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 6:41 p.m.

1a) Those Present
A quorum was established acknowledging 5 members present; 2 excused.
   Members present:
   Scott Bjork       District #7     Jerry Kosin       District #15
   Dan Reis         District #13    Bill Schroeder    District #14
   Jeff Holst       District #16
   
   Absent/Excused: Jon Aubart -District #3, Michael Kahlow -District #6
   Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Interim AC, Brad Lawrence-Corp. Counsel, & Jamie Feuerhelm-County Clerk. Supervisors L. Peterson-Dist. 2, C. Bjork-Dist. 5, & D. Auckland-Dist. 12.

1b) Public Comment
None.

2) Establish and approve agenda
Motion by J. Kosin/B. Schroeder to approve agenda as presented; motion carried unanimously.

3) Discuss/Take action to carry over funds from 2018 Maintenance Dept. budget to the 2019 Maintenance Dept. budget for bleacher purchase
Maintenance Supervisor J. Forss explained that funds previously authorized to purchase bleachers on the fairgrounds will now need to be carried over to the 2019 budget. He added that because the bleachers could not be built & delivered to Pierce County by December 31st of this year, 2019 Budget Year funds would have to be used to purchase the bleachers because that is when Pierce County would take delivery of the item.
Motion by B. Schroeder/J. Kosin to approve carryover of $30,000 from the 2018 Fairgrounds Budget to the 2019 Fairgrounds Budget for the purchase of bleachers; motion carried unanimously.

4) Next Meeting Date
Next regular meeting previously scheduled for Jan. 7th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

5) Adjournment
Meeting adjourned at 6:43 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# Action | Presenter
--- | ---
1. Call to order | Chair
1a) Establish quorum
1b) Committee will receive public comment not related to agenda items.
2. Establish and approve agenda | Members
3. Discuss/Take action to carry over funds from 2018 Maintenance Dept. budget to the 2019 Maintenance Dept. budget for bleacher purchase | J. Forss
4. Next meeting date - Monday, Nov. 5th | 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 (12/13/18)
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 3:59 p.m.

1a) **Those Present.**
A quorum was established acknowledging 6 members present; 1 excused.

Members present:
- Jon Aubart District #3
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13

Absent/Excused: Jerry Kosin District #15

Also present: Ruth Wood-Dist. #4, Cecil Bjork-Dist. #5, Dale Auckland-Dist. #12, Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Allison Preble-HR Manager, Jerry Forss-Maintenance Dept., Nancy Hove-Sheriff, Steve Albarado-Jail Administrator, & David Clarey-Press/PC Herald.

1b) **Public Comment.**
None

2a-d) **Consent Calendar.**
Motion by S. Bjork/J. Aubart to approve consent calendar to include agenda as presented, minutes of Nov. 5, 2018, & Treasurer’s report as presented.

3) **Discuss/Take action on reimbursement for out of state travel/training for Veteran Service Office staff member attending National Assoc. of County Veteran Service Officers**
Committee reviewed request. Motion by J. Aubart/D. Reis to approve reimbursement to Veterans Service Office staff for attendance at VA National conference; motion carried unanimously.

4) **Discuss/Take action to approve Radio Communications Tower Work to be performed by Vertical Limit in the amount of $31,509 to be funded from the existing Jail/Sheriff Building Project Fund**
J. Matthys explained that this would complete the project previously approved. Motion by J. Aubart/S. Bjork to approve radio communications tower work in the amount of $31,509; motion carried unanimously.

5) **Discuss/Take action on transferring balances from completed projects in Maintenance Building Outlay to Campus Improvement account**
J. Forss explained that five projects have been completed & have a positive balance left over that he suggested be transferred to Maintenance Dept. Building Outlay-Campus Improvement account. Motion by D. Reis/S. Bjork to approve transfer of following balances: Industrial Shredder-$30, Mower Repairs-$30, Storage...
Facility at LEC-$498, Personal Man lift 2018-$305, Material Lift-$103; for a total of $966 to the Maintenance Dept. Campus Improvement account; motion carried unanimously.

6) **Discuss/Take action on expending funds from Maintenance Building Outlay-Bathrooms Fairgrounds to purchase portable bleachers**
J. Forss suggested that $30,000 for dirt/cement work plus $14,495.60 from Fairgrounds Restrooms be used to purchase the bleachers because the dirt/cement work could not & would not be completed by the end of the year when funds have to be expended. Motion by D. Reis/S. Bjork to approve expending funds from Maintenance Dept. Building Outlay-Bathrooms Fairgrounds & dirt/cement work to purchase bleachers; motion carried unanimously.

7) **Discuss/Take action on Field Training pay for dispatchers & civilian correction deputies**
Sheriff N. Hove explained that some employees are being paid & some are not. This would allow them to be treated the same. Supervisor M. Kahlow asked if an overall estimate was known. Sheriff Hove responded that it varies depending on a number of factors but $300-400/employee was what she estimated the cost to be. Motion by M. Kahlow/J. Aubart to change Personnel Policy to allow civilian dispatchers & civilian correction deputies to receive Field Training Officer pay of $1.00/hour for training hours only; motion carried unanimously.

