the projected amount of the project & potential sources for such funds a resolution would be needed to address this issue & would be taken up at a subsequent meeting. No action taken.

9) Closed Session

Motion by J. Kositin/B. Schroeder to go into closed session at 4:20 p.m. pursuant to:

Wis. Stat. §§19.86, 111.70(1)(a) and 19.85(1)(e) 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: Collective Bargaining & Ratification with WPPA – Sheriff's Department Patrol/Investigator unit and Jailer unit. Motion carried unanimously by roll call vote.

10) Open Session

Committee returned to open session at 4:30 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously by roll call vote. No action taken.

11) Discuss/take action on Resolution No. 21-XX to Ratify Wisconsin Professional Police

Association (WPPA) Sheriff's Department - Patrol, Investigators Subunit Collective Bargaining Agreement

B. Lawrence summarized the agreement stating it is a three-year contract effective January 1, 2022. Most changes were simply to modernize some of the language contained therein. He added that it adjusts the pay grid or pay structure in the first year & allows for 3% increase in each of the following two years. Motion by M. Kahlow/J. Kosin to approve resolution to ratify Wisconsin Professional Police Association Sheriff's Dept.-Patrol, Investigators subunit collective bargaining agreement. To forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

12) Discuss/take action on Resolution No. 21-XX to Ratify Wisconsin Professional Police Association (WPPA) Sheriff's Department - Jail Subunit Collective Bargaining Agreement

B. Lawrence informed Committee that this agreement was very much like the previous agreement in its details. Motion by J. Kosin/S. Bjork to approve resolution to ratify Wisconsin Professional Police Association Sheriff's Dept.-Jail subunit collective bargaining agreement. To forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

13) Discuss/take action to recommend approving a new clerical/office support position & position description for the Sheriff's Office

J. Matthys explained the recognized need for a clerical/office support position considering the elimination of the Secretary/Deputy/Jailer position & a position description of Office Specialist was drafted with consideration of input from the Sheriff & command staff. Motion by M. Kahlow/J. Kosin to approve a new Office Specialist position in the Sheriff's Office & related position description at corresponding Paygrade F. Also, to authorize Administrative Coordinator to offer this position to the existing Secretary/Deputy/Jailer at their current paygrade with a "red-line" status; motion carried unanimously by roll call vote.

14) Discuss/take action on Resolution NO. 21-XX Authorize New Sheriff's Office Positions for 2022

B. Lawrence explained that the resolution incorporates two positions approved by this committee. He added that the cost numbers within the resolution would need to be adjusted to reflect the current wage of the former Secretary/Deputy/Jailer for the Office Specialist position should the individual accept the position. J. Matthys informed the Committee that the revised number would be \$90,832.84. B. Lawrence indicated he would draft a substitute resolution with the adjusted numbers. Motion by M. Kahlow/J. Kosin to approve resolution to authorize Sheriff's Office new positions for 2022, to include substitute resolution with revised cost amounts. Also, to forward to County Board recommending adoption on a first reading; motion carried unanimously by roll call vote.

15) Future Agenda Items

- Seyforth Building roof insulation project resolution
- Land purchase
- Opioid resolution

16) Next Meeting Date

Next regular meeting scheduled for Monday, Jan. 3rd, 2022 at 4:00 p.m.; in County Board Room for members only. Also, special meeting to be held Dec. 28th prior to County Board meeting.

17) Adjournment

Meeting adjourned at 4:43 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, December 6, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/88215334343?pwd=R0lEbVbxbzYvRGRrOGVPVHdaRGNNZz09>

Meeting ID Number: 882 1533 4343 Passcode: 470205

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 470205

#	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. 1 st , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/take action to approve accepting Terminating Parental Rights (TPR) Grant for District Attorney’s Office	H. Hatch
4.	Discuss/take action to approve updated Fair Manager position description & increase the position from .66 FTE to .8 FTE	A. Webb
5.	Discuss/take action on Ordinance No. 21-XX Amend Chap. 240 (Zoning), Article II (Zoning Districts; Use Regulations), §240-17 (Table of uses), Article IV (Particular Use Requirements), §240-40 (Residential uses) Subsection A, & §240-41 (Miscellaneous uses) Subsection D (3) of the Pierce County Code	A. Pichotta
6.	Discuss/take action to approve an unbudgeted portable radio & equipment expense for the Medical Examiner’s Office	Administration/ J. Worsing
7.	Discuss/take action to approve Condor contract with Fidlar Technologies & Media Conversion agreement	J. Hines
8.	Discuss/take action to authorize funding source(s) for the Seyforth Building Roof Insulation Project	J. Forss / J. Matthys
9.	Committee will convene into closed session pursuant to Wis. Stat. §§19.86, 111.70(1)(a) and 19.85(1)(e) 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: Collective Bargaining & Ratification with WPPA – Sheriff’s Department Patrol/Investigator unit and Jailer unit	CLOSED SESSION
10.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
11.	Discuss/take action on Resolution No. 21-XX to Ratify Wisconsin Professional Police Association (WPPA) Sheriff’s Department - Patrol, Investigators Subunit Collective Bargaining Agreement	B. Lawrence
12.	Discuss/take action on Resolution No. 21-XX to Ratify Wisconsin Professional Police Association (WPPA) Sheriff’s Department - Jail Subunit Collective Bargaining Agreement	B. Lawrence
13.	Discuss/take action to recommend approving a new clerical/office support position & position description for the Sheriff’s Office	Administration / PCSO
14.	Discuss/take action on Resolution NO. 21-XX Authorize New Sheriff’s Office Positions for 2022	B. Lawrence
15.	Future agenda items	Members

16.	Next meeting date: (First Monday: Jan. 3 rd , 2022)	Members
17.	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 (11/23/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

November 1, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 13

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Vice-Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 6 members; 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

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Finance, Rod Webb-Land Conservation Director, Julie Krings-Human Services Director, Herm Kreig-Lt. PCSO, Kristen Bruder-UW Extension Regional Agent, Natalie Stockwell-PCSO, CB Supervisor Jeff Bjork, & Raynee Farrell-CCF Bank.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/R. Gilles to approve consent calendar Items 2a through 2c to include the agenda, minutes of Oct. 4th, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/take action on banking contract renewal with Citizens Community Federal Bank (CCF)

K. Fuchs explained that the former 3-year contract will expire December 31, 2021. A Request for Proposal was sent out with four proposals received. CCF is recommend as the most agreeable for Pierce County with a 2-year contract extension with the same fee structure from the original contract. Interest on checking for new 2-year period will be the same interest they receive from LGIP funds plus .10%. Motion by M. Kahlow/S. Bjork to approve contract extension offered by CCF Bank for the period of Jan. 1, 2022 through Dec. 31, 2023; motion carried unanimously.

4) Discuss/take action on approval of first installment collections contracts for 2021 & 2022 property taxes

K. Fuchs informed Committee that currently the Department does first half tax collections for Clifton, Martell, Town of River Falls, Spring Lake, & the City of River Falls. The Town of Diamond Bluff seeks to be added in the next contract period. Current contracts will expire Nov. 30, 2021. Motion by M. Kahlow/R. Gilles to approve & authorize the execution of 2-year Collection Agreement contracts with the Towns of

Clifton, Diamond Bluff, Martell, River Falls, & Spring Lake; & also the City of River Falls; motion carried unanimously.

5) Discuss/take action on Resolution No. 21-XX Authorization for Surface Water Grant Application

R. Webb explained that the Land Conservation Dept. wished to apply for a Wisconsin DNR surface water grant to be used for stream bank stabilization project on the Plum & Rock Elm Creeks within the Nugget Lake Park property. The request is for \$25,000, with a 35% match required. Motion by J. Kosin/S. Bjork to approve & authorize the Land Conservation Dept. to apply for surface water grant & authorize the Land Conservation Director to act as the County's representative for all grant activities; motion carried unanimously.

6) Discuss/take action on supervision of Human Services support staff & Operations Management

J. Krings explained that in November of 2021 the Director of Human Services assigned the agency operations role & the supervision of four office assistant positions to the Economic Support Services Manager, but did not do so formally through the committee structure. This request is to formalize what is currently being done. Motion by M. Kahlow/R. Gilles to approve & authorize the Human Services agency operations & the supervision of four office assistant positions be assigned to the Economic Support Services Manager; motion carried unanimously.

7) Discuss/take action to approve the Ag & Extension Committee recommendation to no longer have County employed Extension support staff & authorize the WI Division of Extension to provide equivalent State support staff by contract effective 01/01/2022

J. Matthys explained that the Extension Office currently has one full time & one temporary support staff who are County employees while the others are contracted through the WI Division of Extension. Recommended is contracting for the support staff within the Extension Office as is done with the other employees. K. Bruder added that this is a model also used in other counties throughout the state. Motion by J. Kosin/B. Schroeder to no longer provide County employed Extension support staff & authorize the WI Division of Extension to provide equivalent State support staff by contract, effective Jan. 1, 2022, & adjust the Extension Office budget accordingly; motion carried unanimously.

8) Discuss/take action to approve reclassification of the Lieutenant/Jail Administrator, salary, Grade; & approve updated job description

J. Matthys explained that with a larger facility & increased jail population responsibilities & tasks have increased exponentially. He added that during the last state jail inspection the Jail Inspector also suggested adding such a position to address the administrative functions of the jail. Motion by S. Bjork/J. Kosin to approve reclassification of Lieutenant Jail Administrator to Jail Administrator, approve salary at Grade N, & approve position description for the same; motion carried unanimously.

9) Discuss/take action to approve a new position of Jail Lieutenant, wage, & corresponding position description; & to authorize an emergency hire in 2021

J. Matthys explained that this position is closely connected to the previous one discussed. He added that this position will assist the Jail Administrator with carrying out the administrative functions of jail operations & activities. Motion by M. Kahlow/S. Bjork to approve new position of Jail Lieutenant, approve salary at Grade L, approve position description for the same, & authorize emergency hire in 2021; motion carried unanimously.

10) Discuss/take action to approve purchase of tasers & body cameras for Sheriff's Office

Lt. H. Kreig distributed an updated bid list. He reviewed each bid proposal with the Committee. He indicated that the base model for both the tasers & body cameras offered by Axon would meet the Sheriff's Office needs. He added that the cost could be distributed over a five-year period, with replacements of all equipment at the 2 ½ year & 5-year intervals. Motion by B. Schroeder/S. Bjork to approve & authorize purchase of tasers &

body cameras from Axon with an annual cost of \$38,251.80 over the course of five years; motion carried unanimously.

11) Discuss/take action on Resolution No. 21-XX to pay Claims for Listing Dogs

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 M. Kahlow/J. Kosin to approve resolution on claims for listing dogs & forward to County Board; motion carried unanimously.

12) Discuss/take action on Resolution No. 21-XX to pay Claims for Care of Soldiers' Graves

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 J. Kosin/B. Schroeder to approve resolution on claims for the care of soldiers' graves & forward to County Board; motion carried unanimously.

13) Discuss/take action on Ordinance No. 21-XX Redistricting: Amend Chapter 4 of the Pierce County Code, §4-1 the Table of District Descriptions entitled "4 Attachment 1", & §4-2

B. Lawrence explained that the ordinance is required as it relates to the new County Board Supervisory Districts. He added that the ordinance defines in words & legal descriptions the map previously addressed by this Committee & the County Board in the Tentative County Board Supervisory District Plan. Motion by M. Kahlow/R. Gilles to approve ordinance on redistricting as presented & forward to the County Board; motion carried unanimously.

14) Discuss/take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth

B. Lawrence informed Committee that Mr. Olson has leased this particular property since 1997 & has expressed the desire to do so again for another year. He added that the Committee needs to determine if they choose to rent the land again & if so, at what cost. Motion by M. Kahlow/B. Schroeder to approve the extension of the 1997 lease of approx. 9.27 acres of County-owned property to Mr. Dennis Olson for one year, from Dec. 17, 2021 through Dec. 16, 2022; at a rate of \$70/acre; motion carried unanimously.

15) Future Agenda Items

- None presented at this time

16) Next Meeting Date

Next regular meeting scheduled for Monday, Dec. 6th, 2021 at 4:00 p.m.; in County Board Room for members only.

17) Adjournment

Meeting adjourned at 4:50 p.m. by motion of B. Schroeder/R. Gilles; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

***AMENDED**
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, November 1, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI
In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/82499138565?pwd=MWtqZW0zaUJqSHBDYnlEa0tMSmZoZz09>

Meeting ID Number: 824 9913 8565 Passcode: 295332

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 295332

#	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 Oct. 4 th , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/take action on banking contract renewal with Citizens Community Federal Bank (CCF)	K. Fuchs
4.	Discuss/take action on approval of first installment collections contracts for 2021 & 2022 property taxes	K. Fuchs
5.	Discuss/take action on Resolution No. 21-XX Authorization for Surface Water Grant Application	R. Webb
6.	Discuss/take action on supervision of Human Services support staff & Operations Management	J. Krings
7.	Discuss/take action to approve the Ag & Extension Committee recommendation to no longer have County employed Extension support staff & authorize the WI Division of Extension to provide equivalent State support staff by contract effective 01/01/2022	Extension / Administration
8.	Discuss/take action to approve reclassification of the Lieutenant/Jail Administrator, salary, Grade; & approve updated job description	Administration/ Sheriff’s Office
9.	Discuss/take action to approve a new position of Jail Lieutenant, wage, & corresponding position description; & to authorize an emergency hire in 2021	Administration/ Sheriff’s Office
10.	<i>*Discuss/take action to approve purchase of tasers & body cameras for Sheriff’s Office</i>	<i>PCSO</i>
11.	Discuss/take action on Resolution No. 21-XX to pay Claims for Listing Dogs	J. Feuerhelm
12.	Discuss/take action on Resolution No. 21-XX to pay Claims for Care of Soldiers’ Graves	J. Feuerhelm
13.	Discuss/take action on Ordinance No. 21-XX Redistricting: Amend Chapter 4 of the Pierce County Code, §4-1 the Table of District Descriptions entitled “4 Attachment 1”, & §4-2	B. Lawrence
14.	Discuss/take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth	B. Lawrence
15.	Future agenda items	Members
16.	Next meeting date: (First Monday: Dec. 6 th)	Members
17.	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
*Amended 10/28/21 > 10:00 a.m.

jrf (10/26/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

October 4, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 12

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Finance, Michelle Drury-Asst. Finance Director, Nancy Hove-Sheriff, Steve Albarado-Chief Deputy Sheriff, Ann Webb-Fair Manager, Ayslinn Snyder-Public Health Director, Julie Krings-Human Services Director, Julie Hines-Register of Deeds, Janet Huppert-IS Director, Christine McPherson-Emergency Management Director, Wanda Kinneman-Insurance/Risk Manager, Josh Solinger-Data Analyst, Brock Geyen-Auditor, John Danneker-resident, & Sarah Nigbor-Press.

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 Sept. 7th, 2021, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/Take action on vehicle deductibles effective 01/01/2022

W. Kinneman reviewed options considered for 2022 vehicle deductibles. She indicated that Option 1 was considered & approved by the Loss Control Committee. Motion by J. Aubart/S. Bjork to approve Option 1 to update 2022 insurance coverage renewal on vehicle deductibles to \$5,000 Comprehensive, & \$5,000 Collision on all vehicles; motion carried unanimously by roll call vote.

4) Present & review 2022 department & agency budgets with independent auditor

B. Geyen of CLA accounting firm gave brief overview of 2022 budget & then went into further detail on various aspects of the County's debt levy & allowable increase of the tax levy. He indicated that the end budget was over by \$384,451. He added that Administration has recommendations to balance the budget to be addressed later in the meeting. No action taken.

5) Discuss/take action on service provider for grant administration; CTH B CDBG Close Grant

J. Solinger explained that the County was considering third-party grant administration services to help the County navigate regulations enforced throughout the CDBG funded project & will help the County avoid being denied any funding. Three proposals were received & staff recommends executing a contract with Ayres Associates. Motion by J. Aubart/R. Gilles to approve & authorize County staff to execute a contract with Ayres Associates for CDBG grant administration services in the amount of \$25,168; motion carried unanimously by roll call vote.

6) Discuss/Take action to approve & authorize an additional 200 hours in 2021 for the Fair Manager

J. Matthys explained that the Fair Manager has repeatedly donated approx. 100 hours of labor yearly to fulfill the requirements of the job in the past. With possible retirement & subsequent changes possible as early as 2022 it is being suggested that an additional 200 hours be granted for 2021 to help the overall operation & transition of the Fair Office. The cost of approx. \$7,273.55 for the additional hours could be absorbed by the current budget without requesting further funds. Motion by J. Kosin/R. Gilles to approve the additional 200 hours for the Fair Manger position in 2021; motion carried unanimously by roll call vote.

7) Discuss/take action to approve changes to the Public Health nursing position description

A. Snyder explained that a couple vacancies in nursing positions are anticipated & was a good time to update position descriptions to better reflect current duties & tasks, as well as experience qualifications to broaden the field of possible candidates. Motion by J. Aubart/R. Gilles to approve changes to the Public Health Nursing Manager position description as presented; motion carried unanimously by roll call vote.

8) Discuss/take action to approve changes to the Registered Nurse position description, Grade, & allow hybrid posting for both a BSN-qualified Public Health Nurse or an RN-qualified Registered Nurse

A. Snyder explained that it is extremely difficult to find qualified nurses for the positions needed. The changes would help to broaden the field of candidates as well as reflect actual current duties & responsibilities. Motion by M. Kahlow/S. Bjork to approve the Registered Nurse position description & grade as presented, & allow hybrid posting for both a BSN qualified Public Health Nurse or an RN qualified Registered Nurse; motion carried unanimously by roll call vote.

9) Discuss/Take action on:

- 9a) AC J. Matthys explained that the current budget exceeds the State levy limit by \$384,451. He presented the following suggestions to reduce the budget accordingly as Option 1: Remove Leave Liability Allocation of \$10,000; increase Sales Tax revenue by \$105,200; increase interest on investments by \$80,000; increase interest on checking by \$10,000; reduce Sheriff's Office 2022 Budget for body cameras & tasers by \$89,000 & purchase with 2021 funds; reduce jail staff health insurance by \$37,985; postpone hire of new corrections officer until July 1 of 2022 reducing it by \$42,266; & increase revenue projections for Register of Dees Office by \$10,000. He also presented an Option 2 with varying numbers of the some of the same items but with reductions in Administration Dept., Medical Examiner Office, & wage increases. Motion by R. Gilles/J. Aubart to approve the suggested recommendations identified in Option 1 made by Administration to reduce & balance the 2022 Budget; motion carried unanimously by roll call vote.
- 9b) AC J. Matthys requested to defer discussion & action on this item until a later date. Deferral granted by Chairman J. Holst.
- 9c) AC J. Matthys explained that it has been eight years since a salary & benefits study has been done, typically done every 5-7 years. A transfer of \$20,000 from the Contingency Fund to the 2022 Human Resources budget is being requested to accomplish this study. He added that though it is unknown at this point the hope was that when the request is put out for proposals the cost would be less. Motion by M. Kahlow/J. Kosin to approve the transfer of not to exceed \$20,000 from the Contingency Fund to the 2022 Human Resources Budget; motion carried unanimously by roll call vote.

10) Discuss/Take action on Resolution 21-XX to Authorize Cancellation of Outstanding County Orders

Treasurer K. Fuchs explained that this type of resolution is addressed every year & is mandatory by Statute for cancellation & reissue of outstanding checks issued by the County so that the warrants can be cancelled & destroyed. It includes any checks issued by the County two or more years ago. Motion by J. Aubart/J. Kosin to accept outlawed check list, approve corresponding resolution to authorize the cancellation thereof, & forward to full County Board; motion carried unanimously by roll call vote.

11) Discuss/Take action on Resolution 21-XX to Authorize New Position requests for 2022

B. Lawrence distributed a substitute resolution. J. Matthys explained the substitute resolution reflects the change in personnel costs for hiring a correction officer on July 1 as opposed to January 1. Committee reviewed resolution. Motion by M. Kahlow/S. Bjork to approve resolution to authorize new position requests for 2022; motion carried unanimously by roll call vote.

12) Discuss/Take action on Resolution 21-XX to Establish 2022 Salaries and Benefits for Designated Employees

J. Matthys explained that the current budget accounts for a 1.25% increase for the employees eligible, but the Committee could choose a different amount. Motion by J. Aubart/J. Kosin to approve resolution allowing for a 1.25% increase for salaries for designated employees; motion carried unanimously by roll call vote.

13) Discuss/Take action on Resolution 21-XX to Approve 2022 Tax Levy & Budget

J. Matthys explained that the proposed budget resolution includes the recommended adjustments discussed in Item #9a. He indicated that the Operating Levy would be \$16,447,652; County Library \$506,931; & County Aid for bridges \$200,000; Debt Service of bonds \$3,215,088; for a total of \$20,369,671. Motion by M. Kahlow/S. Bjork to approve 2022 Tax Levy & Budget as presented in resolution; motion carried unanimously by roll call vote.

14) Discuss/Take action on Resolution 21-XX to Amend Personnel Policy to Authorize Implementing a Tax Preferred Account (TPA) Benefit Plan Related to Employees' Accumulated Sick Leave, Vacation & PTO Leave Payouts Effective 01/01/2022

J. Matthys explained that this resolution is relating to an item discussed at the previous meeting allowing significant tax savings to the employee. He added that by adding such a plan would allow employees to still receive a payout, but another option would be to transfer to a TPA that could be utilized as tax free dollars for a variety of medical purposes. The resolution would effectively amend the Personnel Policy to allow for the TPA. Motion by J. Aubart/M. Kahlow to approve resolution to amend Personnel Policy to authorize implementing a TPA benefit plan related to employees' accumulated sick leave, vacation & PTO leave payouts, effective January 1, 2022; motion carried unanimously by roll call vote.

15) Discuss/Take action to revoke existing commitments within the Contingency Fund

J. Matthys reviewed a list of items identified in the Contingency Fund for projects or other initiatives. He added that those listed have been either completed, or are no longer being pursued & remain unspent. He recommended removing those commitments & returning to the overall fund balance. Motion by M. Kahlow/R. Gilles to approve revoking those existing commitments within the Contingency Fund so identified by staff as presented; motion carried unanimously by roll call vote.

16) Future Agenda Items

- None presented at this time

17) Next Meeting Date

Next regular meeting scheduled for Monday, Nov.1st, 2021 at 4:00 p.m.; in County Board Room for members only.

18) **Adjournment**

Meeting adjourned at 5:00 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, October 4, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/84219677596?pwd=WXlwbG9xNncrRlMlV2p6cXVQcUFmdz09>

Meeting ID Number: 842 1967 7596

Passcode: 349377

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 349377

#	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 Sept. 7, 2021 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on vehicle deductibles effective 01/01/2022	W. Kinneman
4.	Present & review 2022 department & agency budgets with independent auditor	B. Geyen
5.	Discuss/take action on service provider for grant administration; CTH B CDBG Close Grant	J. Solinger
6.	Discuss/Take action to approve & authorize an additional 200 hours in 2021 for the Fair Manager	J. Matthys / A. Webb
7.	Discuss/take action to approve changes to the Public Health nursing position description	A. Snyder
8.	Discuss/take action to approve changes to the Registered Nurse position description, Grade, & allow hybrid posting for both a BSN-qualified Public Health Nurse or an RN-qualified Registered Nurse	A. Snyder
9.	Discuss/Take action on 2022 budget recommendations to the County Board	J. Matthys
10.	Discuss/Take action on Resolution 21-XX to Authorize Cancellation of Outstanding County Orders	K. Fuchs
11.	Discuss/Take action on Resolution 21-XX to Authorize New Position requests for 2022	J. Matthys
12.	Discuss/Take action on Resolution 21-XX to Establish 2022 Salaries and Benefits for Designated Employees	J. Matthys
13.	Discuss/Take action on Resolution 21-XX to Approve 2022 Tax Levy & Budget	J. Matthys
14.	Discuss/Take action on Resolution 21-XX to Amend Personnel Policy (PrimeChoice)	J. Matthys
15.	Discuss/Take action to revoke existing commitments within the Contingency Fund	J. Matthys
16.	Future agenda items	Members
17.	Next meeting date: First Monday, Nov. 1 st	Members
18.	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 (09/28/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

September 7, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 11

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Vice-Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 6 members; 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

Others present: Jeff Bjork-Dist. #5, Paula Lugar-Dist. #9, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Finance, Kevin Etherton-GIS/LIO, Nancy Hove-Sheriff, Herman Kreig-Lt. Patrol PCSO, Christine McPherson-Emergency Management Director, Wanda Kinneman-Insurance/Risk Manager, Bruce Nelson-Prime Choice, & Sarah Nigbor-Press.

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 Aug. 2nd, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action on Resolution 21-XX to Accept the Donation of K-9 Dog & Training from McDonough K-9 for the Pierce County Sheriff's Office K9 Program

Lt. Kreig explained that the Sheriff's Office received a new K-9 via donation from McDonough K-9. The dog is approx. 20 months old, is named Jet, & is currently three weeks into a 13-week training program. Lt. Kreig estimated the K-9 would be available for work in late November. Estimated value of dog & training was said to be \$17,500. Motion by M. Kahlow/B. Schroeder to approve resolution to accept the donation of K-9 dog & training from McDonough K-9 & forward to County Board recommending approval; motion carried unanimously.

4) Discuss and take action on:

4a) Redistricting Committee's recommendation to retain 17 County Board Supervisory districts: B. Lawrence detailed the composition of the Redistricting Committee appointed by Chairman Jeff Holst. He explained that the Committee to date has met three times to deliberate both on the number of supervisory districts & creating a tentative plan & map. Pierce County's population increased 2.9% from the 2010 Census, or 1,193 people. The Redistricting Committee considered the increase to be

slight & therefore recommended the number of County Board Supervisor districts remain at the current number of 17. Motion by J. Kosin/M. Kahlow to approve the number of County Board Supervisory districts be 17; motion carried unanimously.

- 4b) Approving tentative County Board Supervisory District plan/map: GIS Specialist K. Etherton presented several maps detailing population numbers & where district boundaries needed to be changed to accommodate the increased population. He added that changes were made to the Version 1 map to remedy discrepancies in a school district boundary in Town of Martell. A change also to City of River Falls, District 5 to accommodate an annexation by the City in the Town of River Falls. He concluded that the standard was to create districts to be similar in population, that number being 2,483; or within a 5% deviation of that number, with an overall deviation not to exceed 10%. The Version 2 plan/map deviation is 8.58%. Motion by M. Kahlow/R. Gilles to approve Version 2 of the Tentative County Board Supervisory District Plan/Map; motion carried unanimously.

5) Discuss/take action to approve implementing a PRIME-Choice© Benefit Plan through Precision Retirement Group to address employees accumulated sick, vacation and PTO leave payouts effective 1/1/2022

J. Matthys explained that the objective would be to change the current payout of accrued vacation, sick & PTO leave from a cash payout to a tax preference account (TPA), resulting in significant tax savings to the employee. He added that by adding such a plan would allow employees to still receive a payout, but another option would be to transfer to a TPA that could be utilized as tax free dollars for a variety of medical purposes. He clarified that this would be available to non-represented employees only, as others represented by a union would need to be negotiated in that group's specific union contract. There is an initial one-time cost of \$1,000 to the County to implement the program. Motion by S. Bjork/M. Kahlow to approve & authorize the PRIME-Choice© benefit plan be implemented effective 1/1/2022 & approve the one-time expenditure of \$1,000 to be paid from Administration budget; motion carried unanimously.

6) Discuss/Take action to authorize funding the County's HSA contribution to the High Deductible Health plan in 2022 from the Health Insurance Fund & adjust the 2022 budgets accordingly

J. Matthys explained that this Committee took action at a previous meeting to approve the proposed 2022 health insurance plan & rates which included the County to make an HSA contribution for those employees participating in the HDHP in 2022 of \$500 for single & \$1,000 for family. He further explained that it was the intent to fund this contribution in 2022 from the Health Insurance Fund & therefore action is being requested to formally authorize this funding source. Additionally, the 2022 department budgets contain contribution amounts for those existing employees' participating in the HDHP so those budgets will need to be adjusted/reduced upon approval of contribution from the Health Insurance Fund. Motion by S. Bjork/J. Kosin to approve & authorize funding the County's 2022 HSA contribution from the Health Insurance Fund & adjust the 2022 department budgets accordingly; motion carried with 5 in favor & 1 opposed (M. Kahlow).

7) Discuss/Take action on proposal from Motorola for radio maintenance & upgrades over six years

C. McPherson explained that Pierce County currently does a year-to-year contract with Motorola for maintenance. The cost is approx. \$123,000/year & does not include software upgrades that are urgently needed. She indicated that another vendor was contacted but because all radio equipment would need to be replaced this option was very costly. The six-year contract would lock in pricing & include the needed software upgrades. Motion by S. Bjork/M. Kahlow to approve contracting with Motorola for radio maintenance & upgrades for six years; motion carried unanimously.

8) Discuss/take action to authorize an advance of funds for startup of Optum Administrative Services effective 1/1/2022

W. Kinneman explained that at a previous meeting this Committee approved changing universal benefits TPA

from TASC to OPTUM, effective 1/1/2022. Because the change is new & employees have not contributed to the fund yet, Optum has indicated the County would need to fund it until balance can be sustained by employee contributions. Funding amount suggested by OPTUM was 4% to 10% of the FSA total enrollment. Finance Director J. Brickner stated it may take a year or two for this to take place. Supervisor M. Kahlow asked for a more definitive number needed to fund the account. J. Brickner confirmed that once the fund was stabilized the amount advanced would be returned or reimbursed to the County. Motion by M. Kahlow/R. Gilles to approve & authorize advance of funds, not to exceed \$20,000, for startup of Optum Administrative Services effective 1/1/2022; motion carried unanimously.

9) Discuss/Take action to authorize the purchased of fleet vehicle from Quinn Motors, Ellsworth

J. Matthys explained that a search for a new fleet vehicle was engaged in by he & County Clerk J. Feuerhelm. He reached out to several local dealerships & located two that would meet the County's need & priced within the \$30,000 budgeted for such item. Since receiving quotes one of those vehicles has been sold. The recommendation was to purchase the vehicle from Quinn Motors while it is still available. Motion by S. Bjork/J. Kosin to approve & authorize the purchase of 2021 Chevrolet Equinox from Quinn Motors of Ellsworth with funds from County Clerk budget; motion carried unanimously.

10) Closed Session

Motion by M. Kahlow/J. Kosin to go into closed session at 5:06 p.m. pursuant to:

10a) §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: Elmwood Communications Tower; AND

10b) §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: for the purpose of considering wage & benefits & recommended selection of the Veterans Service Officer candidate. Motion carried unanimously by roll call vote.

11) Open Session

Committee returned to open session at 5:42 p.m. by motion of S. Bjork/R. Gilles; motion carried unanimously by roll call vote. Motion by M. Kahlow/R. Gilles to approve an offer of employment to Scott Braden at Step 7, \$69,347; & 8 years of credit for service as to PTO accruals & forward to the County Board. Motion carried unanimously.

12) Future Agenda Items

- Personnel Policy changes
- 2022 Department Budgets
- Resolution for outstanding county orders

13) Next Meeting Date

Next regular meeting scheduled for Monday, Oct. 4th, 2021 at 4:00 p.m.; in County Board Room for members only.

14) Adjournment

Meeting adjourned at 5:44 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, September 7, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/89953381095?pwd=eVQvTitZcjRRM2crTHIwYmg0MnFnQT09>

Meeting ID Number: 899 5338 1095

Passcode: 455735

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 455735

#	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. 2, 2021 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on Resolution 21-XX to Accept the Donation of K-9 Dog & Training from McDonough K-9 for the Pierce County Sheriff’s Office K9 Program	PCSO
4.	Discuss and take action on: 5a) Redistricting Committee’s recommendation to retain 17 County Board Supervisory districts 5b) Approving tentative County Board Supervisory District plan/map	B. Lawrence
5.	Discuss/take action to approve implementing a PRIME-Choice© Benefit Plan through Precision Retirement Group to address employees accumulated sick, vacation and PTO leave payouts effective 1/1/2022	J. Matthys
6.	Discuss/Take action to authorize funding the County’s HSA contribution to the High Deductible Health plan in 2022 from the Health Insurance Fund & adjust the 2022 budgets accordingly	J. Matthys / W. Kinneman
7.	Discuss/Take action on proposal from Motorola for radio maintenance & upgrades over six years	C. McPherson
8.	Discuss/take action to authorize an advance of funds for startup of Optum Administrative Services effective 1/1/2022	J. Matthys
9.	<i>*Discuss/Take action to authorize the purchased of fleet vehicle from Quinn Motors, Ellsworth</i>	<i>J. Matthys / J. Feuerhelm</i>
10.	Committee will convene into closed session pursuant to: 9a) §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: Elmwood Communications Tower 9b) §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: for the purpose of considering wage & benefits & recommended selection of the Veterans Service Officer candidate	CLOSED SESSION
11.	10a-b) Committee will return to open session and take action on closed session items, if required	OPEN SESSION
12.	Future agenda items	Members
13.	Next meeting date: First Monday, Oct. 4 th	Members

14.	Adjourn	Members
<p>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.</p>		

A quorum of County Board supervisors may be present.

jrf (08/31/21)

*Amended 9/1/2021 > 9:24 a.m.

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

August 2, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 10

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3 (online)	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Paula Lugar-Dist. #9, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Finance, Josh Solinger-Data Analyst, Christine McPherson-Emergency Management Director, Wanda Kinneman-Insurance/Risk Manager, Julie Hines-Register of Deeds, Julie Krings-Human Services Director, Ayslenn Snyder, & Theo Tollefson-Press.

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 6th, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to add Accident Plan coverage through State of Wisconsin, effective 01/01/2022

W. Kinneman explained the State of Wisconsin offers accident plan coverage for local government agencies. It is a one-time open enrollment offering for full time employees, their spouses & children. No cost to the County because employee pays the premium. Motion by J. Aubart/S. Bjork to approve adding Accident Plan coverage through State of Wisconsin for County employees, effective 01/01/2022; motion carried unanimously.

4) Discuss/Take action to approve changes to the Nutrition & Physical Activity manager job description

A. Snyder explained that additional detail needed to be added for minimum qualifications. Motion by J. Aubart/M. Kahlow to approve qualification changes to Nutrition & Physical Activity Manager job description; motion carried unanimously.