8) **CLOSED SESSION**
Motion by J. Aubart/D. Reis to convene into closed session at 4:07 p.m. pursuant to Wis. Stat. §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;
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: Consider reclassification of jail Correction Officer employees from general municipal employees to protective status employees.
Motion carried unanimously by roll call vote.

9) **OPEN SESSION**
Motion by D. Reis/J. Aubart/S. Bjork to return to open session at 4:50 p.m.; motion carried unanimously by roll call vote.
Motion by J. Aubart/M. Kahlow to classify jailers as protective status effective January 1, 2019; motion carried unanimously.

10) **Future Agenda Items**
   - None presented at this time.

11) **Next Meeting Date**
Next meeting set for Jan. 7th, 2019 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**
Meeting adjourned at 4:52 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# Action | Presenter
---|---
1. 1a) Establish quorum  
1b) Committee will receive public comment not related to agenda items. | Chair
2. 2a) Establish and approve agenda  
2b) Approve minutes of Nov. 5th, 2018  
2c) Treasurer’s report on previous months finance activities and fund balances | Members
3. Discuss/Take action on reimbursement for out of state travel/training for Veteran Service Office staff member attending National Assoc. of County Veteran Service Officers | D. Till
4. *Discuss/Take action to approve Radio Communications Tower Work to be performed by Vertical Limit in the amount of $31,509 to be funded from the existing Jail/Sheriff Building Project Fund | J. Matthys
5. Discuss/Take action on transferring balances from completed projects in Maintenance Building Outlay to Campus Improvement account | J. Forss
6. Discuss/Take action on expending funds from Maintenance Building Outlay-Bathrooms Fairgrounds to purchase portable bleachers | J. Forss
7. Discuss/Take action on Field Training pay for dispatchers & civilian correction deputies | Sheriff’s Dept.
8. Committee will convene into closed session pursuant to Sec. 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, and 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: Consider reclassification of jail Correction Officer employees from general municipal employees to protective status employees. | 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: Jan. 7th) | 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

*REVISED*  
Pierce County  
Finance and Personnel Committee Meeting Agenda  
Monday, December 3, 2018 – 4:00 p.m.  
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

Revised 11/28/18 > 10:45 a.m.

jrf (11/21/18)

Fnpra 11-05-18
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 4:01 p.m.

1a) **Those Present.**
A quorum was established acknowledging 6 members present; 1 excused.

   Members present:
   - Jon Aubart District #3
   - Michael Kahlow District #6
   - Scott Bjork District #7
   - Dan Reis District #13
   - Bill Schroeder District #14
   - Jeff Holst District #16.

   Absent/Excused: Jerry Kosin District #15

   Also present: Dale Auckland-Dist. #12, Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Allison Preble-HR Manager, Gary Brown-Emergency Management Director, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, David Till-Veterans Service Officer, Janet Huppert-IS Director, & David Clarey-Press/PC Herald.

1b) **Public Comment.**
None

2a-d) **Consent Calendar.**
Motion by M. Kahlow/D. Reis to approve consent calendar to include agenda as presented, minutes of Oct. 16, 2018, Treasurer’s report as presented, & travel/training requests for Veterans Service staff to attend National Veterans Service conference in 2019; motion carried unanimously. VSO D. Till explained that the request also included reimbursement for staff member for attending this year’s conference. Chairman J. Holst stated it was not on the agenda as such so action could not be taken on that item specifically.

3) **Discuss/Take action on Resolution 18-XX Resolution in Support of Increased County Child Support Funding**
Committee reviewed resolution. Motion by M. Kahlow/D. Reis to approve Resolution in Support of Increased County Child Support Funding as presented; motion carried unanimously.

4) **Discuss/Take action on Resolution 18-XX Designate County Depositories & Working Banks**
Treasurer K. Fuchs explained that the proposed resolution is the formal document created as a result of the Committee’s previous action to approve the depositories & working banks for Pierce County. Motion by J. Aubart/B. Schroeder to approve resolution to Designate County Depositories & Working Banks; motion carried unanimously.
5) **Discuss/Take action on Resolution 18-XX Authorization to Utilize unused 2018 Funds Budgeted for Salaries to Purchase & Replace County Computer Network Switches**

IS J. Huppert explained that the computer network switches for the County were in need of replacement. Funds to do so were projected in the departments Capital Improvement plan but due to restrictions for increasing budgets funds were not budgeted for the project. In discussion with Administration it was determined that funds for salaries would not be expended & could be re-directed for this purpose upon County Board approval. Motion by M. Kahlow/B. Schroeder to approve & authorize the utilization of up to $40,000 from unused budgeted salary money from Administration Dept., & up to $10,000 from unused budgeted salary money from Information Services budget for the purpose of purchasing fifteen County network switches; motion carried unanimously.

6) **Discuss/Take action on Resolution No. 18-XX to pay Claims for Listing Dogs**

Clerk J. Feuerhelm explained that this resolution represents annual claims to pay individuals for counting dogs within the County at .50/dog reported required by Wisconsin Statute. Motion by D. Reis/S. Bjork to approve resolution to pay Claims for Listing Dogs; motion carried unanimously.