5) Discuss/Take action to create an American Rescue Plan Act (ARPA) AdHoc Committee

J. Matthys explained that the Federal Government created an American Rescue Plan Act designed to provide needed relief to state, local, & tribal governments to enable them to continue to support the public health response & lay the foundation for a strong & equitable economic recovery. Pierce County has already received an amount of \$4.1 million, thus an AdHoc Committee will be necessary & appropriate to provide recommendations of eligible uses to the County Board that are consistent with U.S. Dept. of Treasury guidelines. He added that County Board members on the Committee would be entitled to per diems consistent with the County Board Rules, & members' term shall end upon the acceptance by the County Board of the AdHoc Committee's recommendations. He suggested the AdHoc Committee consist of Supervisors Jon Aubart & Kris Sampson, as well as AC Jason Matthys, Treasurer Kathy Fuchs, Operations Data Analyst Josh Solinger. Supervisor B. Schroeder suggested adding Joe Folsom-Economic Development to the committee. Other members suggested he would be welcome to attend meetings & give input when pertinent to do so. Motion by M. Kahlow/S. Bjork to create an American Resuce Plan Act (ARPA) AdHoc Committee comprised of Jason Matthys-Administrative Coordinator, Kathy Fuchs-County Treasurer, Josh Solinger-Operations Data Analyst, Jon Aubart-Dist. 3 Supervisor, & Kris Sampson-Dist. 1 Supervisor; motion carried unanimously.

6) Discuss/Take action on 2022 Budgets:

6a) Corporation Counsel: B. Lawrence presented 2022 Budget indicating a slight increase due to personnel expenses, increase in copier maintenance, & Westlaw contract. Motion by S. Bjork/J. Kosin to approve 2022 Corporation Counsel Budget as presented; motion carried unanimously.

6b) County Clerk: J. Feuerhelm presented 2022 Budget indicating an increase primarily due to more elections in 2022. He added that the proposed budget is in excess of the recommended 0% increase by \$11,167; but could be adjusted in the election fund to bring budget to a 0% increase. Motion by M. Kahlow/J. Kosin to approve 2022 County Clerk Budget as presented; motion carried unanimously.

6c) Register of Deeds: J. Hines presented 2022 Budget indicating slight increase due to personnel expenses & professional services due to new online services contract. Motion by J. Aubart/S. Bjork to approve 2022 Register of Deeds Budget as presented; motion carried unanimously.

6d) Treasurer: K. Fuchs indicating slight increase due to personnel expenses & reduction of interest earned on investments. Motion by M. Kahlow/J. Kosin to approve 2022 County Treasurer Budget as presented; motion carried unanimously.

6e) AdHoc Security Workgroup: B. Lawrence presented 2022 Security Budget indicating that the group is looking at upgrading a number of security cameras as an ongoing project, but the budget amount to remain the same as previous years. Motion by J. Aubart/S. Bjork to approve 2022 Security Workgroup Budget as presented; motion carried unanimously.

7) Discuss/Take action on 2022 Budgets:

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

7a) County Board; 7b) Codifications of Ordinances; 7c) Other Legal-Negotiations; 7d) Administration; 7e) Human Resources; 7f) Other General Admin.-Postage; 7g) Indirect Cost Study; 7h) Independent Accounting & Auditing; 7i) Insurance; 7j) Cafeteria Insurance; 7k) Leave Liability; 7l) Debt Service. Motion by M. Kahlow/J. Kosin to approve all aforementioned budgets as presented; motion carried unanimously.

8) Closed Session

Motion by J. Aubart/M. Kahlow to go into closed session at 4:33 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.

9) Open Session

Committee returned to open session at 4:49 p.m. by motion of J. Aubart/J. Kosin; motion carried unanimously by roll call vote. No action taken.

10) Future Agenda Items

- Prime Choice benefit plan
- PTO Policy changes

11) Next Meeting Date

Next regular meeting scheduled for Tuesday, Sept. 7th, 2021 at 4:00 p.m.; in County Board Room for members only.

12) Adjournment

Meeting adjourned at 4:51 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, August 2, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://us06web.zoom.us/j/89660930885?pwd=bzFsc2VLSS9YUVdiWFV3Wm1ZNWVsdz09>

Meeting ID Number: 896 6093 0885 Passcode: 784731

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 784731

#	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 July 6, 2021 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action to add Accident Plan coverage through State of Wisconsin, effective 01/01/2022	W. Kinneman
4.	Discuss/Take action to approve changes to the Nutrition & Physical Activity manager job description	A. Snyder
5.	Discuss/Take action to create an American Rescue Plan Act (ARPA) AdHoc Committee	J. Matthys
6.	Discuss/Take action on 2022 Budgets: 6a) Corporation Counsel 6b) County Clerk 6c) Register of Deeds 6d) Treasurer 6e) AdHoc Security Workgroup	B. Lawrence J. Feuerhelm J. Hines K. Fuchs C. McPherson
7.	Discuss/Take action on 2022 Budgets: 7a) County Board 7b) Codifications of Ordinances 7c) Other Legal-Negotiations 7d) Administration 7e) Human Resources 7f) Other General Admin.-Postage 7g) Indirect Cost Study 7h) Independent Accounting & Auditing 7i) Insurance 7j) Cafeteria Insurance 7k) Leave Liability 7l) Debt Service	J. Matthys/ J. Brickner
8.	Committee will convene into closed session pursuant to Sec. 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	CLOSED SESSION
9.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
10.	Future agenda items	Members
11.	Next meeting date: First Monday, Sept. 6 is Labor Day Holiday	Members
12.	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 (07/23/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

July 6, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 09

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging 7 members.

Members present:

Jon Aubart	District #3 (online)	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Finance, Steve Albarado-Chief Deputy Sheriff, Christine McPherson-Emergency Management Director, Wanda Kinneman-Insurance/Risk Manager, Julie Hines-Register of Deeds, Ramona McCree-CBIZ, Julie Krings-Human Services Director, Nancy Hove-Sheriff, & Hannah Coyle-Press.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/B. Schroeder to approve consent calendar Items 2a through 2c to include the agenda, minutes of June 7th, 2021, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/Take action on 2022 Health Insurance Plan and rates

R. McCree-CBIZ reviewed both current & proposed health plan designs along with options. Motion by R. Gilles/B. Schroeder to approve Option 2 for standard health plan changes effective 1/1/2022 & add \$500 single & \$1000 family contributions to the HSA for HDHP. Also, to approve health insurance rates effective 1/1/2022 as follows: Standard Plan, single \$796 (\$79.60 employee); Employee+children \$1,163 (\$116.30 employee); Family \$2,543 (254.30 employee). HDHP single \$739 (\$36.95 employee); Employee+children \$1,080 (\$54 employee); Family \$2,360 (\$118 employee). Motion carried unanimously.

4) Discuss/Take action on 2022 Dental Insurance rates

R. McCree-CBIZ reviewed both current & proposed dental plan designs adding that the proposed plan includes a 4% increase. Motion by M. Kahlow/R. Gilles to approve dental insurance rates for 2022; motion carried unanimously.

5) Discuss/Take action on 2022 renewal Administrative Services for universal spending accounts

R. McCree-CBIZ explained that previously TASC provided this service since 2016. It was decided to send out an RFP for these services which were obtained. Recommendation was to select Optum to provide this service effective 1/1/2022. Motion by M. Kahlow/S. Bjork to approve changing third party administration carrier to Optum, effective 1/1/2022; motion carried unanimously.

6) Discuss/Take action on 2022 New Personnel requests

J. Hines-Register of Deeds explained need for part time office specialist. J. Matthys suggested the needs may be able to be addressed with other County staff for the time being & review it again next year. Motion by S. Bjork/J. Kosin to deny request for ROD Office Specialist; motion carried unanimously.

S. Albarado-Chief Deputy Sheriff explained request for two correction officer positions & one assignment of a Sergeant position. Motion by M. Kahlow/S. Bjork to approve one corrections deputy position for 2022; motion carried unanimously. Motion by M. Kahlow/S. Bjork to approve one assignment of a Sergeant position for 2022; motion carried unanimously.

J. Krings-Human Services Director explained the requested Nutritionist position was required by Statute but was never filled. Motion by M. Kahlow/R. Gilles to approve Human Services Nutritionist position for 2022; motion carried unanimously.

J. Krings explained that hiring another Human Services Worker could actually save the County money, as opposed to contracting the work. Motion by R. Gilles/M. Kahlow to approve Human Services Worker position for 2022; motion carried with six in favor & one opposed (J. Holst).

J. Krings explained need for additional CCS Social Worker position. She estimated cost to be approx. \$12,000 & added that the County would be reimbursed by federal/state funds in 2023. Motion by M. Kahlow/R. Gilles to approve CCS Social Worker position for 2022; motion carried with six in favor & one opposed (J. Holst).

7) Update on Human Services Consumer Billing & Collection Policy & Write-off

J. Brickner explained that with the adoption of the HS Consumer Billing & Collection Policy would allow for more monitoring of the accounts & prevent the high uncollectible account balances. She also reported that the Human Services Board approved a \$2,382,877.25 write-off in uncollectible debt as recommended by the County's auditor. No action taken.

8) Future Agenda Items

- Prime Choice benefit plan
- Create American Rescue Plan Ad-hoc Committee
- Department 2022 budgets
- Litigation update

9) Next Meeting Date

Next regular meeting scheduled for Monday, Aug.2nd, 2021 at 4:00 p.m.; in County Board Room for members only.

10) Adjournment

Meeting adjourned at 5:14 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, July 6, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://zoom.us/j/95958321181?pwd=bGk3dGM4eklPNW5haXhXV0hKYTlPQT09>

Meeting ID Number: 959 5832 1181

Passcode: 899272

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 899272

#	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 June 7 th , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on 2022 Health Insurance Plan and rates	W. Kinneman /CBIZ
4.	Discuss/Take action on 2022 Dental Insurance rates	W. Kinneman /CBIZ
5.	Discuss/Take action on 2022 renewal Administrative Services for universal spending accounts	W. Kinneman /CBIZ
6.	Discuss/Take action on 2022 New Personnel requests	A. Preble / J. Matthys
7.	Update on Human Services Consumer Billing & Collection Policy & Write-off	J. Brickner
8.	Future agenda items	Members
9.	Next meeting date: (First Monday: Aug. 2 nd , 2021)	Members
10.	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 (06/28/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

June 7, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI
2021 – 08**

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:03 p.m.

1a) Those Present

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

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14 (phone)
Michael Kahlow	District #6	Jeff Holst	District #16
Scott Bjork	District #7		
Rodney Gilles	District #10		

Absent/Excused: Jerry Kosin; District #15

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Brock Geyen-Clifton/Larson/Allen, Steve Albarado-Chief Deputy Sheriff, Christine McPherson-Emergency Management Director, Jerry Forss-Maintenance Supervisor, Ayslenn Snyder-Public Health Director, Wanda Kinneman-Insurance/Risk Manager, Josh Solinger-Data Analyst, Julie Hines-Register of Deeds, Amanda Gough-CBIZ, Ramona McCree-CBIZ, & Dennis Polzin-CBIZ.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by M. Kahlow/J. Aubart to approve consent calendar Items 2a through 2c to include the agenda, minutes of May 3rd, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action on 2022 renewal of Health Insurance Plan

R. McCree-CBIZ reviewed possible health plan design plans. She added that the approval of a final plan for 2022 would likely be presented in July. Members expressed concern about the increase in deductible amounts. Supervisor M. Kahlow indicated that he would like to see additional alternatives to these proposed plans. No action taken.

4) Update & overview of 2020 Budget from Clifton/Larson/Allen

B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2020 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

5) Discuss/Take action to approve renewal contract with Fidar Technologies for recording software maintenance

J. Hines explained that contract expires this year & will need to be renewed as it is the main software for the office. The new contract is for three years & will increase by 15% from previous contract over that period. She

added that an increase of fees under next agenda item is how the increase in contract cost will be addressed. Motion by M. Kahlow/B. Schroeder to approve contract renewal for the Register of Deeds Office with Fidler Technologies; motion carried unanimously.

6) Discuss/Take action on Resolution 21-XX to Amend Register of Deeds Online Access (Laredo) Fees

J. Hines explained that an increase in fees is needed to cover the additional cost for the software maintenance contract & office administration. Motion by M. Kahlow/J. Aubart to approve resolution to amend Register of Deeds online access (Laredo) fees; motion carried unanimously.

7) Discuss/Take action to approve transfer of \$12,000 from the Contingency Fund to Fairgrounds 2021 Budget for Electrical Upgrades

J. Forss explained that there were light poles & electric wiring issues to those poles on the fairgrounds. Also, that COVID restrictions prohibited completion of the project in 2020, estimated to be approx. \$12,000. Funds were not budgeted for the project in 2021. Motion by J. Aubart/S. Bjork to approve transfer of funds not to exceed \$12,000 from the Contingency Fund to the 2021 Fairgrounds Budget for fairgrounds electrical upgrades; motion carried unanimously.

8) Discuss/Take action to approve COVID-19 Investigation Lead job description & pay grade

AZ Snyder explained that the Dept. is required by State Statute & administrative code to follow-up on all category 1 & 2 communicable diseases as determined by the State epidemiologist. Currently the Dept. utilizes a temporary workforce which is waning for various reasons. She indicated that sustaining a staff member is easier to do when offering a full-time position with benefits. The position would be able to be funded through Federal & State funds rather than tax levy dollars through October of 2022. She added that should duties diminish or Federal & State funding expire the position would be eliminated. Motion by M. Kahlow/R. Gilles to approve resolution to authorize new Public Health COVID-19 Investigation Lead job description & set compensation at pay Grade J on the 2021 County Pay Structure; motion carried unanimously.

9) Discuss/Take action to close out Public Health Fund 227-300 annually to the General Fund

AZ Snyder explained that the request was to enable the Dept. to close out this fund as other department & funds do at the end of the year, in which any fund balances & deficits return to the General Fund. Motion by M. Kahlow/J. Aubart to authorize closing out Public Health Fund 227-300 annually to the General Fund commencing retroactive to 2020; motion carried unanimously.

10) Discuss/Take action on Resolution 21-XX Authorize New Sheriff's Office Position for 2021

S. Albarado explained that a corrections officer has been deployed for the National Guard & would be gone for 12 to 18 months. The request was to hire a new full-time officer to replace the deployed officer during his absence. He further explained that the intention of the Dept. would be to retain this officer even when the deployed officer returns due to the shortage of staff. Motion by J. Aubart/S. Bjork to approve resolution to authorize new Sheriff's Office position in 2021; motion carried unanimously.

11) Discuss/Take action to enter into an agreement with Strategic Insights for Plan-It! Capital Improvement software

J. Matthys explained that the Administration Dept. has discussed ways to modernize the planning & tracking of capital improvements. By modernizing the way the County captures & tracks capital improvements would allow the County to plan & execute projects, as well as track more efficiently. The cost of the software is \$1,500 to purchase & \$775/year thereafter. Motion by J. Aubart/S. Bjork to approve & authorize the Administration Dept to enter into an agreement with Strategic Insights for the purchase of Plan-It! CIP software; motion carried unanimously.

12) Discuss/Take action to approve 2022 Budget guidelines

AC J. Matthys reviewed three possible options for the Committee to consider when proposing the 2022 Budget guidelines. They were as follows: Option 1: Adopt a county tax operating levy freeze. This would most likely result in reduced services and lower taxes. So therefore, the Committee would need to provide guidance on which services to reduce.

Option 2: Adopt a county tax budget based on the maximum allowable levy under the State Budget anticipated as increasing the county tax operating levy by the net new construction. This option would mean that the standing committees are asked to work toward a common budget goal of 0% since the County only receives about \$175,962 in new money for all County needs. The common budget goal of 0% has not included current personnel costs (benefits and/step increases).

Option 3: Adopt an option between an operating levy freeze and maximum allowable levy. Motion by M. Kahlow/S. Bjork to proceed with the budgeting process using Option 2 as the directive; motion carried unanimously.

13) Discuss/take action to create 2021 Emergency Management, Emergency Communication & Tower Lease Revenue Budget and fund by transferring existing 2021 Sheriff Emergency Communication budget 101-016-52602, \$5,000 from Sheriff Supplies 101-016-52110-319 and Tower Lease Revenue 101-016-000-48240

AC J. Matthys previously explained to the Law Enforcement Committee that staff met to discuss & create the proposed account & budget, as well as how the account & budget would become funded. Those remarks are noted here. Motion by J. Aubart/S. Bjork to approve creation of Emergency Management, Emergency Communication & Tower Lease Revenue Budget & approve transfer of funds in 2021 Sheriff's Dept. Emergency Communication Budget (101-016-52602) & \$5,000 from Sheriff's Dept. Supplies Budget (101-016-52110-319), to the newly created budget; motion carried unanimously.

14) Future Agenda Items

- 2022 Health Plan Rates
- 2022 New Personnel Requests

15) Next Meeting Date

County Clerk J. Feuerhelm noted that the next regular meeting is scheduled for Tuesday, July 6th, 2021 at 4:00 p.m. due to the July 4th holiday on Monday, July 5th. To be held in County Board Room for members only.

16) Adjournment

Meeting adjourned at 5:19 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED

PIERCE COUNTY

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, June 7, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://zoom.us/j/92130278383?pwd=L0N0YkRZQ01LVC90S2RwcUdUbDAyQT09>

Meeting ID Number: 921 3027 8383

Passcode: 297253

You can also dial in using your phone

United States: + 1 (312) 626-6799

Access Code: 297253

#	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 May 3 rd , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on 2022 renewal of Health Insurance Plan	W. Kinneman
4.	Update & overview of 2020 Budget from Clifton/Larson/Allen	B. Geyen
5.	Discuss/Take action to approve renewal contract with Fidlar Technologies for recording software maintenance	J. Hines
6.	Discuss/Take action on Resolution 21-XX to Amend Register of Deeds Online Access (Laredo) Fees	J. Hines
7.	Discuss/Take action to approve transfer of \$12,000 from the Contingency Fund to Fairgrounds 2021 Budget for Electrical Upgrades	J. Forss
8.	Discuss/Take action to approve COVID-19 Investigation Lead job description & pay grade	A. Snyder
9.	Discuss/Take action to close out Public Health Fund 227-300 annually to the General Fund	A. Snyder
10.	Discuss/Take action on Resolution 21-XX Authorize New Sheriff’s Office Position for 2021	S. Albarado
11.	Discuss/Take action to enter into an agreement with Strategic Insights for Plan-It! Capital Improvement software	J. Matthys
12.	Discuss/Take action to approve 2022 Budget guidelines	J. Matthys
13.	<i>*Discuss/take action to create 2021 Emergency Management, Emergency Communication & Tower Lease Revenue Budget and fund by transferring existing 2021 Sheriff Emergency Communication budget 101-016-52602, \$5,000 from Sheriff Supplies 101-016-52110-319 and Tower Lease Revenue 101-016-000-48240</i>	J. Matthys
14.	Future agenda items	Members
15.	Next meeting date: (First Tuesday: July 6 th , 2021); July 5 th is CH holiday	Members
16.	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 (05/28/21)

*Revised 06/03/21 > 11:22 a.m.