7) **Discuss/Take action on Resolution No. 18-XX to pay Claims for Care of Soldiers’ Graves**

Clerk J. Feuerhelm explained that this resolution represents annual claims to pay cemetery associations for the care of soldiers’ graves within the County at $3.00/grav reported required by Wisconsin Statute. Motion by J. Aubart/S. Bjork to approve resolution to pay Claims for Care of Soldiers’ Graves; motion carried unanimously.

8) **Discuss/Take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth**

Corp Counsel B. Lawrence explained that Mr. Olson expressed interest to lease property owned by Pierce County near the new Law Enforcement Center as he has done for a number of years in the past. He added that the Committee will need to determine if they will lease again & at what fee. The previous year being at $70/acre. Motion by S. Bjork/J. Aubart to approve extension of 1997 lease of approximately 10.3 acres of County-owned property to Mr. Dennis Olson for one year, from Dec. 17, 2018 through De. 15, 2019, at a rate of $70/acre; motion carried unanimously.

9) **CLOSED SESSION**

Motion by J. Aubart/D. Reis to convene into closed session at 4:11 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 Frederick vs. Pierce County

And: 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: Stipend for Interim Administrative Coordinator

And: 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 L.A.W. – Sheriff’s Department Patrol/Investigator unit and Jailer unit. Motion carried unanimously by roll call vote.

10) **OPEN SESSION**

Motion by J. Aubart/S. Bjork to return to open session at 5:21 p.m.; motion carried unanimously by roll call vote. Motion by M. Kahlow/S. Bjork to compensate Jason Matthys back pay for duties as Interim Administrative Coordinator for the period from April 8, 2018 to December 31, 2018-191 days (1528 hours) in
the amount of $23,814 plus benefits; motion carried unanimously.

11) **Discuss/Take action on Resolution No. 18-XX Ratify Labor Association of WI, Inc. (LAW) Sheriff’s Department – Jailer unit Collective Bargaining Agreement**
Corp Counsel explained some of the details of the proposed agreement. Motion by J. Aubart/D. Reis to approve resolution to ratify Jailer Unit CBA; motion carried unanimously.

12) **Discuss/Take action on Resolution No. 18-XX Ratify Labor Association of WI, Inc. (LAW) Sheriff’s Department – Patrol, Investigators unit Collective Bargaining Agreement**
Corp Counsel explained some of the details of the proposed agreement. Motion by D. Reis/J. Aubart to approve resolution to ratify Patrol/Investigators Unit CBA; motion carried unanimously.

13) **Discuss/Take action to establish salary grade on Carlson-Dettman scale for non-represented Jail Sergeants**
HR Manger A. Preble explained request to place jail sergeants who are non-represented by a union on the Carlson/Dettman salary scale. Motion by J. Aubart/S. Bjork to place the non-represented Jail Sergeants on the Carlson/Dettmann wage scale at Grade I, & that the Jail Sergeant be retroactively placed at the rate to the date of hire; motion carried unanimously.

14) **Discuss/Take action to transfer funds from Contingency to the Security Budget for Annex parking lot security camera replacement**
J. Matthys explained that the camera located on the outside of the Annex on the north side & has malfunctioned & needs to be replaced. Security Budget does not have sufficient funds to cover the expenditure. The request was to approve the replacement with funds from Contingency. Motion by J. Aubart/D. Reis to transfer funds from Contingency ($5000 from Communications-Telephone/Dictaphones 2012 line item) to the Security Budget for the Annex parking lot security camera replacement; motion carried unanimously.

15) **Future Agenda Items**
- None presented at this time.

16) **Next Meeting Date**
Next meeting set for Dec. 3rd, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

17) **Adjournment**
Meeting adjourned at 5:32 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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<tr>
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<tr>
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<td>Committee will receive public comment not related to agenda items.</td>
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<tr>
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<td>2d)</td>
<td>Out of state travel/training request for two Veteran Service Office staff members-National Assoc. of County Veteran Service Officers conference; June 1-7, 2019, Cleveland, OH</td>
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<td>16.</td>
<td>Next meeting date (First Monday: Dec. 3rd)</td>
<td>Members</td>
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<td>17.</td>
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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 10/31/18 > 11:42 a.m.

jrf (10/26/18)
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 9:00 a.m.

1a) **Those Present**
A quorum was established acknowledging 7 members present.

Members present:

- Jon Aubart District #3
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13
- Jerry Kosin District #15
- Bill Schroeder District #14
- Jeff Holst District #16

Absent/Excused:

Also present: Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, & Allison Preble-HR Manager.

1b) **Public Comment**
None.

2a-b) **Consent Calendar**
Motion by J. Kosin/D. Reis to approve consent calendar to include agenda & minutes of Sept. 26, 2018 as presented; motion carried unanimously.

3) **Discuss/Take action on Resolution in Support of Proposed UWRF Science and Technology Innovation Center**
Supervisor M. Kahlow offered additional details explaining the purpose of this resolution. Committee reviewed proposed resolution. Motion by J. Aubart/S. Bjork to approve resolution supporting the proposed UWRF Science & Technology Invocation Center; motion carried with 6 in favor & 1 abstained (M. Kahlow).

4) **CLOSED SESSION**
Motion by J. Aubart/D. Reis to convene into closed session at 9:02 a.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 interviews. Motion carried unanimously by roll call vote.

5) **OPEN SESSION**
Motion by J. Aubart/D. Reis to return to open session at 11:48 a.m.; motion carried unanimously by roll call vote. Motion by J. Aubart/M. Kahlow to recommend to the County Board a contract with Jason Matthys for the Administrative Coordinator position & to direct the Corp Counsel & Human Resources Manager, under the guidance of the County Board Chairman, to negotiate a proposed contract. Motion carried unanimously.
6) **Future Agenda Items**
   - None presented at this time.

7) **Next Meeting Date**
   Next regular meeting previously scheduled on Nov. 5\textsuperscript{th}, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

8) **Adjournment**
   Meeting adjourned at 11:49 a.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, October 16, 2018 – 9:00 a.m.  
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

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<td>and Technology Innovation Center</td>
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<td>Committee will convene into closed session pursuant to §19.85(1)(c)</td>
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<td>responsibility: Administrative Coordinator interviews</td>
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A quorum of County Board supervisors may be present.  
jrf (10/08/18)
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 3:00 p.m.

1a) **Those Present**
A quorum was established acknowledging 7 members present.

Members present:
- Jon Aubart District #3
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13
- Jerry Kosin District #15
- Bill Schroeder District #14
- Jeff Holst District #16

Absent/Excused:

Also present: Ruth Wood-Dist. #4, Cecil Bjork-Dist. #5, Paula Lugar-Dist. #9, Rodney Gilles-Dist. #10, Jason Matthiss-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Brock Geyen-Larson/Allen Auditors, Allison Preble-HR Manager, Ayslinn Snyder-Public Health Director, Becky Johnson-PH Business Manager, Tami Billeter-Operations Manager/Administration, Kathy Fuchs-Treasurer, Janet Huppert-IS Director, Ron Schmidt-IS Director, Tiffany Meyer-Ellsworth Librarian, Steve Albarado-Jail Lt., Herm Kreig-Patrol Lt., Kristen Bruder-UW Extension, John Worsing-Medical Examiner, Rod Webb-Land Conservation Director, Kristi Frederick-HS Dept., Chad Johnson-Highway Commissioner, Sue Gerdes-Hwy Dept. Office Manager, Jerry Forss-Maintenance Supervisor, Deb Feuerhelm-DA Office Manager, Raynee Farrell-CCF Bank, & David Clarey-Press/PC Herald.

1b) **Public Comment**
None.

2a-c) **Consent Calendar**
Motion by J. Kosin/S. Bjork to approve consent calendar to include agenda, minutes of Sept. 10, 2018, & Treasurer’s report as presented; motion carried unanimously.

3) **Discuss/Take action to approve title change for Environmental Health Specialist**
A. Snyder explained that there were two positions with the same title but distinctly different duties. She proposed a change to the position requiring particular certification & additional education. She added that there would be no request for reclass or wage adjustment as this was addressed at an earlier time. Motion by J. Aubart/S. Bjork to approve request to change title of Environmental Health Specialist to Lead Environmental Health Specialist; motion carried unanimously.

4) **Present & review 2019 department & agency budgets with independent auditor**
B. Geyen of CLA accounting firm gave brief overview of 2019 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
The budget was over by approx. $98,000 & Administration has made some recommendations as to how to balance the budget. No action taken.

5) **Discuss/Take action on Resolution to Authorize New Position requests for 2019**
Committee reviewed new positions being requested for 2019. Included in the requests were positions seeking additional hours, not necessarily a new position. Motion by J. Aubart/S. Bjork to approve resolution to authorize new positions for 2019; motion carried unanimously.

6) **Discuss/Take action on Resolution for Library Funding for 2019**
Committee reviewed resolution that would allow an increase in reimbursement to Pierce County libraries. The resolution increases the reimbursement from 70% to 80%. Motion by J. Aubart/M. Kahlow to approve resolution granting increased funding to Pierce County libraries for 2019 as presented & forward to County Board; motion carried unanimously.

7) **Discuss/Take action on 2019 budget recommendations to the County Board**
Interim A/C J. Matthys presented recommendations to the Committee for reducing the budget by $98,025 to balance the budget without cutting new personnel requests. He presented six items that he suggested would accomplish this end. They were as follows: LEPC increase of $703; use $15,000 from Building Outlay-Bathrooms; Probate health insurance savings of $16,478; increase of shared revenue $8976; use $50,100 from Fairgrounds-bleachers fund; & increase to interest on checking for $8174. Motion by J. Aubart/J. Kosin to approve budget recommendations for 2019 as presented by the Administration Office; motion carried unanimously.

8) **Discuss/Take action to Establish 2019 Salaries and Benefits for Designated Employees**
Corp Counsel B. Lawrence distributed revised resolution. He explained that the draft included in the agenda packet was missing some language in the first paragraph that was included in previous years regarding the Administrative Coordinator position & the Sherriff’s Dept. union employees. Committee reviewed resolution presented. Motion by J. Aubart/S. Bjork to approve resolution to establish 2019 salaries & benefits for designated employees to include an increase of 1.25% & forward to the County Board; motion carried unanimously.