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

May 3, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI
2021 – 07**

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Vice-Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16 (4:10 p.m.)
Rodney Gilles	District #10		

Absent/Excused:

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Becky Johnson-Business Manager, Steve Albarado-Chief Deputy Sheriff, Ali Verges-Lt. Jail, Christine McPherson-Emergency Management Director, Jerry Forss-Maintenance Supervisor, Mindy Dale-von Briesen & Roper S.C., Bryan Symes-von Briesen & Roper S.C.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include the agenda, minutes of Apr. 5th & Apr. 20th, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to approve 2022 Budget calendar

AC J. Matthys explained that the proposed budget calendar for 2022 has the same timelines as in past years, noting one typo error in first line were the year 2021 should read 2022. Motion by M. Kahlow/J. Kosin to approve 2022 Budget Calendar with correction; motion carried unanimously.

4) Discuss/Take action to approve & authorize existing funds in Building Outlay currently appropriated for Annex Jail Remodel & Maintenance to be designated as Courthouse & Annex Remodel & Maintenance

AC J. Matthys explained that the request was to address a fund specifically labeled for Annex Jail remodel & maintenance & rename the fund more generally to allow its use throughout the Courthouse & Annex. Motion by M. Kahlow/S. Bjork to approve & authorize existing funds in the Building Outlay currently appropriated for Annex Jail Remodel & Maintenance to be designated as Courthouse & Annex Remodel & Maintenance; motion carried unanimously.

5) Discuss/Take action on proposal for (re)Codification of the Pierce County Code

Corp Counsel B. Lawrence explained that a proposal was presented by request of the County Clerk to do a review of the County's Code of Ordinances. He commented that the Code was last reviewed in 2001 & it would be a good opportunity to have it reviewed so that it may be brought current with applicable ordinances & state laws. Motion by S. Bjork/J. Kosin to approve concept of Code review & update & direct staff to budget for such in 2022; motion carried unanimously.

6) Closed Session

Motion by M. Kahlow/J. Kosin to go into closed session at 4:09 p.m. pursuant to Wis. Stat. §§111.70(1)(a) and 19.85(1)(e) 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: Consideration of grievance filed by L.A.W. – Jailer Subunit. Motion carried unanimously by roll call vote.

7) Open Session

Committee returned to open session at 5:37 p.m. by motion of R. Gilles/J. Aubart; motion carried unanimously by roll call vote. Motion by J. Aubart/R. Gilles to deny the Labor Association of Wisconsin's Grievance No. 2021-03 as presented; motion carried by roll call vote with 5 in favor (J. Aubart, S. Bjork, R. Gilles, J. Kosin, B. Schroeder), & 2 opposed (M. Kahlow, J. Holst).

8) Future Agenda Items

- 2022 Budget Guidelines
- Insurance & Dental rates
- Report by Clifton/Larson/Allen accounting firm

9) Next Meeting Date

Next regular meeting scheduled for Monday, June 7th, 2021 at 4:00 p.m.; in County Board Room for members only.

10) Adjournment

Meeting adjourned at 5:41 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, May 3, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://zoom.us/j/93306861996?pwd=bmFqYnAvOGtMWjZPK3Y5OXRqakI4Zz09>

Meeting ID Number: 933 0686 1996 Passcode: 505362

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 505362

#	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 Apr. 5 th & Apr. 20 th , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action to approve 2022 Budget calendar	J. Matthys
4.	Discuss/Take action to approve & authorize existing funds in Building Outlay currently appropriated for Annex Jail Remodel & Maintenance to be designated as Courthouse & Annex Remodel & Maintenance	J. Matthys
5.	Discuss/Take action on proposal for (re)Codification of the Pierce County Code	B. Lawrence J. Feuerhelm
6.	Committee will convene into closed session pursuant to Wis. Stat. §§ 111.70(1)(a) and 19.85(1)(e) 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: Consideration of grievance filed by L.A.W. – Jailer Subunit	CLOSED SESSION
7.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
8.	Future agenda items	Members
9.	Next meeting date: (First Monday: June 7 th , 2021)	Members
10.	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 (04/26/21)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD**

April 20, 2020 – 8:30 a.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 06

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 8:30 a.m.

1a) Those Present

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

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Rodney Gilles	District #10	Jeff Holst	District #16

Absent/Excused: Scott Bjork; District #7

Also present: Supervisors Neil Gulbranson-Dist. #11, Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk.

1b) Public Comment

None.

2) Discuss/Take action on Resolution 21-XX Support Construction Funding of Proposed University of Wisconsin River Falls Science & Technology Innovation Center

J. Matthys explained that a couple years ago a resolution was presented to the Board as a manner of supporting the concept of such a project. This resolution would represent continued support by way of supporting the funding of such project in the State Budget. Supervisor M. Kahlow explained that the building would not just be a science & technology building alone, but would also have space for Economic Development as well as outside businesses. Motion by J. Aubart/J. Kosin to approve resolution to support construction funding of the proposed UW-River Falls Science & Technology Innovation Center; motion carried by voice vote with 5 in favor & 1 abstained (M. Kahlow).

3) Next Meeting Date

Next regular meeting previously scheduled for Monday, May 3rd, 2021 at 4:00 p.m. in the County Board Room, Courthouse Annex.

4) Adjournment

Meeting adjourned at 8:33 a.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously by show of hands vote.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

SPECIAL MEETING

REVISED

PIERCE COUNTY

SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, April 20, 2021 – 8:30 a.m.

County Board Room, Courthouse; Ellsworth, WI

**In-person attendance is limited to Members only, all others can participate via Zoom or by phone.*

<https://zoom.us/j/96601404156?pwd=TTJFWDN3REMwcmdubVVzSm5lWHJBdz09>

Meeting ID Number: 966 0140 4156 Passcode: 900609

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 900609

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Discuss/Take action on Resolution 21-XX Support Construction Funding of Proposed University of Wisconsin River Falls Science & Technology Innovation Center	Members
3.	Next meeting date previously scheduled for May 3 rd , 2021	Members
4.	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.

*Revised 04/16/21 > 1:47 p.m.

A quorum of County Board supervisors may be present

jrf (04/15/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

April 5, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
124 N. Oak St. ELLSWORTH, WI**

2021 – 05

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Rodney Gilles	District #10
Michael Kahlow	District #6 (remote)	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
		Jeff Holst	District #16

Absent/Excused:

Others present: Supervisor Jeff Bjork-Dist. #5, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Becky Johnson-Public Health, Steve Albarado-Chief Deputy Sheriff, John Worsing-Medical Examiner, Christine McPherson- Emergency Management Director, Ayslinn Snyder-PH Director, Janet Huppert-IS Director, & John McLoone-Press.

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 Feb. 23rd & Mar. 1st, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to approve COVID-19 Enhancing Detection 2021 Budget

AZ Snyder explained that the department received a pass-through contract of federal funds for COVID-19 enhancing detection in the amount of \$243,000. She anticipated this amount would likely be expended by May. Motion by J. Aubart/R. Gilles to approve 2021 COVID-19 Enhancing Detection Budget; motion carried unanimously.

4) Discuss/Take action to transfer funds from Contingency Fund for 2020 Medical Examiner's Office Budget Deficit

J. Worsing informed Committee that a receipt was credited to the ME's Office in error. The receipt was actually for the Sheriff's Dept., leaving a deficit in the ME's 2020 Budget of \$5,351.84. The request was to transfer the deficit amount from the Contingency Fund to the ME's 2020 budget. Motion by J. Aubart/S. Bjork to acknowledge deficit & approve transfer from Contingency Fund to 2020 Medical Examiner's Budget in the amount of \$5,351.84; motion carried unanimously.

5) Discuss/Take action on Resolution 21-XX Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner

J. Worsing explained that the ME's Office is allowed to increase their fees only once a year by Statute. If the County determines to raise fees in a given year they cannot increase more than a cost of living increase determined by the State, in any given year. Motion by J. Aubart/J. Kosin to approve resolution to amend fees for Medical Examiner & Deputy Medical Examiner as presented; motion carried unanimously.

6) Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-14 (Agriculture & Extension Education Committee), §4-17 (Building Committee), & §4-30 (Parks Committee) of the Pierce County Code

AC J. Matthys explained that due in part to changes in staffing for UW Extension regular supervision & management of activities & responsibilities of both the Ellsworth Demonstration Forest & the adjacent County owned cemetery were lacking. Various options were considered & discussed with County staff. The product of those discussions are the changes recommended in the ordinance. In summary, to transfer those responsibilities of the Ellsworth Demonstration Forest to the Parks Committee & Dept., & the County cemetery to the Building Committee/Maintenance Dept. Motion by J. Kosin/J. Aubart to approve ordinance with recommendations as presented; motion carried unanimously.

7) Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-4 (Meetings) of the Pierce County Code

Chair J. Holst explained that due to more remote meetings & the likelihood that they would continue into the future the County Code needed to be revised to be more relevant to current times, trends, & procedures. Corp Counsel B. Lawrence added that the change would allow members the same voting privileges as being present, with the exception of Closed Session business in which that member attending remotely would not be allowed to participate. Motion by J. Aubart/S. Bjork to approve ordinance as presented; motion carried unanimously.

8) Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-29 (Law Enforcement Committee) & Chapter 10, §10-4 (Emergency Management Organization) of the Pierce County Code

AC J. Matthys explained that the ordinance needed to be amended to match current operations. Allowing the Dispatch Division to be supervised by the Emergency Management Director, & the policy direction & supervision of the EM Office be under the purview of the Law Enforcement Committee. Motion by J. Aubart/J. Kosin to approve proposed ordinance as presented; motion carried unanimously.

9) Treasurer's report on 11-year write-off of Tax Certificates

K. Fuchs explained that Wisconsin Statutes dictate that tax certificates shall be void after 11 years. She provided a list of certificates, with amounts owed, that are in that category & informed the Committee that they will need to be written-off this year. No action taken.

10) Discuss/Take action to approve reclassification of one existing Computer Technician position to Lead Computer Technician position

J. Huppert explained that the proposed position would need to have more experience to be able to cover for higher level staff & cross train in multiple applications to better serve the Dept. Motion by M. Kahlow/S. Bjork to approve reclassifying one existing Computer Technician positions to a Lead Computer Technician as proposed; motion carried unanimously.

11) Discuss/Take action to request insurance coverage under Legal Loss Prevention Services Endorsement for bargaining negotiations & to authorize retaining counsel

B. Lawrence explained that the County utilizes outside counsel when negotiating with collective bargaining contracts. Also, that in the past the County has approved additional insurance coverage provided by Legal Loss Prevention Services Endorsement Coverage. He recommended doing the same as two collective bargaining

contracts the County now has will expire at the end of 2021. Motion by J. Aubart/J. Kosin to authorize & approve a written request to the County's insurance company for Legal Loss Prevention Services Endorsement Coverage for negotiations with the Sheriff's Dept. bargaining units & to authorize retaining counsel through WCMIC to represent Pierce County in negotiations; motion carried unanimously.

12) Closed Session

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

12a) §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: Consider Verizon Elmwood tower contract renewal/amendment

12b) §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: Consideration of Wage and Benefits for Human Services Director

Motion carried unanimously by roll call vote.

13) Open Session

Committee returned to open session at 4:36 p.m. by motion of J. Aubart/S. Bjork; motion carried unanimously by roll call vote. Corresponding motions to:

12a) Consider Verizon Elmwood tower contract renewal/amendment: Motion by J. Aubart/J. Kosin to approve proposed lease amendment with Verizon Wireless for 5 years with options to extend which includes a monthly rent of \$1,520.13 increasing by 3% each year & to keep existing contract language in §1.7.2 intact; motion carried unanimously.

12b) Consideration of wage & benefits for Human Services Director: Motion by J. Aubart/R. Gilles to approve a starting annual salary of \$112,445 giving credit for prior years of service relating to PTO accrual & 20 hours of PTO to be placed in the PTO bank at the time of hire; motion carried unanimously.

14) Future Agenda Items

- 2022 Budget Calendar

15) Next Meeting Date

Next regular meeting scheduled for Monday, May 3rd, 2021 at 4:00 p.m.; in County Board Room for members only.

16) Adjournment

Meeting adjourned at 4:38 p.m. by motion of M. Kahlow/B. Schroeder; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, April 5, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://zoom.us/j/91503681416?pwd=OS8vVXpNK3I3MS9kTUVvRVhxbHJWZz09>

Meeting ID Number: 915 0368 1416 Passcode: 364252

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 364252

#	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. 23 & Mar. 1 st , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action to approve COVID-19 Enhancing Detection 2021 Budget	AZ Snyder
4.	Discuss/Take action to transfer funds from Contingency Fund for 2020 Medical Examiner’s Office Budget Deficit	J. Worsing
5.	Discuss/Take action on Resolution 21-XX Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner	J. Worsing
6.	Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-14 (Agriculture & Extension Education Committee), §4-17 (Building Committee), & §4-30 (Parks Committee) of the Pierce County Code	J. Matthys
7.	Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-4 (Meetings) of the Pierce County Code	Chair
8.	Discuss/Take action on Ordinance 21-XX Amend Chapter 4, §4-29 (Law Enforcement Committee) & Chapter 10, §10-4 (Emergency Management Organization) of the Pierce County Code	J. Matthys
9.	Treasurer’s report on 11-year write-off of Tax Certificates	K. Fuchs
10.	Discuss/Take action to approve reclassification of one existing Computer Technician position to Lead Computer Technician position	J. Huppert
11.	Discuss/Take action to request insurance coverage under Legal Loss Prevention Services Endorsement for bargaining negotiations & to authorize retaining counsel	B. Lawrence
12.	Committee will convene into closed session pursuant to: 12a) §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: Consider Verizon Elmwood tower contract renewal/amendment 12b) §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: Consideration of Wage and Benefits for Human Services Director	CLOSED SESSION
13.	Committee will return to open session and take action on closed session items, if required	OPEN SESSION
14.	Future agenda items	Members
15.	Next meeting date: (First Monday: May 3 rd , 2021)	Members
16.	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 (03/26/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD**

March 1, 2021 – 4:00 p.m.

Meeting held remotely via Zoom

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**In person for Committee Members in County Board Room;
414 W. Main St. ELLSWORTH, WI**

2021 – 04

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. 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	Rodney Gilles	District #10
Michael Kahlow	District #6 (via Zoom)	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Bill Schroeder; District #14

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Michelle Drury-Asst. Finance Director, Becky Johnson-Public Health, Steve Albarado-Chief Deputy Sheriff, Ann Webb-Fair Manager, John Worsing-Medical Examiner, Christine McPherson- Emergency Management Director, Ayslenn Snyder-PH Director, & John McLoone-Press.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include the agenda, minutes of Feb. 1st, 2021, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action on 2020 Epidemiology & Lab Capacity budget

AZ Snyder explained that \$5,329 of grand funds have been expended & the program has been fully reimbursed. Motion by J. Aubart/S. Bjork to approve 2020 Epidemiology & Lab Capacity Budget; motion carried unanimously.

4) Discuss/Take action on Resolution 20-XX Transfer from General Fund for 2020 Fair Budget Deficit

A. Webb explained that due to cancelation of the 2020 Fair event there was not the typical offsetting events between expenses & revenue that generally occur leaving the Fair Budget for 2020 in a deficit of \$75,067. Motion by J. Kosin/M. Kahlow to approve resolution to transfer from General Fund for 2020 Fair Budget deficit, & forward to County Board recommending approval; motion carried unanimously.

5) Discuss/Take action to transfer funds from Contingency Fund for 2020 Medical Examiner's Office Budget Deficit

J. Worsing explained that the ME budget was over \$5,794.92 primarily because salary increases & all call time for deputies was approved after the 2020 Budget was determined so funds were not included for those things.

Also because of a number of extra autopsies during the year. Motion by J. Aubart/J. Kosin to approve transfer of \$5,794.92 from Contingency Fund to 2020 Medial Examiner's Office Budget to reconcile budget; motion carried unanimously.

6) Discuss/Take action on Resolution 20-XX Authorization to use Jail Assessment Fund for Padded Cell Repair & New Jail Security Camera Equipment

S. Albarado explained that the jail has only one padded cell within it & it has been significantly damaged by an inmate. It is unusable in its current state. Repair costs were obtained from vendor that initially built the unit at \$4,192. C. McPherson explained the additional cameras were actually apart of the original jail design plan, but due to costs some cameras were eliminated. Motion by J. Aubart/J. Kosin to approve resolution to use Jail Assessment Fund for padded cell repair & new jail security camera equipment, & forward to the County Board recommending approval; motion carried unanimously.

7) Future Agenda Items

- Annual Departmental Reports

8) Next Meeting Date

Next regular meeting scheduled for Monday, Apr.5th, 2021 at 4:00 p.m.; in County Board Room for members only.

9) Adjournment

Meeting adjourned at 4:08 p.m. by motion of S. Bjork/R. Gilles; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

****REVISED AGENDA****

PIERCE COUNTY

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 1, 2021 – 4:00 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

In-person meeting is limited to Committee Members Only.

Public attendance is only available virtually or by phone:

<https://zoom.us/j/97559230180?pwd=b2R3SkhVUFYwaXBTTzhjZnBzRlN2QT09>

Meeting ID Number: 975 5923 0180 Passcode: 769704

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 769704

#	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. 1 st , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on 2020 Epidemiology & Lab Capacity budget	AZ Snyder
4.	Discuss/Take action on Resolution 20-XX Transfer from General Fund for 2020 Fair Budget Deficit	A. Webb
5.	Discuss/Take action to transfer funds from Contingency Fund for 2020 Medical Examiner’s Office Budget Deficit	J. Worsing
6.	<i>*Discuss/Take action on Resolution 20-XX Authorization to use Jail Assessment Fund for Padded Cell Repair & New Jail Security Camera Equipment</i>	J. Matthys
7.	Future agenda items	Members
8.	Next meeting date: (First Monday: Apr. 5 th , 2021)	Members
9.	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 (02/24/21)

*Revised 2/26/20 > 10:10 a.m.

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
February 23, 2020 – 6:30 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held remotely via Zoom
ELLSWORTH, WI**

2021 – 03

1) Meeting Convened

The Pierce County Finance & Personnel Committee met via Zoom, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 6:30 p.m.

1a) Those Present

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

Members present:

Jon Aubart	District #3	Rodney Gilles	District #10
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Bill Schroeder; District #14

Also present: Supervisor Ruth Wood-Dist. #4, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk.

1b) Public Comment

None.

2) Discuss/Take action to approve the revised minimum qualifications for the Human Services Director position as recommended by the Human Services Board

J. Matthys explained that the desire was to broaden the minimum qualifications for the position of Director of Human Services to draw interest from a wider pool of interested candidates, who may not have the exact experience dictated in the current description. Motion by M. Kahlow/R. Gilles to approve revised qualifications for Human Services Director position effective immediately; motion carried unanimously by roll call vote.

3) Next Meeting Date

Next regular meeting previously scheduled for Monday, Mar. 1st, 2021 at 4:00 p.m. in the County Board Room, Courthouse Annex.

4) Adjournment

Meeting adjourned at 6:40 p.m. by motion of M. Kahlow/J. Aubart; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

SPECIAL MEETING

**PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, February 23, 2021 – 6:30 p.m.
Courthouse, Ellsworth – *This is a Remote Only meeting*
<https://zoom.us/j/93275962256?pwd=bUdLeHNOVmdJRzd3YVVRWjE1bE9kUT09>**

**Meeting ID Number: 932 7596 2256 Passcode: 253523
You can also dial in using your phone
United States: + 1 (312) 626-6799 Access Code: 253523**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Discuss/Take action to approve the revised minimum qualifications for the Human Services Director position as recommended by the Human Services Board	Members
3.	Next meeting date previously scheduled for Mar. 1 st , 2021	Members
4.	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 (02/19/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
February 1, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held remotely via Zoom
ELLSWORTH, WI**

2021 – 02

1) Meeting Convened

The Pierce County Finance & Personnel Committee met via Zoom. Chairman Jeff Holst called the meeting to order at 4:03 p.m.

1a) Those Present

A quorum was established acknowledging 6 members present via Zoom; 1 absent.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Rodney Gilles	District #10	Jeff Holst	District #16

Absent/Excused: Scott Bjork; District #7

Others present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Becky Johnson-Public Health, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Ayslinn Snyder-PH Director, & John McLoone-Press.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/M. Kahlow to approve consent calendar Items 2a through 2c to include the agenda, minutes of Jan. 4th, 2021, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/Take action on 2021 Epidemiology & Lab Capacity budget

AZ Snyder explained that this budget consists of COVID-19 related funds & the request was to approve the budget for these funds. Motion by J. Aubart/R. Gilles to approve 2021 Epidemiology & Lab Capacity Budget; motion carried unanimously by roll call vote.

4) Discuss/Take action on 2021 NACCHO Vaccine Workforce budget & accept funds

AZ Snyder explained that these funds were part of a grant awarded to the County in the amount of \$35,000; request to accept funds was sought. Motion by M. Kahlow/J. Aubart to approve & accept funds in the amount of \$35,000 for 2021 NACCHO Vaccine Workforce budget funds; motion carried unanimously by roll call vote.

5) Discuss/Take action on Resolution 20-XX Transfer from General Fund for 2020 Public Health Home Care Budget Deficit

AZ Snyder explained that the Home Care program services ended December 30, 2019 but the program continued to be maintained so that further reimbursement could be obtained, which was finally achieved in December of 2020. The fund is currently in deficit in the amount of \$9,312 & the request was to transfer from the General Fund to address the deficit. Motion by J. Aubart/M. Kahlow to approve Resolution 20-xx to

Transfer from the General Fund for 2020 Public Health Home Care budget deficit; motion carried unanimously by roll call vote.

6) CLOSED SESSION

Motion by B. Schroeder/J. Aubart to convene into closed session at 4:11 p.m. pursuant to:

6a] §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

6b] §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: Corporation Counsel annual evaluation.

Motion carried unanimously by roll call vote.

7) OPEN SESSION

Committee returned to open session at 4:38 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously by roll call vote.

Motion by B. Schroeder/J. Kosin to grant Corporation Counsel a favorable review & award a step increase if applicable; motion carried unanimously by roll call vote.

8) Future Agenda Items

- Fair Dept. budget deficit

9) Next Meeting Date

Next regular meeting scheduled for Monday, Mar. 1st, 2021 at 4:00 p.m.

10) Adjournment

Meeting adjourned at 4:40 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously by roll call vote.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, February 1, 2021 – 4:00 p.m.

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

<https://zoom.us/j/99869753798?pwd=SmRUTnNQMVVBYUdrdGU5Sm9sV0VYdz09>

Meeting ID Number: 998 6975 3798 Passcode: 560335

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 560335

#	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 Jan. 4 th , 2021 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on 2021 Epidemiology & Lab Capacity budget	AZ Snyder
4.	Discuss/Take action on 2021 NACCHO Vaccine Workforce budget & accept funds	AZ Snyder
5.	Discuss/Take action on Resolution 20-XX Transfer from General Fund for 2020 Public Health Home Care Budget Deficit	AZ Snyder
6.	Committee will convene into closed session pursuant to: 6a) §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 6b) §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	Closed Session
7.	Committee will return to open session and take action on closed session items 6a through 6b, if required	Open Session
8.	Future agenda items	Members
9.	Next meeting date: (First Monday: Mar. 1 st , 2021)	Members
10.	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 (01/21/21)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 4, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**EOC Conference Room; Meeting held remotely
ELLSWORTH, WI**

2021 – 01

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in the EOC Room of the Pierce County LEF, 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 via Zoom; Holst physically present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Rodney Gilles	District #10	Jeff Holst	District #16

Absent/Excused: Scott Bjork; District #7

Physically present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk.

Present via Zoom/Phone: Kathy Fuchs-Treasurer, Janet Huppert-IS Director, Wanda Kinneman-Insurance/Risk Manager, Allison Preble-HR Manager, Chad Johnson-Highway Commissioner, Ayslinn Snyder-PH Director, & Rod Webb-Land Conservation Director.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by M. Kahlow/J. Aubart to approve consent calendar Items 2a through 2c to include the agenda, minutes of Dec. 7th, 2020, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/Take action on Resolution No. 20-XX Reauthorization of Self-Funded Workers' Compensation

W. Kinneman explained that this action is required every three years for those counties choosing to be self-funded. Pierce has chosen this option since 2003 & legislation presented is an updated version to address the next three years. Motion by M. Kahlow/R. Gilles to approve resolution on self-funded workers' compensation & forward to the County Board requesting adoption on a first reading; motion carried unanimously by roll call vote.

4) Discuss/Take action to approve H1010 fees for Reproductive Health

AZ Snyder explained that Badger Care recently increased their reimbursement rates for H1010 Family Planning Education & recommended the Dept. increase this service on their fee schedule as well. Motion by J. Aubart/R. Gilles to approve & authorize an increase in the H1010 reimbursement rates for Public Health Dept. as presented; motion carried unanimously by roll call vote.

5) Discuss/Take action to approve request for the extension of 2020 Revenue Funds to Budget year 2021

--Supervisors B. Schroeder & J. Kosin joined meeting via phone.

R. Webb explained that the Land Conservation Dept. in 2020 earned \$55,200 for completing watershed assessment plans for the Trimbelle & Rush River watersheds. The Land Conservation Committee has requested that the Finance & Personnel Committee consider extending these funds to the 2021 Land Conservation Budget to utilize to purchase equipment & add to the County Cost Share fund. Motion by M. Kahlow/R. Gilles to approve & authorize carry-over of \$55,200 from 2020 Land Conservation Budget to their 2021 Budget; motion carried unanimously by roll call vote.

6) Discuss/Take action to approve purchase of Great Plains no-till grain drill

R. Webb explained that the Dept. has offered County residents the option to rent a no-till grain drill since 2013. Due to age & mechanical condition of current equipment the Land Conservation Committee has recommended replacing it using a portion of the funds discussed in Item #5 to do so. Motion by M. Kahlow/R. Gilles to approve & authorize purchase of Great Plains 1006NT grain drill from Value Implement in the amount of \$23,000 including trade-in of old equipment; motion carried unanimously by roll call vote.

7) Discuss/Take action on Resolution No. 20-XX to Approve Residential Anti-Displacement & Relocation Assistance Plan (RADRAP)

AC J. Matthys explained that the County had adopted such a plan in July of 2000. Statutory references made in the 2000 version have since changed & would affect the Community Development Black Grant Revolving Loan Fund Close program application if revisions to the resolution were not addressed. Motion by M. Kahlow/B. Schroeder to approve resolution to Approve Residential Anti-Displacement & Relocation Assistance Plan & forward to County Board recommending approval on first reading; motion carried unanimously by roll call vote.

8) Discuss/Take action on Resolution No. 20-XX to Amend Compensation for the Pierce County Board of Canvassers/Election Officials

Clerk J. Feuerhelm explained that compensation for this group has not been reviewed since 2001. He further explained that in former legislation the use of Tabulators was not included or defined & that the County frequently uses such to assist in the counting of ballots for recounts, as well as other functions for scheduled meetings. He added that he surveyed ten other counties to determine the rate of compensation for the Board of Canvassers & Election Officials. He suggested setting an hourly rate for the BOC at \$18/hour & adding some language that would include tabulators or other election officials are paid \$15/hour to clarify the rate of pay for each group. Motion by B. Schroeder/M. Kahlow to approve resolution to amend compensation for the Board of Canvassers & Election Officials; motion carried unanimously by roll call vote.

9) Discuss/Take action on Ordinance No. 20-XX to Amend Ch. 172, §172-15(B) of the Pierce County Code-Parks & Recreation (ATV Routes)

Hwy Commissioner C. Johnson & Supervisor B. Schroeder explained that the Towns of Maiden Rock & River Falls requested to have roads within their boundaries, detailed in the resolution, added to ATV routes identified in the County. C. Johnson requested that in the future additional notice be given (two weeks) prior to the request to add so that sufficient traffic counts could be taken. Committee briefly discussed what number, relating to traffic counts, would be considered "safe" for ATV travel. Motion by B. Schroeder/M. Kahlow to approve ordinance to amend ATV routes; motion carried unanimously by roll call vote.

10) CLOSED SESSION

Motion by J. Aubart/M. Kahlow to convene into closed session at 4:32 p.m. pursuant to §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: Administrative Coordinator annual evaluation. Motion carried unanimously by roll call vote.

11) OPEN SESSION

Committee returned to open session at 6:00 p.m. by motion of M. Kahlow/J. Aubart; motion carried unanimously by roll call vote.

Motion by M. Kahlow/J. Aubart to grant Administrative Coordinator a favorable review & award a 3.25% salary increase; motion carried unanimously by roll call vote.

12) **Future Agenda Items**

- Use of Jail Assessment funds

13) **Next Meeting Date**

Next regular meeting scheduled for Monday, Feb. 1st, 2021 at 4:00 p.m.

14) **Adjournment**

Meeting adjourned at 6:03 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously by roll call vote.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Monday, January 4, 2021 – 4:00 p.m.

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

<https://zoom.us/j/92736999220?pwd=aU5DdURkLlVvYWdWdXZSVlowN2Fadz09>

Meeting ID Number: 927 3699 9220 Password: 451237

You can also dial in using your phone

United States: + 1 (312) 626-6799 Access Code: 451237

#	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 Dec. 7 th , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Resolution No. 20-XX Reauthorization of Self-Funded Workers’ Compensation	W. Kinneman
4.	Discuss/Take action to approve H1010 fees for Reproductive Health	AZ Snyder
5.	Discuss/Take action to approve request for the extension of 2020 Revenue Funds to Budget year 2021	R. Webb
6.	Discuss/Take action to approve purchase of Great Plains no-till grain drill	R. Webb
7.	Discuss/Take action on Resolution No. 20-XX to Approve Residential Anti-Displacement & Relocation Assistance Plan (RADRAP)	B. Lawrence
8.	Discuss/Take action on Resolution No. 20-XX to Amend Compensation for the Pierce County Board of Canvassers/Election Officials	J. Feuerhelm
9.	Discuss/Take action on Ordinance No. 20-XX to Amend Ch. 172, §172-15(B) of the Pierce County Code-Parks & Recreation (ATV Routes)	C. Johnson
10.	Committee will convene into closed session pursuant to §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: Administrative Coordinator annual evaluation	CLOSED SESSION
11.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
12.	Future agenda items	Members
13.	Next meeting date: (First Monday: Feb. 1 st , 2021)	Members
14.	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 (12/23/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
December 7, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 16

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in the EOC Room of the Pierce County LEF, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present via Zoom; Holst physically present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7 (4:12)	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Physically present: Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk.

Present via WebEx/Phone: Supervisors J. Aubart, M. Kahlow, S. Bjork, R. Gilles, B. Schroeder, J. Kosin. Also, Kathy Fuchs-Treasurer, Janet Huppert-IS Director, Julie Brickner-Finance Director, Allison Preble-HR Manager, Chad Johnson-Highway Commissioner, Ayslenn Snyder-PH Director, Julie Hines-Register of Deeds, Steve Gustafson-IS Dept., & John McLoone-PC Journal.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/J. Aubart to approve consent calendar Items 2a through 2c to include the agenda, minutes of Nov. 2nd & 10th, 2020, & Treasurer's report as presented; motion carried unanimously by roll call vote.

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 explained that all budgets were fully reimbursable through the State. The purpose for action is to assist in completing the yearly reconciliation of such funds. Supervisor J. Aubart asked if budgets had to be addressed individually or if action could be taken collectively. Chairman J. Holst confirmed they could be addressed collectively. Motion by J. Aubart/R. Gilles to approve Public Health budgets 3a through 3e as presented; motion carried unanimously by roll call vote.

4) Discuss/Take action to approve Implementation of Fidler Connection Program

J. Hines explained adding the program will allow users to manage their accounts in real time, as well as make

billing more efficient for the ROD Office at no additional cost to the County. Motion by J. Kosin/B. Schroeder to approve & authorize implementation of Fidlar Connect program; motion carried unanimously by roll call vote.

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

Corp Counsel B. Lawrence explained that the resolution outlines the terms of the sale of County-owned property previously discussed. He added that the tentative closing date is Dec. 30th, thus the resolution would need to be adopted on a first reading to meet that deadline. Motion by B. Schroeder/M. Kahlow to approve resolution for sale of County-owned property as presented & forward to County Board recommending adoption on first reading; motion carried unanimously by roll call vote.

Supervisor S. Bjork joined meeting via phone at 4:12 p.m.

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

Corp Counsel B. Lawrence explained pertaining to matters dealing with the Personnel Policy his office attempts to address multiple issues at a time to reduce the number of times changes are brought before the Committee & County Board. Human Services Director issue relates to changes for the consistency with Wisconsin Statutes regarding the matter, change needed so Personnel Policy language meets those stipulations. Benefit Language relates to benefits of regular part time employees being reviewed on a semi-annual basis. Community Health Bargaining unit language being removed because there are no longer applicable employees in such group. Motion by M. Kahlow/B. Schroeder to approve resolution to Amend Personnel Policy 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; motion carried unanimously by roll call vote.

7) Discuss/Take action to consider increasing County internet bandwidth

AC J. Matthys explained that the County operates a 250 Mps internet circuit but has been experiencing some technical issues while hosting some remote meetings. He added that with the continued use of technology that is dependent on the internet more bandwidth is likely needed. The recommendation would be to upgrade the circuit to a 1 Gigabit circuit. The cost to do so could be addressed in the current Information Services Dept. budget for 2020, but there was no consideration for this additional cost projected in future budgets, more specifically the 2021 Budget. These costs could be addressed with a Contingency Fund transfer of unspent funds from a previous commitment; Communications-Telephone of which there is \$54,100 available. It was recommended that a transfer of \$4,320 to the 2021 IS budget and that ongoing cost would be budgeted in future years. Motion by J. Aubart/S. Bjork to authorize the increase of County's internet bandwidth from 250 Mps to a 1 Gb circuit. Also, to approve the transfer of \$4,320 from Contingency Fund to IS Dept. 2021 budget to address the increased cost for 2021; motion carried unanimously by roll call vote.