9) **Discuss/Take action to Approve 2019 Tax Levy & Budget**
Committee reviewed resolution to include changes proposed at this meeting for new personnel as well as budget reductions. Motion by J. Aubart/J. Kosin to approve 2019 tax levy & budget resolution to include amounts for County Operating Levy of $15,836,367; Debt Service $3,227,164; County Library $475,249; County Aid Bridges $200,000; for a total of $19,738,780 & forward to County Board; motion carried unanimously.

10) **Discuss/Take Action to change wage scale for Patrol Lieutenant in Sheriff’s Dept.**
J. Matthys explained that the patrol Lieutenant was not placed on the county pay scale properly as it left the position with a lower rate of pay then those they supervise. He indicated that the recommendation of the Law Enforcement Committee was to place position at Grade L, Step 5. Motion by J. Aubart/S. Bjork to approve wage scale change for Patrol Lieutenant to Grade L, Step 5 on County wage scale; motion carried unanimously.

11) **Discuss/Take action to order Sheriff Dept. squads to be purchased & delivered in 2019**
Lt. H. Krieg explained that Ford is changing the style on model previously used for squads by the end of September. He stated that the new models would not only be higher in price but would change the equipment that was typically installed after purchased because of the altered vehicle style. He indicated that the County ordered them with a contingency placed on the outcome of this meeting, but they would not be received or paid for until 2019. He estimated that the County could save approx. $18,000 or more if ordered placed...
before September 2018 deadline. Motion by J. Aubart/D. Reis to approve placing the order for four 2019 squads; motion carried unanimously.

12) **Discuss/Take action on results from RFP for banking services & to designate working banks & County depositories**
K. Fuchs explained that Ehlers Investment Partners secured banking proposals & reviewed bids for Pierce County. She added that the proposals were sent to nine local banks & seven responded. Of the seven responding she suggested approving bid from CCF bank because they offered a good interest rate on checking account funds as well as money market accounts. Also that CCF does not charge any services fees for anything. Motion by B. Schroeder/J. Aubart to designate CCF Bank-Ellsworth, WI as the working bank for Pierce County’s checking & short term investment account& designate County depositories; motion carried unanimously.

13) **Discuss/Take action on Resolution to Authorize Cancellation of Outstanding County Orders**
K. Fuchs explained that the County is required by law to present such a resolution every year on checks issued at least two years ago. She added that this also helps in bookkeeping. Motion by M. Kahlow/J. Kosin to approve resolution to authorize cancellation of outstanding county orders & forward to County Board; motion carried with 6 in favor & 1 abstaining (S. Bjork).

14) **Future Agenda Items**
- None presented at this time.

15) **Next Meeting Date**
Chairman J. Holst announced that the next regular meeting set for Oct. 1st has been canceled & a meeting will be scheduled on Oct. 16th, 2018 at 9:00 a.m. in the County Board Room, Courthouse.

16) **Adjournment**
Meeting adjourned at 3:37 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# 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. 10, 2018
   2c) Treasurer’s report on previous months finance activities & fund balances                                      Members
3. Discuss/Take action to approve title change for Environmental Health Specialist                                 A. Snyder
4. Present & review 2019 department & agency budgets with independent auditor                                     B. Geyen/Matthys/Brickner
5. Discuss/Take action on Resolution to Authorize New Position requests for 2019                                Members
6. Discuss/Take action on Resolution for Library Funding for 2019                                                 Members
7. Discuss/Take action on 2019 budget recommendations to the County Board                                        Members
8. Discuss/Take action to Establish 2019 Salaries and Benefits for Designated Employees                            Members
9. Discuss/Take action to Approve 2019 Tax Levy & Budget                                                          Members
10. Discuss/Take Action to change wage scale for Patrol Lieutenant in Sheriff’s Dept.                              Sheriff’s Dept.
11. Discuss/Take action to order Sheriff Dept. squads to be purchased & delivered in 2019                        Sheriff’s Dept.
12. Discuss/Take action on results from RFP for banking services & to designate working banks & County depositories K. Fuchs
13. Future agenda items                                                                                             Members
14. Next meeting date (Previously set for Monday, Oct. 1st, Nov. 5th next meeting)                                 Members
15. Adjourn                                                                                                         Members

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A quorum of County Board supervisors may be present.
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  
- Michael Kahlow  
  District #6  
- Scott Bjork  
  District #7  
- Dan Reis  
  District #13

Absent/Excused: Bill Schroeder; District #14, Jeff Holst; District #16.

Also present: Ruth Wood-Dist. #4, Rodney Gilles-Dist. #10, Dale Auckland-Dist. #12, Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Allison Preble-HR Manager, Gary Brown-Emergency Management Director, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Kristi Frederick-CPS Program Manager, Nancy Hove-Sheriff, Kristen Bruder-UW Extension, Joe Folsom-PC EDC Director, & Mike Longaecker-Press/PC Herald.

1b) **Public Comment.**  
Supervisor R. Wood announced that the Law Enforcement Committee gave approval for the Sheriff’s Dept. to place an order for 2019 squads in September to meet a cut-off deadline & to save a few thousand dollars on each vehicle.