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

AC J. Matthys explained that since November 10th the ADRC Program Manager has been serving as the interim Human Services Director per the COOP-COG plan. It is uncertain how long this will need to continue to recruit the appropriate candidate to fill the vacancy. It is recommended that the ADRC Manager be temporarily moved up to the Human Services Director level at Grade T, Step 5 \$50.79/hour. Motion by J. Aubart/J. Kosin to approve a temporary wage increase for the interim Human Services Director/ADRC Program Manager to T-5 on the current Carlson/Dettmann wage grid, effective November 10, 2020, and, to remain until a full time Human Services Director begins actively working for Pierce County; motion carried

unanimously by roll call vote.

9) **Future Agenda Items**

- Fair Budget deficit
- Use of Jail Assessment funds
- Annual position review of Administrative Coordinator

10) **Next Meeting Date**

Next regular meeting scheduled for Monday, Jan. 4th, 2021 at 4:00 p.m.

11) **Adjournment**

Meeting adjourned at 4:20 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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 Manager 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)

**APPROVED 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

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, November 10, 2020 – 10:00 a.m.
Law Enforcement Facility - EOC Room; 555 Overlook Dr. – Ellsworth, WI
*****or online*****
<https://zoom.us/j/94504146116?pwd=aU1RQXRuUUVPTk94OG9qVFdLV0N0QT09>
Meeting Number: 945 0414 6116 Password: 609452
You can also dial in using your phone
United States: + 1 (312) 626-6799 Access Code: 609452

Meeting at Law Enforcement Facility for all County Board members only. All public, media, & staff may attend the meeting virtually with the link or phone number provided below.

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	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, for the purpose of: Sale of County Owned Property in the Town of Union (Highway Plum City Shop)	CLOSED SESSION
3.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
4.	Future agenda items	Members
5.	Next meeting date	Members
6.	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 (11/04/20)

**APPROVED 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

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

Monday, November 2, 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=m14c36ff761d846cf3fd10a3c5254e9f9>

Meeting Number: 126 365 3899 Password: 456987

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 365 3899

#	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 Oct. 5 th & 27 th , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action to consider increasing the County’s internet bandwidth	J. Matthys
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
5.	Discuss/Take action on Resolution No. 20-XX to Amend Personnel Policy to Eliminate statement in Temporary Highway Foreman & Equipment Operators’ Pay	B. Lawrence
6.	Discuss/Take action on Resolution No. 20-XX to pay Claims for Listing Dogs	J. Feuerhelm
7.	Discuss/Take action on Resolution No. 20-XX to pay Claims for Care of Soldiers’ Graves	J. Feuerhelm
8.	Future agenda items	Members
9.	Next meeting date: (First Monday: Dec. 7 th)	Members
10.	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 (10/29/20)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
October 27, 2020 – 6:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 13

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 6:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14 (by phone)
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Physically present: Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Brad Lawrence-Corp Counsel.

Present via WebEx/Phone: Andy Pichotta-Land Management Director.

1b) Public Comment

None.

2) Discuss/Take action on Ordinance No. 20-04 to Repeal & Replace Ch. 238, Floodplain Zoning, of the Pierce County Code

A. Pichotta explained that FEMA updated the Flood Insurance Rate Maps. FEMA & the Wisconsin DNR have mandated that Pierce County adopt the new maps, as well as a new “model ordinance”, regulating floodplain areas within Pierce County prior to Dec. 30th, 2020. Failure to do so would result in Pierce County’s suspension from the National Flood Insurance Program. Motion by M. Kahlow/J. Aubart to approve Ordinance 20-04 to Repeal & Replace Ch. 238, Floodplain Zoning of the Pierce County Code; motion carried unanimously by roll call vote.

3) Closed Session

Motion by J. Aubart/M. Kahlow to go into closed session at 6:05 p.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 reason require a closed session, & 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: Consideration of the Weber claim. Motion carried unanimously by roll call vote.

4) Open Session

Committee returned to open session at 6:12 p.m. by motion of J. Aubart/J. Kosin; motion carried unanimously by roll call vote. No action taken.

5) **Discuss/Take action of Resolution No. 20-XX Disallowance of Claim-Heidi & Matthew Weber**

Corp Counsel B. Lawrence briefly explained purpose for such resolution & indicated a need to address it more expediently than others. Motion by J. Aubart/M. Kahlow to approve resolution for disallowance of claim & forward to the County Board requesting adoption on first reading. Motion carried unanimously by roll call vote.

6) **Future Agenda Items**

- Sound reduction panels for Seyforth Building
- Increasing the County's internet bandwidth
- Resolution to amend Personnel Policy
- Annual claims for dogs & soldiers' graves

7) **Next Meeting Date**

Next regular meeting scheduled for Monday, Nov. 2nd, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

8) **Adjournment**

Meeting adjourned at 6:15 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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

Tuesday, October 27, 2020 – 6:00 p.m.

Law Enforcement Facility - EOC Room; 555 Overlook Dr. – Ellsworth, WI

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

<https://countyofpierce.my.webex.com/j.php?MTID=m6c8b81cc37433e0d361ea65a2e97c215>

Meeting Number: 126 388 3114 Password: 654789

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 388 3114

**Please note change in venue! Meeting at Law Enforcement Facility for all County Board members.
All public, media, & staff may attend meeting at Courthouse Annex Conference Room (former EOC Room);
414 W. Main St., Ellsworth. Accessed from Oak Street (Across from Holiday gas station)
County Board meeting will be linked via video & audio from that location.**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Discuss/Take action on Ordinance No. 20-04 to Repeal & Replace Ch. 238, Floodplain Zoning, of the Pierce County Code	A. Pichotta
3.	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 reason require a closed session, & 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: Consideration of the Weber claim	CLOSED SESSION
4.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
5.	Discuss/Take action of Resolution No. 20-XX Disallowance of Claim-Heidi & Matthew Weber	B. Lawrence
6.	Future agenda items	Members
7.	Next meeting date	Members
8.	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 (10/16/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
October 5, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 12

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 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Physically present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Brad Lawrence-Corp Counsel, Chad Johnson-Hwy Commissioner, & Ron Schmidt-Human Services Director.

Present via WebEx/Phone: Kathy Fuchs-Treasurer, Brock Geyen-Clifton/Larson/Allen Accountants, Janet Huppert-IS Director, Steve Albarado-Chief Deputy Sheriff, Becky Johnson-PH Business Manager, Allison Preble-HR Manager, Josh Solinger-Data Analyst, Ann Webb-Fair Manager, Jerry Forss-Maintenance Supervisor, John Worsing-Medical Examiner, & John McCloone-Pres.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by S. Bjork/J. Kosin to approve consent calendar Items 2a through 2c to include the agenda, minutes of Sept. 8, 2020, & Treasurer's report as presented; motion carried unanimously.

3) Present & review 2021 department & agency budgets with independent auditor

B. Geyen of CLA accounting firm gave brief overview of 2021 budget & then went into further detail on various aspects of the County's debt levy & allowable increase of the tax levy. He indicated that the end budget was over by \$170,961. No action taken.

4) Discuss/Take action on Resolution 20-XX to Authorize Cancellation of Outstanding County Orders

Treasurer K. Fuchs explained that this type of resolution is addressed every year & is mandatory by Statute. It includes any checks issued by the County two or more years ago. Motion by J. Kosin/S. Bjork to accept outlawed check list, approve corresponding resolution to authorize the cancellation thereof, & forward to full County Board; motion carried unanimously by roll call vote.

5) Discuss/Take action on 2021 budget recommendations to the County Board

AC J. Matthys explained that the current budget exceeds the State levy limit by \$170,961. He presented the following suggestions to reduce the budget accordingly: Capture savings from the Human Services budget of \$29,000; remove Leave Liability Allocation of \$44,500; & apply funds of \$97,461 from Undesignated Fund. He added that those areas were financially healthy enough for next year to make these adjustments & allow the County to balance the budget & meet the State Levy requirements. Motion by J. Kosin/S. Bjork to approve the suggested recommendations made by Administration to reduce the 2021 Budget; motion carried unanimously by roll call vote.

6) Discuss/Take action to Establish 2021 Salaries and Benefits for Designated Employees

AC J. Matthys explained that the current budget allows for a 1.25% increase for the employees eligible, but the Committee could choose any amount. He added that surrounding counties varied widely in what they were proposing for increases. Motion by R. Gilles/J. Kosin to approve a resolution allowing for a 1.25% increase for salaries for designated employees; motion carried unanimously by roll call vote.

7) Discuss/Take action to Approve 2021 Tax Levy & Budget

AC J. Matthys explained that the proposed budget resolution includes the recommended adjustments discussed in Item #5. He indicated that the Operating Levy would be \$16,227,712; Debt Service of bonds \$3,223,138; County Library \$459,646; & County Aid for bridges \$200,000; for a total of \$20,110,496. Motion by M. Kahlow/S. Bjork to approve 2021 Tax Levy & Budget as presented in resolution; motion carried unanimously by roll call vote.

8) Discuss/Take action on Resolution 20-XX Authorizing the Submission of a Community Development Block Grant (CDBG) Application

AC J. Matthys explained that the Ad-Hoc committee met & reviewed three possible projects that funds could be used for. The recommendation was for County Rd. B project near Spring Valley. Motion by J. Kosin/S. Bjork to approve resolution as presented; motion carried unanimously by roll call vote.

9) Discuss/Take action on Ordinance 20-XX Amend Chapter 4, §4-45 of the Pierce County Code

Corp Counsel B. Lawrence explained that the County Board rules of the Pierce County Code have adopted Robert's Rules of Order as the rules for parliamentary practice governing proceedings. He added an updated version has been released & it is necessary for the County Code to be updated to reflect that. Motion by S. Bjork/J. Kosin to approve the proposed Ordinance to Amend Ch. 4, §4-45 of the Pierce County Code-Rules of parliamentary practice, updating the County Board Rules to reflect the 12th Edition of Robert's Rules of Order, updated in 2020; motion carried unanimously by roll call vote.

10) Discuss/Take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth

Corp Counsel B. Lawrence explained that this was the same renewal as was done the last several years. He further explained that this Committee would need to determine if the County wants to lease the property again & if so, at what rate per acre. Motion by M. Kahlow/J. Kosin to approve the extension of 1997 lease of approx. 9.27 acres of County owned property to Mr. Dennis Olson for one year, from Dec. 17, 2020 through Dec. 16, 2021, at a rate of \$70/acre; motion carried unanimously by roll call vote.

11) Closed Session

Motion by S. Bjork/J. Kosin to go into closed session at 4:41 p.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: Sale of County owned property in the Town of Union. Motion carried unanimously by roll call vote.

12) Open Session

Committee returned to open session at 4:59 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously by roll call vote. No action taken.

13) **Future Agenda Items**

- Flood Plain ordinance

14) **Next Meeting Date**

Next regular meeting scheduled for Monday, Nov. 2nd, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse. Also, special meeting scheduled for Tuesday, Oct. 27th prior to the County Board meeting to address flood plain ordinance.

15) **Adjournment**

Meeting adjourned at 5:01 p.m. by motion of S. Bjork/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, October 5, 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=ma60b8dd465002ebbb20777ca327891be>

Meeting Number: 126 569 4333 Password: 654789

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 569 4333

#	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 Sept. 8, 2020 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Present & review 2021 department & agency budgets with independent auditor	B. Geyen
4.	Discuss/Take action on Resolution 20-XX to Authorize Cancellation of Outstanding County Orders	K. Fuchs
5.	Discuss/Take action on 2021 budget recommendations to the County Board	J. Matthys
6.	Discuss/Take action to Establish 2021 Salaries and Benefits for Designated Employees	J. Matthys
7.	Discuss/Take action to Approve 2021 Tax Levy & Budget	J. Matthys
8.	<i>*Discuss/Take action on Resolution 20-XX Authorizing the Submission of a Community Development Block Grant (CDBG) Application</i>	J. Matthys
9.	Discuss/Take action on Ordinance 20-XX Amend Chapter 4, §4-45 of the Pierce County Code	B. Lawrence
10.	Discuss/Take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth	B. Lawrence
11.	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
12.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
13.	Future agenda items	Members
14.	Next meeting date: (First Monday: Nov. 2 nd)	Members
15.	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 (09/17/20)

**Amended 09/29/20 > former Item #5 removed, added #8*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
September 8, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 11

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
Scott Bjork	District #7	Jerry Kosin	District #15
Rodney Gilles	District #10	Jeff Holst	District #16

Absent/Excused: Michael Kahlow; District #6

Physically present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, & Jamie Feuerhelm-County Clerk.

Present via WebEx/Phone: Wanda Kinneman-Insurance/Risk Manager, Chad Johnson-Highway Commissioner, & Kathy Fuchs-Treasurer.

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 Aug. 4, 2020, & Treasurer's report as presented; motion carried unanimously.

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

W. Kinneman informed Committee contract with CBIZ will expire Dec. 31, 2020. She added the company has helped the County save money & add services. Motion by B. Schroeder/S. Bjork to approve 3-year contract with CBIZ effective Jan. 1, 2021; motion carried unanimously.

4) Discuss/Take action on purchase & reimbursement of voting equipment

J. Feuerhelm explained a grant program known as "Routes to Recovery" that was available for counties & municipalities to deal with some of the consequences of the COVID pandemic. He added that getting additional or replacement voting equipment was a qualifying reimbursement under the grant & presented a great opportunity for municipalities to replace their aging equipment while dealing with increased demand because of the pandemic. Also, that if the County approved of purchasing all the units better pricing could be obtained. AC J. Matthys added that an Intergovernmental Cooperative Agreement (ICA) allows the County to make municipalities responsible for covering the amount needed to get the equipment requested. Motion by J. Kosin/J. Aubart to approve the purchase of appropriate number of voting units described in Exhibit A of Sales Order Agreement with Elections Systems & Software. Also, authorize staff to procure reimbursement from the Dept. of Administration for the same amount; motion carried unanimously.

5) Closed Session

Motion by J. Aubart/S. Bjork to go into closed session at 4:13 p.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: Sale of County owned property in the Town of Union. Motion carried unanimously by roll call vote.

6) Open Session

Committee returned to open session at 4:19 p.m. by motion of J. Aubart/J. Kosin; motion carried unanimously by roll call vote. No action taken.

7) Future Agenda Items

- 2021 Department Budgets

8) Next Meeting Date

Next regular meeting scheduled for Monday, Oct. 5th, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

9) Adjournment

Meeting adjourned at 4:21 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

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/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)

**APPROVED 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 Fidlar 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 County Treasurer 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

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

Monday, August 3, 2020 – 4:00 p.m.

Due to AT&T issues this meeting is rescheduled for Tuesday, August 4, 2020 -4:00 p.m.

Annex Conference Room Lower Level - 124 N. Oak Street, Ellsworth, WI

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 924 2741

#	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 July 6, 2020 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on PHEP COVID19 response budget & funds	A. Snyder
4.	Discuss/Take action to approve revised position description for Public Health nurses	A. Snyder
5.	Discuss/Take action to approve Grade change for Public Health nurses	A. Snyder
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 4four laptops for Child Support staff	R. Schmidt
7.	Discuss/Take action on 2021 Budgets: 11a) Corporation Counsel 11b) County Clerk 11c) Register of Deeds 11d) Treasurer	B. Lawrence J. Feuerhelm J. Hines K. Fuchs
8.	Discuss/Take action on 2021 Budgets: 12a) County Board 12b) Codifications of Ordinances 12c) Other Legal-Negotiations 12d) Administration 12e) Human Resources 12f) Other General Admin.-Postage 12g) Indirect Cost Study 12h) Independent Accounting & Auditing 12i) Insurance 12j) Cafeteria Insurance 12k) Leave Liability 12l) Debt Service	J. Matthys/ J. Brickner
9.	Committee will convene into closed session pursuant to Sec. 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	CLOSED SESSION
10.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
11.	Future agenda items	Members
12.	Next meeting date (Second Monday: Tues. Sept. 7 th)	Members
13.	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 (07/22/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
July 6, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 09

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 5 members present; 2 excused.

Members present:

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

Absent/Excused: Michael Kahlow; District #6, Jeff Holst; District #16

Physically present: Dale Auckland-Dist. #12, Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Wanda Kinneman-Insurance Manager, Chad Johnson-Hwy Commissioner, Ron Schmidt-HS Director, & Kerry Feuerhelm-Clerk of Court.

Present via WebEx/Phone: Allison Preble-HR Manager, Julie Brickner-Finance Director, Janet Huppert-IS Director, Josh Solinger-Data Analyst, Kathy Fuchs-Treasurer, Gary Brown-Emergency Management Director, Ramona McCree-CBIZ, Amanda Gough-CBIZ, & John McLoone-Press/PC Journal.

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 June 1, 2020, & Treasurer's report as they were presented; motion carried unanimously.

3) Discuss/Take action on the 2021 Health Insurance Rates

R. McCree reviewed proposed health insurance rates for 2021. She indicated that a decrease of 1.3% or \$60,153 was expected for 2021. The recommendation was no increase to employer or employee premiums for 2021. Motion by S. Bjork/B. Schroeder to approve health insurance rates effective Jan. 1, 2021 as follows: Single: \$796/mo., Employee+Children: \$1163/mo., Family+Spouse+Children: \$2543/mo.; motion carried unanimously.

4) Discuss/Take action on the 2021 Dental Insurance Rates

R. McCree reviewed proposed dental insurance rates for 2021. She indicated that an increase of 5% or approx. \$1,500 was expected for 2021. Motion by J. Kosin/S. Bjork to approve dental insurance rates effective Jan. 1, 2021 to include a 5% increase in premium; motion carried unanimously.