2a-e) **Consent Calendar.**  
Motion by J. Kosin/S. Bjork to approve consent calendar to include agenda as amended, minutes of Aug. 6, 2018, & Treasurer’s report as presented, travel/training requests for UW Extension staff, & attendance at WCA conference for supervisor B. Schroeder; motion carried unanimously.

3) **Discuss/Take Action on Sheriff’s Dept. staffing plan changes**  
Sheriff N. Hove informed Committee that she was expecting two officers to retire in 2018 & 2019. She requested that the positions be changed from an 8 hour day to an 8.5 hour day upon refill of the positions. She explained that this minor change would help the County realize significant savings in personnel costs due to overtime pay. It would also allow for more flexibility in scheduling officers. In closing she stated that there were available funds in both the 2018 & 2019 Budgets to accommodate the change. Motion by D. Reis/S. Bjork to approve Sheriff’s Dept. staffing plan changes to include changing two officer positions from an 8 hour work day to 8.5 hour work day; motion carried unanimously.

4) **Discuss/Take Action on 2019 UW-Extension Staffing Plan**  
K. Bruder explained that changes included the Horticulture Educator position being reduced to a .25 FTE &
cost shared with five other counties. This reduction would allow the department to add a .20 Agriculture Educator position to be cost shared with Pepin County who will be responsible for .80 FTE. Motion by D. Reis/S. Bjork to approve 2019 UW-Extension staffing plan changes; motion carried unanimously.

5) **Discuss/Take action on 2019 Security Fund Budget**

G. Brown presented 2019 Budget for the Courthouse Security Workgroup noting that the budget was reduced from $50,000 to $46,000 because $4000 was added to the Emergency Management budget to pay for costs related to the maintenance of security equipment. Motion by M. Kahlow/D. Reis to approve 2019 Courthouse Security Workgroup budget as presented; motion carried unanimously.

6) **Discuss/Take action on Court Services Worker position description changes**

R. Schmidt stated the position description was reviewed & approved by Human Resources & the Human Services Dept. He added that the primary change was to remove OWI court team coordination & specify expected case management roles. Motion by M. Kahlow/D. Reis to approve the Court Services Worker position description; motion carried unanimously.

7) **Discuss/Take action to approve Behavioral Health reorganization including Carlson/Dettman recommended reclassification of three Mental Health Therapist positions & rename current Behavioral Health Manager to Behavioral Health Administrator**

R. Schmidt explained the proposed reorganization in an effort to align titles & compensation with current duties being performed. Also to allow for better use of manager resources to accommodate Comprehensive Community Services without needing an increase in available managers. Supervisor J. Aubart expressed concern about changing a position title just for the sake of title diversity. He added that a study of the Dept. was authorized but would likely not proceed until a new Administrative Coordinator is hired. Motion by M. Kahlow/D. Reis to approve reorganization without the title change for Behavioral Health Manager. Motion failed with one in favor (M. Kahlow) & four opposed (J. Aubart, S. Bjork, D. Reis, & J. Kosin).

8) **Discuss/Take action to approve 2019 new personnel request Child Protective Services Social Worker**

R. Schmidt explained that due to frequent employee turnover & extended case lengths an additional full time position was needed in an effort to not overly burden current staff with large case loads. Motion by M. Kahlow/D. Reis to approve new position request for 1.0 FTE Child Protective Services Social Worker & include in the 2019 proposed Human Services Dept. budget; motion carried unanimously.

9) **Discuss/Take action to Authorize the Issuance & Award the Sale of $8,055,000 Taxable General Obligation Promissory Notes, Series 2018A; Providing the form of the Notes, & levying a tax in connection therewith**

B. Lawrence explained that the proposed resolution was the next step in the bond project. He added that some of the lines were blank because the sale of the bonds has not yet occurred but would prior to being presented to the full County Board. Motion by J. Kosin/S. Bjork to approve proposed resolution with attached exhibits & forward to County Board for approval; motion carried unanimously.

10) **Discuss/Take action on Authorizing Pierce County to enter into Joint Powers Agreement relating to Wisconsin PACE Commission**

J. Folsom explained that the request would allow a loan program for Pierce County residents or business owners to upgrade homes or facilities to be more energy & water efficient. Corp. Counsel B. Lawrence explained that both a resolution & ordinance was needed to implement what was being proposed. Motion by D. Reis/S. Bjork to approve the authorization & the accompanying proposed resolution & forward to County Board; motion carried unanimously.

Motion by S. Bjork/M. Kahlow to approve proposed ordinance to create Chap. 27 in Pierce County Code entitled Property Assessed Clean Energy Financing; motion carried unanimously.
11) **Future Agenda Items**
   - None presented at this time. Chair J. Aubart reminded members of F&P Special meeting on Sept. 26th.