5) Discuss/Take action on 2021 HSA Plan Option & Rates

R. McCree explained the HSA Plan option & the costs to both employee & employer. She added that there are two options to consider, those being a 5% or a 10% employee contribution. She concluded that a lower

employee contribution can have an effect on the number of employees who chose to use participate in this type of plan option. Motion by R. Gilles/B. Schroeder to approve & authorize Pierce County to ad HSA option & premium rates effective Jan. 1, 2021 with a 5% employee contribution. Premiums as follows: Single-\$739, Single+Child(ren)-\$1080, Family-\$2360; motion carried unanimously.

6) Discuss/Take action on surplus real estate; Highway Dept. Plum City Shop

C. Johnson explained that a new shop has been completed at County Rd. CC & 450th Ave. & that the Dept. has vacated the former Elmwood shop. The Highway Committee determined the Plum City shop to be excess property & recommended its sale. He added that there were several interested parties in purchasing the property. Corp Counsel B. Lawrence explained the process for the County to sell such surplus property. Motion by B. Schroeder/J. Kosin to declare Plum City Hwy Shop surplus property & forward a recommendation for its sale to the County Board; motion carried unanimously.

7) Discuss/Take action on Resolution 20-XX to Amend Personnel Policy to Eliminate Home Care Language, Clarify Holidays, & Eliminate Highway Employee Dual Rate Language

B. Lawrence explained that the changes detailed in the Resolution have already been approved by this Committee with regards to eliminating Home Care language, clarifying holiday schedule when holiday appears on a weekend, & the elimination of dual rate of pay for some Highway Dept. workers. Motion by S. Bjork/B. Schroeder to approve Resolution 20-XX to Amend Personnel Policy to Eliminate Home Care Language, Clarify Holidays, & Eliminate Highway Employee Dual Rate Language & forward to the County Board; motion carried unanimously.

8) Discuss/Take action to approve transfer of \$30,000 from Contingency Fund to Information Services budget for Court Hearing Room technology

J. Matthys explained that with a new County Board Room planned for as part of an Annex remodel he recommended that the current County Board Room be transitioned to a Hearing Room for the Courts. He added that there is a substantial amount of technology & related equipment that is needed for the room to function in an efficient manner for such purposes. He indicated that there were funds available in the Contingency Fund remaining from completed projects that would be sufficient to cover these costs. Motion by B. Schroeder/J. Kosin to approve transfer of up to \$30,000 from Contingency Fund to Information Services budget for Court Hearing Room; motion carried unanimously.

9) Discuss/Take action to approve the transfer of funds between budgeted items in the Clerk of Court budget for the purpose of purchasing hearing room furnishings, equipment, & supplies

J. Matthys explained that in conjunction with Item #8 some furniture, equipment, & supplies would be needed to adequately complete the conversion & transition of this area. He indicated that Clerk of Court K. Feuerhelm identified some areas of savings &/or unspent funds within the Department's budget due to decreased activity because of health pandemic that could be allocated to purchase the items needed. Motion by J. Kosin/S. Bjork to approve the transfer of funds between budgeted items in the Clerk of Court budget for the purpose of purchasing hearing room furnishings, equipment, & supplies in an amount not to exceed \$25,000; motion carried unanimously.

10) Discuss/Take action to approve position description for CCS Clinical Supervisor & approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor

J. Matthys & A. Preble explained that due to the continued growth of the CCS program the unit is in need of a supervisor. The request is to approve a position description for such supervisor & set classification for said position. Motion by R. Gilles/S. Bjork to approve position description for a CCS Clinical Supervisor & reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor at Grade N; motion carried unanimously.

11) **Discuss/Take action on Economic Development Funding in the 2021 Budget& the future of the Industrial Development Committee**

J. Matthys explained that the IDC met earlier today & one recommendation was to allocate \$65,000 for the 2021 Budget with multiple ideas of how those funds were to be disbursed. Also discussed at that meeting was the possibility of eliminating the IDC altogether but no action to do so was taken. Corp Counsel B. Lawrence explained that the Committee could not be eliminated without an ordinance to do so as the Committee is part of the Pierce County Code & any changes to the Code must be done by ordinance. No additional information or recommendation was provided. No action taken.

12) **Discuss/Take action Resolution 20-XX Declaration of State of Emergency & Ratification of Proclamation Declaring State of Emergency due to Torrential Rain**

Supervisor J. Aubart explained that such a resolution declaring a state of emergency as it relates to recent flooding in the area can assist the County in receiving funds from Federal & State agencies to cover costs related to the damages experienced by the flooding. Motion by J. Kosin/R. Gilles to approve Resolution 20-XX Declaration of State of Emergency & Ratification of Proclamation Declaring State of Emergency due to Torrential Rain as presented & forward to County Board; motion carried unanimously.

13) **Future Agenda Items**

- Nothing presented at this time.

14) **Next Meeting Date**

Next regular meeting scheduled for Aug. 3rd, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

15) **Adjournment**

Meeting adjourned at 4:59 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

REVISED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, July 6, 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?MTD=mf66ffa72f8c353e3fcad1c86be748954>

Meeting Number: 126 674 3882 Password: 686225

You can also dial in using your phone

United States: + 1 (408) 418-9388 Access Code: 126 674 3882

#	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 June 1 st & 23 rd , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on the 2021 Health Insurance Rates	W. Kinneman, J. Matthys, CBIZ
4.	Discuss/Take action on the 2021 Dental Insurance Rates	W. Kinneman, J. Matthys, CBIZ
5.	Discuss/Take action on 2021 HSA Plan Option & Rates	W. Kinneman, J. Matthys, CBIZ
6.	Discuss/Take action on surplus real estate; Highway Dept. Plum City Shop	C. Johnson
7.	Discuss/Take action on Resolution 20-XX to Amend Personnel Policy to Eliminate Home Care Language, Clarify Holidays, & Eliminate Highway Employee Dual Rate Language	J. Matthys, B. Lawrence
8.	Discuss/Take action to approve transfer of \$30,000 from Contingency Fund to Information Services budget for Court Hearing Room technology	J. Matthys, J. Huppert
9.	Discuss/Take action to approve the transfer of funds between budgeted items in the Clerk of Court budget for the purpose of purchasing hearing room furnishings, equipment, & supplies	J. Matthys, K. Feuerhelm
10.	<i>*Discuss/Take action to approve position description for CCS Clinical Supervisor & approve position reclassification of 1.0 FTE CC Mental Health Therapist to 1.0 FTE CCS Clinical Supervisor</i>	R. Schmidt
11.	<i>**Discuss/Take action on Economic Development Funding in the 2021 Budget & the future of the Industrial Development Committee</i>	C. Bjork, Members
12.	<i>**Discuss/Take action Resolution 20-XX Declaration of State of Emergency & Ratification of Proclamation Declaring State of Emergency due to Torrential Rain</i>	G. Brown, Members
13.	Future agenda items	Members
14.	Next meeting date: First Monday; Aug. 3 rd	Members
15.	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 (06/26/20)

*Revised 6/30 > 11:30 a.m.

**Revised 7/01 > 12:00 p.m.

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
June 23, 2020 – 6:30 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 08

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 6:01 p.m.

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Also present: Ruth Wood-Dist. 4, Paula Lugar-Dist. 9, Neil Gulbranson-Dist. 11, Dale Auckland-Dist. 12, Jason Matthys-AC, Brad Lawrence-Corp. Counsel, Jamie Feuerhelm-County Clerk, Ayslinn Snyder-PH Director, Alice Reily Mykiebust.

1b) Public Comment.

None.

2) Discuss/Take action on Ordinance No. 20-01 to Amend Ch. 1, Art. IV Sections 1-29 & 1-31 of, and to Create Ch. 120 "Communicable Diseases - Authority and Duties of Local Health Officer" in the Pierce County Code

A. Mykiebust spoke in favor of the Ordinance & felt that it was a good plan. Supervisor S. Bjork expressed concern about granting such authority to an individual, especially in non-emergency situations. J. Aubart stated that the authority already exists via Wisconsin Statutes, & the Ordinance does not grant any further authority than the Statute has already dictated. The purpose for addressing it at the County level would be to lessen the criminal impact should a violation occur. The Ordinance, if adopted by the County Board, would deem the violation as a civil matter as opposed to a criminal offense which could result in jail time. Supervisor R. Gilles indicated that he felt a lot of citizens did not understand what this Ordinance means & suggested that opportunity be taken to explain it in more detail.

Motion by M. Kahlow/J. Aubart to approve Ordinance 20-01 as presented & recommend adoption on first reading to the County Board; motion carried unanimously.

3) Future Agenda Items.

None presented at this time.

4) Next Meeting Date

Next meeting previously set for Monday, July 6, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

5) **Adjournment**

Meeting adjourned at 6:13 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

**PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, June 23, 2020 – 6:00 p.m.
Law Enforcement Center - EOC Room; 555 Overlook Dr. – Ellsworth, WI**

Please note change in venue! Meeting at Law Enforcement Facility for all County Board members. All public, media, & staff may attend meeting at Courthouse Annex Conference Room (former EOC Room); 414 W. Main St., Ellsworth. Accessed from Oak Street (Across from Holiday gas station) County Board meeting will be linked via video & audio from that location.

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Discuss/Take action on Ordinance No. 20-01 to Amend Ch. 1, Art. IV Sections 1-29 & 1-31 of, and to Create Ch. 120 "Communicable Diseases - Authority and Duties of Local Health Officer" in the Pierce County Code*	Members
3.	Future agenda items	Members
4.	Next meeting date	Members
5.	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

*Adoption being requested on a First Reading at County Board

jrf (06/16/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
June 1, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 07

1) Meeting Convened

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

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14 (via phone)
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Rodney Gilles	District #10		

Absent/Excused:

Physically present: Jason Matthys-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Wanda Kinneman-Insurance Manager, Ann Webb-Fair Manager, & John McLoone-Press/PC Journal.

Present via WebEx/Phone: Ruth Wood-Dist. #4, Allison Preble-HR Manager, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Becky Johnson-Business Manager, Ron Schmidt-Human Services Director, Janet Huppert-IS Director, AZ Snyder-Public Health Director, Frank Ginther-4H Youth Agent, Steve Albarado-Chief Deputy Sheriff, Bob Traynor-Fair Committee, Dennis Polzin-CBIZ, Amanda Gough-CBIZ, Michelle Conner -CBIZ, Andy Maduscha-WI Mutual, Seth Johnson-WI Mutual, Brock Geyen-Clifton/Larson/Allen.

1b) Public Comment

None.

1c) Elect Chairman Pro-tem

Nominations called for by CB Chairman J. Holst. Supervisor J. Aubart nominated by J. Kosin as chairman pro tem. J. Holst called for other nominations; none given. Motion by M. Kahlow/S. Bjork to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously.

1d) Elect Chairman

Chairman Pro-tem J. Aubart called for nominations for chairman. J. Holst nominated by J. Kosin. Chairman pro-tem J. Aubart called for other nominations; none given. Motion by M. Kahlow/R. Gilles to close nominations and cast a unanimous ballot for J. Holst; motion carried unanimously. Supervisor Jeff Holst elected Chairman, who then presided over the remainder of the meeting.

1e) Elect Vice Chairman

Chairman J. Holst called for nominations for Vice-Chairman. J. Aubart nominated by J. Kosin. Chairman J. Holst called for other nominations; none given. Motion by S. Bjork/B. Schroeder to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously.

2a-c) Consent Calendar

Motion by S. Bjork/J. Aubart to approve consent calendar items 2a through 2c to include the agenda, minutes of Apr.6th, 2020, & Treasurer's report as they were presented. Motion carried with 6 in favor, R. Gilles abstained.

3) Discuss and Take Action to Increase Deductible for Property Insurance effective January 1, 2021

W. Kinneman introduced representative Seth Johnson-Risk Management Consultant from WI County Mutual Insurance who explained the recommended changes in deductibles to increase for property & buildings to \$25,000. Motion by J. Aubart/M. Kahlow to approve increasing building property insurance deductibles to \$25,000 effective Jan. 1, 2021; motion carried unanimously.

4) Discuss/Take action to add health insurance plan option-HSA, effective January 1, 2021

D. Polzin-CBIZ explained benefits to adding a Health Savings Account (HSA) to health plans with high deductibles. He indicated that the County's costs have not yet been determined but would present these costs to the Committee at a future meeting, before actually deploying this option. He added that this is a voluntary option & the County is not obligated to add it. Motion by J. Aubart/J. Kosin to approve & authorize Pierce County to add HSA option effective Jan. 1, 2021. Motion carried by roll call vote with 6 in favor & 1 opposed (M. Kahlow).

5) Discuss/Take action to add employee funded vision plan, effective January 1, 2021

A. Gough – CBIZ explained that vision plans are popular options to add to existing health insurance plans. She added that the plan is voluntary & a completely employee funded option, no cost to the County. Motion by J. Aubart/S. Bjork to approve & authorize adding employee funded vision plan effective Jan. 1, 2021. Motion carried unanimously by roll call vote.

6) Update & overview of 2019 Budget

B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2019 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

7) Discuss/Take action to approve 2021 Budget guidelines

J. Matthys reviewed proposed guidelines for preparing 2020 budgets. He added that the average net new construction over the past few years has been approx. \$225,496. He presented three suggested options for the Committee to consider. Option 1: Tax levy freeze; likely will result in reduced services &/or programs. Option 2: A budget based on maximum allowable levy under the State Budget likely to be increased by net new construction. Standing Committees tasked with working toward a goal of 0% increases from previous budget excluding personnel costs (wages & benefits). Option 3: Some combination between Option #1 & Option #2, keeping in mind other considerations such as COVID 19 affects County sales tax, Health insurance rates, & retirement rates, which influences all three options. Motion by M. Kahlow/J. Aubart to approve Option #2 for 2021 Budget Guidelines to maximize allowable levy; direct Department Heads and Standing Committees to work to a common budget goal of 0% (operating budget, not personnel/benefits/step increases, etc.) when building their budgets. Motion carried unanimously by roll call vote.

8) Discuss/Take action on resolution to consider whether to hold as scheduled or cancel the 2020 Pierce County Fair & Motocross

F. Ginther & A. Webb explained the various options A through E, A being to hold fair as usual & E being to cancel fair altogether. All options but "A" cancel the Motocross event. Committee discussed the various options & proposed Option B to send forward to the County Board via Resolution to make the final decision. Chairman J. Holst stated circumstances could be very different in three weeks when the County Board meets. Motion by J. Aubart/R. Gilles to consider Option B & forward to the County Board via resolution with details of option attached to resolution, &

contingent upon any direction given by Public Health Director; motion carried by roll call with 5 in favor & 2 opposed (S. Bjork, J. Holst).

9) Discuss/Take action on proposed revisions to reproductive health fees

AZ Snyder explained that Badger Care has increased their rates & felt the Public Health Dept. needed to increase their sliding fee scale rates to ensure the County is receiving the full reimbursement amount available. Motion by J. Aubart/R. Gilles to approve & authorize revisions to the reproductive health fee rates; motion carried unanimously by roll call vote.

10) Discuss/Take action to approve purchase of chrome books for County Board Supervisors

J. Matthys proposed the Committee consider purchasing Chrome Books for all County Board Supervisors so that County related information, such as agenda packets & minutes as well as related information could more quickly be disbursed to supervisors. He explained that it would not only reduce time staff expends on copying & sending these documents out, it also offers a standard platform to attend virtual meetings which will continue to happen for some time. He added that there are current funds available in the County Board budget to complete the purchase. Motion by J. Aubart/S. Bjork to approve purchase of Chrome Books for County Board Supervisors with funds from County Board budget in an amount not to exceed \$7000; motion carried with 6 in favor & 1 opposed (J. Holst).

11) Discuss/Take action to approve & require email addresses for all County Board Supervisors & funding for the same

J. Matthys explained that this action would work in conjunction with Chromebooks as there would need to be an email address tied to the Chromebook for functionality & not all Board Supervisors have an email address currently. This will not only allow staff to disseminate information to Supervisors more quickly & efficiently, but also reduce the annual costs of postage. He indicated that the cost would be \$96/yr./email address or \$1536/year & could be addressed financially within the Information Services budget. Motion by M. Kahlow/S. Bjork to approve the requirement for all County Board Supervisors to have a County email address with funding from Information Services budget; motion carried unanimously by roll call vote.

12) Discuss/Take action on 2021 holiday schedule

J. Matthys explained that current Personnel Policy does not provide clear guidance as it relates to the two-day Christmas holiday if it falls on days involving a weekend. Proposed language was provided to address this situation that is not encountered often but will provide clear guidance when the issue arises.

Motion by J. Aubart/M. Kahlow to approve changes to the Personnel Policy to address unique Christmas holiday situations; motion carried unanimously.

13) Discuss/Take action to accept the Birth to Three Social Emotional Grant and approve budget

AZ Snyder explained that the Department has been notified that they have been awarded a grant from the State of Wisconsin to support social-emotional development for children under 3. No in-kind or matching funds would be required. The award amount would be approx. \$64,320. Motion by M. Kahlow/J. Aubart to accept the Birth to 3 Social-Emotional grant & approve revision to Department budget; motion carried unanimously by roll call vote.

14) Future Agenda Items

- Health & Dental insurance rates for 2021
- Personnel Policy proposed changes

15) Next Meeting Date

Next regular meeting scheduled for July 6th, 2020 at 4:00 p.m. in the Annex Conference Room, Courthouse.

16) Adjournment

Meeting adjourned at 5:43 p.m. by motion of B. Schroeder/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

REVISED

PIERCE COUNTY

FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Monday, June 1, 2020 – 4:00 p.m.