12) **Next Meeting Date**
Next meeting set for Oct. 1st, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

13) **Adjournment**
Meeting adjourned at 4:59 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, September 10, 2018 – 4:00 p.m.**

**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

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<th>#</th>
<th>Action</th>
<th>Presenter</th>
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<tbody>
<tr>
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<td>1a</td>
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<td>Out of state travel/training request for two UW-Extension staff members-</td>
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<td>National Assoc. of Family &amp; Consumer Sciences conference (L. Zierl);</td>
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<td>National Assoc. of Extension 4-H Agents conference (F. Ginther)</td>
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<td>*Travel/attendance request for Supervisor B. Schroeder to attend WCA</td>
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<td>Annual Conference LaCrosse, WI; Sept. 23-25</td>
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<td>Future agenda items</td>
<td>Members</td>
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<td>12</td>
<td>Next meeting date (First Monday: Oct. 1st / Special Meeting Sept. 26th, 3 p.m.)</td>
<td>Members</td>
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<tr>
<td>13</td>
<td>Adjourn</td>
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A quorum of County Board supervisors may be present.  

jrf (09/04/18)

*Amended 9/4/18 > 11:03 a.m.*

Fnpra 09-10-18
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
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13
- Bill Schroeder District #14
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: none.

Also present: Ruth Wood-Dist. #4, Cecil Bjork-Dist. #5, Rodney Gilles-Dist. #10, Dale Auckland-Dist. #12, Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Julie Brickner-Finance Director, Ayslenn Snyder-Public Health Director, Julie Hines-Register of Deeds, Kathy Fuchs-Treasurer, Sean Froelich-District Attorney, Deb Feuerhelm-DA Office, Tiffany Meyer-Ellsworth Library, Carissa Langer-Prescott Library, Rebecca Schmitt-Spring Valley Library, Rich O’Connell-Village Board Spring Valley, Kayla Campbell-Plum City Library, Ned Waltz-Plum City Library, & Rachel Helgeson-Press/PC Herald.

1b) **Public Comment.**
None.

2a-c) **Consent Calendar.**
Motion by J. Kosin/S. Bjork to approve agenda as amended, minutes of July 9, 2018, & Treasurer’s report as presented; motion carried unanimously.

3) **Presentation regarding an increase to Act 150 library reimbursement**
Village of Ellsworth Librarian T. Meyer gave a presentation to the Committee reviewing services libraries provide to the communities they serve to include services & items purchased with the additional funding granted in 2017. County Clerk J. Feuerhelm informed Committee that the library budget falls under the County Clerk’s budget & that in 2018 reimbursement was granted at 80%, but the Statutory requirement is 70%. He also noted that County calculations for the Plum City Library were more than $16,000 less than the numbers brought forward in presentation. No action taken.

4) **Discuss/Take action regarding increasing reimbursement rate for Act 150 funding to Pierce County libraries**
Committee briefly discussed levels of funding. Motion by M. Kahlow/D. Reis to set reimbursement to “in County” libraries at 85%; motion failed with 3 in favor (J. Aubart, M. Kahlow, D. Reis), & 4 opposed (S. Bjork, B. Schroeder, J. Kosin J. Holst).
Motion by M. Kahlow/D. Reis to set reimbursement to “in County” libraries at 80%; motion carried unanimously.

5) **Discuss/Take action on Just Fix It – Transportation Funding resolution**
Brief discussion about resolution. Motion by D. Reis/S. Bjork to approve resolution & forward to County Board requesting adoption on first reading; motion carried unanimously.

6) **Discuss/Take action on DA Office personnel request for 2019**
DA S. Froelich presented request to reduce legal secretary position by 50% & use those funds to fund an additional 50% position for Assistant District Attorney position. He then indicated that he was no longer recommending a reduction in the legal secretary position but still requested an additional $37,097.89 to fund half of an ADA position, the other half currently funded by State of Wisconsin. Committee expressed frustration with the State of Wisconsin for not fully funding the position. Motion by D. Reis/J. Aubart to approve requested funding of not to exceed $37,097.89 to apply towards funding of an ADA position in DA Office for 2019; motion carried unanimously.

7) **Discuss/Take action to determine whether current county employees are qualified for the Administrative Coordinator position, and consider conducting internal recruitment only, rather than an external recruitment, for refill of Administrative Coordinator position, pursuant to Article V (D) of the Pierce County Personnel Policy**
Chairman J. Holst explained that if the Committee & other Board members felt strongly enough that there were existing County employees that may be both interested & qualified for the position that it may be in the best interest of Pierce County to start there, rather than spend additional tax payers’ money to hire recruitment firm for such a position. He added that if the internal candidates turn out to be unqualified or no longer interested the County could still use other methods for recruitment as done in the past. Motion by J. Aubart/J. Kosin to indicate that the Committee believes there are current County employees that may be both interested & qualified for the position & to begin recruitment internally to refill A/C position; motion carried unanimously.