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

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

<https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=me1fde24afd59604c2194ef32f87b18fb>

Meeting Number: 126 352 0823

Password: cBq43Kpg2Mf

You can also dial in using your phone

United States: + 1 (408) 418-9388

Access Code: 126 352 0823

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items 1c) Elect Chairman Pro-tem 1d) Elect Chairman 1e) Elect Vice Chairman	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of April 6 th , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss and Take Action to Increase Deductible for Property Insurance effective January 1, 2021	W. Kinneman, Johnson, J. Matthys
4.	Discuss/Take action to add health insurance plan option-HSA, effective January 1, 2021	W. Kinneman, J. Matthys, CBIZ
5.	Discuss/Take action to add employee funded vision plan, effective January 1, 2021	Kinneman/CBIZ
6.	Update & overview of 2019 Budget	Brock/ CliftonLarsonAllen
7.	Discuss/Take action to approve 2021 Budget guidelines	J. Matthys
8.	Discuss/Take action on resolution to consider whether to hold as scheduled or cancel the 2020 Pierce County Fair & Motocross	Members/A. Webb
9.	<i>Discuss/Take action on proposed revisions to reproductive health fees*</i>	Members/A. Snyder
10.	Discuss/Take action to approve purchase of chrome books for County Board Supervisors	J. Matthys
11.	Discuss/Take action to approve & require email addresses for all County Board Supervisors & funding for the same	J. Matthys
12.	Discuss/Take action on 2021 holiday schedule	J. Matthys
13.	<i>Discuss/Take action to accept the Birth to Three Social Emotional Grant and approve budget****</i>	Members/A. Snyder
14.	Future agenda items	Members
15.	Next meeting date: First Monday; July 6 th	Members
16.	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 (05/22/20)

*Revised 5/27/20

**Revised 5/27/20 Location change

***Revised 5/28/20 Remote instructions

****Revised 05/29/20

** CANCELED **

PIERCE COUNTY FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA Monday, May 4, 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 April 6 th , 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.		
4.		
5.		
6.		
7.		
8.		
9.	Future agenda items	Members
10.	Next meeting date: First Monday; June 1 st	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 (04/24/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
April 6, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 06

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 7 members present. Six by phone; VC J. Aubart in person.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #13
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused: none

Also present: Brad Lawrence-Corporation Counsel, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Jerry Forss-Maintenance Supervisor, & Nancy Hove-Sheriff.

By phone: Dean Bergseng-Dist. #8, Allison Preble-HR Manager, Julie Brickner-Finance Director, John Worsing-ME, Megan Erwin-Register in Probate, Tami MacGregor-Veteran Services.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by J. Kosin/D. Reis to approve the consent calendar including agenda, minutes of Mar. 2nd & 24th, 2020, & Treasurer's report as presented; motion carried unanimously by roll call vote.

3) Discuss/Take action on position description for Emergency Management /Communications Manager

Sheriff N. Hove explained the changes made to the former position & purpose for doing so. A. Preble further explained that after review & comparison to other counties the recommendation would be to place this position at Grade N with a salary range of \$66,000 to \$84,000. Motion by M. Kahlow/S. Bjork to approve position description for Emergency Management/Communications Manager, & set salary at pay Grade N; motion carried unanimously by roll call vote.

4) Discuss/Take action resolution to amend fees of the County Medical Examiner & Deputy ME

ME J. Worsing explained that this was an annual resolution to address fee changes. He added that his recommendation was to waive the Death Certificate Processing Fee of \$.02 as the cost to administrate is higher than revenue gained. Motion by D. Reis/J. Kosin to approve resolution to amend fees for services of county Medical Examiner & deputy Medical Examiner; motion carried unanimously by roll call vote.

5) Discuss/Take action to approve transfer from General Fund to address 2019 budget

deficit for Register of Probate Office

M. Erwin explained that the primary reason for the overages was because of court appointed attorney fees & Guardian ad litem fees. That total number being \$21,987. Motion by J. Kosin/S. Bjork to approve transfer of \$21,987 from the General Fund to Register in Probate 2019 Budget to address deficit; motion carried unanimously by roll call vote.

6) Discuss/Take action to approve transfer of \$6,681 from Contingency Fund to address 2019 budget deficit for Veterans' Services

AC J. Matthys explained that after request was made there was an insurance claim received that reduced the deficit to \$1,578. Motion by J. Holst/S. Bjork to approve transfer of \$1,578 from the Contingency Fund to address 2019 Veterans Services budget deficit; motion carried unanimously by roll call vote.

7) Discuss/Take action to approve transfer of \$16,163 from Contingency Fund to address 2019 budget deficit for Facilities and Grounds/Maintenance Dept.

J. Forss explained that the primary reasons for the overages were from higher than expected utility bills at the new jail facility & some unscheduled HVAC repairs. Motion by D. Reis/J. Kosin to approve transfer of \$16,163 from the Contingency Fund to address 2019 Facilities & Grounds/Maintenance Dept. budget deficit; motion carried unanimously by roll call vote.

8) Discuss/Take action on Resolution 19-29 Authorizing Temporary Continuance of County Supervisor Terms Due to Potential Postponement of Spring 2020 Election

Corp Counsel B. Lawrence explained that generally speaking this resolution was to ensure that County Board supervisors could continue to serve with authority even if the April 7th election was postponed. Motion by B. Schroeder/J. Kosin to approve Resolution 19-29 as presented & forward to the County Board recommending adoption on first reading; motion carried unanimously.

9) Future agenda items

- 2021 Budget calendar

10) Next Meeting Date

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

11) Adjournment

Meeting adjourned at 4:25 p.m. by motion of B. Schroeder/J. Kosin.

Respectfully submitted by: Jamie Feuerhelm

REVISED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, April 6, 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) <i>Approve minutes of March 2nd & 24th, 2020</i> 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on position description for Emergency Management /Communications Manager	Sheriff’s Dept./HR
4.	Discuss/Take action resolution to amend fees of the County Medical Examiner & Deputy ME	J. Worsing
5.	Discuss/Take action to approve transfer from General Fund to address 2019 budget deficit for Register of Probate Office	M. Erwin
6.	Discuss/Take action to approve transfer of \$6,681 from Contingency Fund to address 2019 budget deficit for Veterans’ Services	J. Matthys
7.	Discuss/Take action to approve transfer of \$16,163 from Contingency Fund to address 2019 budget deficit for Facilities and Grounds/Maintenance Dept.	J. Forss/J. Matthys
8.	<i>Discuss/Take action on Resolution 19-29 Authorizing Temporary Continuance of County Supervisor Terms Due to Potential Postponement of Spring 2020 Election**</i>	Members
9.	Future agenda items	Members
10.	Next meeting date: First Monday; May 4 th	Members
11.	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 (03/25/20)

*Revised 4/01/20

**Revised 4/06/20 > 1:50 p.m.

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
March 24, 2020 – 6:30 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

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

2020 – 05

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 6:30 p.m.

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13 (by phone)		

Absent/Excused:

Also present: Jamie Feuerhelm-County Clerk

1b) Public Comment.

None.

2) Discuss/Take action on Resolution No. 19-28 Declaration of State of Emergency & Ratification of Proclamation Declaring State of Emergency due to COVID-1

Motion by J. Aubart/M. Kahlow to approve as presented & recommend adoption on first reading to the County Board; motion carried unanimously.

3) Future Agenda Items.

AC J. Matthys reviewed items to be addressed at the next regularly scheduled meeting on Apr. 6, 2020.

4) Next Meeting Date

Next meeting previously set for Monday, Apr. 6, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

5) Adjournment

Meeting adjourned at 6:34 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, March 24, 2020 – 6:30 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.	Discuss/Take action on Resolution No. 19-28 Declaration of State of Emergency & Ratification of Proclamation Declaring State of Emergence due to COVID-1*	Members
3.	Future agenda items	Members
4.	Next meeting date (TBD)	Members
5.	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 (03/19/20)

*Adoption being requested on a First Reading at County Board

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

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 04

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 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #13
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused: none

Also present: Brad Lawrence-Corporation Counsel, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Julie Brickner-Finance Director, AZ Snyder-PH Director, Gary Brown-EM Director, Sean Froelich-District Attorney, & Sue Burr-Victim Witness Coordinator.

1b) Public Comment.

None.

2a-e) Consent Calendar.

Motion by S. Bjork/D. Reis to approve the consent calendar including agenda, minutes of Feb. 3rd, 2020, Treasurer's report, & travel requests for Emergency Management & Public Health as presented; motion carried.

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

AZ Snyder explained that the position has recently been refilled & the desire was to increase the hours of the position from 35 hrs./wk. to 40 hrs./wk. Motion by M. Kahlow/B. Schroeder to approve increase in hours for Lead Environmental Health Specialist from 35 to 40 hrs./wk.; motion carried unanimously.

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

DA S. Froelich explained that this resolution would allow 10% of what's collected to be used to fund the Victim Witness Coordinator position. This was explained as a surcharge in addition to restitution. Motion by D. Reis/S. Bjork to approve resolution authorizing a surcharge on restitution & forward to County Board recommending approval; motion carried unanimously.

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

AC J. Matthys explained that the Revolving Loan Fund Committee has met to discuss & consider options to

close the existing Community Development Block Grant Revolving Loan Fund program approved by HUD & whether or not to recommend the application of an approved project in the full amount of the funds. The closeout program is mandatory as notified by the WI Dept. of Administration. The recommendation within this resolution would be to close out the CDBG Revolving Loan Fund & apply for a grant in the full amount of cash on hand & outstanding loans. Motion by D. Reis/J. Kosin to approve resolution authorizing CDBG RLF as presented & select the closeout option & forward to County Board; motion carried unanimously.

6) **Future agenda items**

- 2019 Budget deficits by department
- Medical Examiner change in fees

7) **Next Meeting Date**

Next meeting set for Monday, Apr. 6, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

8) **Adjournment**

Meeting adjourned at 4:18 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

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

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 (02/24/20)

**APPROVED 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

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, February 3, 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 Jan. 6 & Jan. 28, 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Resolution 19-XX Salary Adjustments for Elected Officials; County Clerk, Treasurer, & Register of Deeds 2021 – 2024	J. Matthys/A. Preble
4.	Discuss/Take action on position description for Dispatch Sergeant	Sheriff’s Dept.
5.	Discuss/Take action on Joxel Group proposal to program Avatar for the Children’s Long-Term Support (CLTS) Program	R. Schmidt/J. Huppert
6.	Discuss/Take action to approve implementation of Fidlar’s Anchor & Official Records Online Programs	J. Hines
7.	Discuss/Take action to re-class one Accounting Assistant to a Medical Billing Specialist	Administration
8.	Committee will convene into closed session 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	
9.	Committee will return to open session and take action on closed session items 8a through 8c, if required	Open session
10.	Future agenda items	Members
11.	Next meeting date: First Monday; Mar. 2 nd	Members
12.	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 (01/24/20)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 28, 2020 – 6:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 02

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 6:00 p.m.

1a) Those Present.

A quorum was established acknowledging 5 members present; 2 excused.

Members present:

Jon Aubart	District #3	Dan Reis	District #13
Mike Kahlow	District #6	Jeff Holst	District #16
Scott Bjork	District #7		

Absent/Excused: Bill Schroeder-District #14, Jerry Kosin-District #15

Also present: Cecil Bjork-District #5, Neil Gulbranson-District #11, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, John McLoone-Pierce County Journal, & Eric Olson-Rivertowns Media.

1b) Public Comment.

None.

2) Discuss/Take action on Resolution No. 19-XX to Eliminate Designating Official Newspaper & Authorize Electronic Posting to the County's Website

Corp Counsel B. Lawrence gave brief history of action taken by the County Board on the matter of designating an official newspaper, indicating that Res. 96-17 was the last time it was formally addressed. He added the recent history about the Finance & Personnel Committee discussing the issue at its Sept. 2019 meeting & directing staff to proceed with the status quo until further information was gathered. He stated the County does not need to declare an official newspaper because their population is fewer than 250,000. He further explained that the County may declare an official newspaper if they choose to do so; but they can also consider the Resolution presented which allows them to digitally post certain notices to the County's website & physically post the notice in at least one other location likely to give notice to the public. He added that there are a number of legal notices that will still need to be published in a newspaper & gave some examples. He indicated that there are three newspapers with circulation in the County that have been certified by the State Dept. of Administration to publish such notices. They being the Pierce County Journal-fka Prescott Journal, Sun/Argus, & Star Observer-a part of which was formerly known as the River Falls Journal. He indicated that should the Committee adopt the proposed resolution they would still need to designate one of the aforementioned papers as the paper to publish required legal notices.

Chairman J. Holst allowed the two representatives that were present from Star Observer & Pierce County Journal to speak. Eric Olson of Rivertowns Media indicated that the Star Observer was a qualified paper for such notices in both Pierce & St. Croix counties. He indicated that the Star Observer had 1153 subscribers in Pierce Co. with an additional 556 papers distributed to various newsstands in Pierce County. He added that the Republican Eagle, though not a qualified newspaper, had 1309 subscribers in Pierce County, & an additional 277 distributed to newsstands. He indicated that if the Star Observer was selected, they would

publish the notices in the Republican Eagle as well at no additional charge.

John McCloone editor for the Pierce County Journal indicated that his paper was the fastest growing paper probably in the whole state of Wisconsin, adding that they increased their subscribers by 200 in the past three weeks. He indicated that the PC Journal had 1065 subscribers when certified by the State DOA. He also indicated that if the PC Journal or Sun Argus was chosen they would partner together & any notices would be published in both papers at one charge. He added that the Sun Argus circulation is approx. 640.

Motion by M. Kahlow/J. Aubart to adopt the Resolution as presented & identify the Star Observer as the newspaper to publish those legal notices that are required to be published by law. Also to recommend to the County Board that the Resolution be adopted on a first reading. Supervisor D. Reis expressed concern about whether there would really be County-wide coverage if choosing this paper. Supervisor J. Aubart stated that he felt the County runs that risk regardless what newspaper they choose. He added that he had not heard of the Prescott Journal or Sun Argus before this issue was brought to the Committee.

Motion to approve carried with 3 in favor (J. Aubart, M. Kahlow, S. Bjork); & 2 opposed (D. Reis, J. Holst).

3) Future Agenda Items.

AC J. Matthys reviewed items to be addressed at the next regularly scheduled meeting on Feb. 3, 2020.

4) Next Meeting Date

Next meeting previously set for Monday, Feb. 3, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

5) Adjournment

Meeting adjourned at 6:33 p.m. by motion of J. Aubart/D. Reis.

Respectfully submitted by: Jamie Feuerhelm

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, January 28, 2020 – 6:00 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.	Discuss/Take action on Resolution No. 19-XX to Eliminate Designating Official Newspaper & Authorize Electronic Posting to the County’s Website	Members
3.	Future agenda items	Members
4.	Next meeting date (First Monday: Feb. 3 rd)	Members
5.	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 (01/10/20)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 6, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2020 – 01

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 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Dan Reis; District #13

Also present: Dale Auckland-District #12, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Kathy Fuchs-County Treasurer, Chad Johnson-Hwy. Commissioner, Ron Schmidt-Human Services Director, John McLoone-The Journal, & Sheldon Huppert-Pierce Co. ATV/UTV Assoc.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve the consent calendar including agenda, minutes of Dec. 2nd & 18th, 2019, and Treasurer's report as presented; motion carried.

3) Discuss/Take action on Ordinance 19-XX Amend Chapter 172, Section 172-15(B) of the Pierce County Code – Parks and Recreation routes (B) 16 - 20

C. Johnson explained that the route requests were brought before both the Highway Committee & Traffic Safety Committee & were approved. Motion by B. Schroeder/S. Bjork to approve the Ordinance to Amend Section 172-15(B) of the Pierce County Code-Parks & recreation routes that adds routes defined in (B) 16 to 20; motion carried unanimously.

4) Discuss/Take action to approve Children, Youth & Family Lead Initial Assessment Worker position description

R. Schmidt explained that this position description had not been updated since 2015 & changes needed to be made. Most notably, changing the minimum requirements for the position to allow a broader range of applicants. He added that the subject matter has been previously approved by the Human Services Board. Motion by J. Aubart/M. Kahlow to approve Children, Youth, & Family CPS Lead Initial Assessment Worker position description; motion carried unanimously.

5) Closed Session.

Motion by J. Aubart/S. Bjork to go into closed session at 4:05 p.m. pursuant to: §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: Administrative Coordinator annual evaluation. Motion carried unanimously by roll call vote.

6) **Open Session.**

Committee returned to open session at 5:04 p.m. by motion of S. Bjork/J. Aubart; motion carried unanimously by roll call vote.

Motion by J. Aubart/M. Kahlow to grant Administrative Coordinator a favorable review & award a 3.25% salary increase; motion carried unanimously.

7) **Future agenda items**

- Resolution regarding salary adjustments for elected officials
- Annual performance evaluation for Corporation Counsel
- Discuss assignment of official newspaper for Pierce County

8) **Next Meeting Date**

Next meeting set for Monday, February 3, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

9) **Adjournment**

Meeting adjourned at 5:06 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, January 6, 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 Dec. 2 nd & 18 th , 2019 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Ordinance 19-XX Amend Chapter 172, Section 172-15(B) of the Pierce County Code – Parks and Recreation routes (B) 16 - 20	C. Johnson
4.	Discuss/Take action to approve Children, Youth & Family Lead Initial Assessment Worker position description	R. Schmidt
5.	Committee will convene into closed session pursuant to §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: Administrative Coordinator annual evaluation	Closed Session: AC Annual Evaluation
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; Feb. 3 rd	Members
9.	Adjourn	Members

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

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A quorum of County Board supervisors may be present

jrf (12/23/19)