8) **Discuss/Take action on 2019 Budgets:**
8a) Corporation Counsel: B. Lawrence reviewed budget proposal with Committee indicating that it was up approx. 3% due to legal research software costs. Motion by J. Aubart/J. Kosin to approve 2019 Budget proposal of the Corporation Counsel Office as presented; motion carried unanimously.
8b) County Clerk: J. Feuerhelm reviewed budget proposal with Committee indicating that the budget was down significantly because of reduced costs for elections & less budgeted for health insurance. He added that the budget presented forecast the library reimbursement at 85% & would need to be adjusted to 80% per action taken on previous item. Motion by J. Aubart/D. Reis to approve 2019 Budget proposal of the County Clerk’s Office with Library funding being adjusted to 80% reimbursement to “in County” libraries; motion carried unanimously.
8c) Register of Deeds: J. Hines reviewed budget proposal & indicated that revenue has been & likely would be lower than in previous years. Motion by M. Kahlow/J. Aubart to approve 2019 Budget proposal of the Register of Deeds Office as presented; motion carried unanimously.
8d) Treasurer: K. Fuchs reviewed budget proposal with Committee indicating that it was up some primarily due to increased cost for health insurance that was added for an employee. Motion by D. Reis/J. Aubart to approve 2019 Budget proposal of the Treasurer’s Office as presented; motion carried unanimously.

9) **Discuss/Take action on 2019 Budgets:**
9a) County Board  
9b) Codifications of Ordinances  
9c) Other Legal-Negotiations  
9d) Administration  
9e) Independent Accounting & Auditing  
9f) Insurance  
9g) Cafeteria Insurance  
9h) Leave Liability
Finance Director J. Brickner reviewed all the above budgets with the Committee. She noted that overall these budgets increased by approx. $52,000 slight increases for Administration, Human Resources, Insurance, & Cafeteria Insurance. She also noted that Debt Service would increase by approx. $1000 if highway improvement bond was approved. Motion by M. Kahlow/J. Kosin to approve 2019 Budget proposals for items 9a through 9m as presented; motion carried unanimously.

10) **CLOSED SESSION**
Motion by J. Aubart/D. Reis to convene in closed session at 4:49 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, 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: Litigation Update. Motion carried unanimously by roll call vote.

11) **OPEN SESSION**
Committee returned to open session at 5:04 p.m. by motion of J. Aubart/D. Reis; motion carried unanimously by roll call vote. No action taken.

12) **Future Agenda Items**
- None presented at this time.

13) **Next Meeting Date**
Next meeting set for September 10th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

14) **Adjournment**
Meeting adjourned at 5:06 p.m. by motion of D. Reis/B. Schroeder; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# Action | Presenter
---|---
1. Call to order
1a) Establish quorum
1b) Committee will receive public comment not related to agenda items. | Chair
2. | Members
2a) Establish and approve agenda
2b) Approve minutes of July 9, 2018
2c) Treasurer’s report on previous months finance activities & fund balances
3. Presentation regarding an increase to Act 150 library reimbursement | Librarians
4. Discuss/Take action regarding increasing reimbursement rate for Act 150 funding to Pierce County libraries | J. Matthys
5. Discuss/Take action on Just Fix It – Transportation Funding resolution | Members
6. Discuss/Take action on DA Office personnel request for 2019 | S. Froelich
7. *Discuss/Take action to determine whether current county employees are qualified for the for the Administrative Coordinator position, and consider conducting internal recruitment only, rather than an external recruitment, for refill of Administrative Coordinator position, pursuant to Article V (D) of the Pierce County Personnel Policy
8. | Members
8a) Corporation Counsel
8b) County Clerk
8c) Register of Deeds
8d) Treasurer
9. Discuss/Take action on 2019 Budgets:
9a) County Board
9b) Codifications of Ordinances
9c) Other Legal-Negotiations
9d) Administration
9e) Human Resources
9f) Other General Admin.-Postage
9g) Indirect Cost Study
9h) Independent Accounting & Auditing
9i) Insurance
9j) Cafeteria Insurance
9k) Leave Liability
9l) Debt Service
9m) West Cap | B. Lawrence
9n) Julie Brickner
10. 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
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: **Tuesday, Sept. 4th** or Mon. the **10th**) | Members
14. 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.

*Revised 7/31/18 > p.m.

**Monday, Sept. 3rd is the Labor Day holiday; Courthouse closed.

Fnpra 08-06-18
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
- Michael Kahlow District #6
- Scott Bjork  District #7
- Dan Reis  District #13
- Bill Schroeder  District #14
- Jerry Kosin  District #15
- Jeff Holst  District #16

Absent/Excused:

- Also present: Ruth Wood-Dist. #4, Dean Bergseng-Dist. #8, Dale Auckland-Dist. #12, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Andy Pichotta-Land Management Director, John Worsing-Medical Examiner, Ayslinn Snyder-Public Health Director, Becky Johnson-Unified Finance, Chad Johnson-Hwy Commissioner, Peg Feuerhelm-Clerk of Court, Joe Murray-Springsted Inc., Nancy Hove-Sheriff, Janet Huppert-IS Director, & David Till-Veterans’ Service Officer.

1b) **Public Comment**

None.

2a-d) **Consent Calendar**

Motion by J. Kosin/S. Bjork to approve consent calendar items 2a through 2d to include the agenda, minutes of June 4 & 12, 2018, Treasurer’s report as presented, & out of state travel/training request for Court Services & Economic Support staff. Motion carried unanimously.

3) **Discuss/Take action on Highway bond financing plan**

Corp Counsel B. Lawrence stated that the County has worked with Springsted Inc. with other bonding projects & introduced Joe Murray of Springsted. J. Murray stated that the County would need to decide the total amount to borrow & how to structure the repayment of the bonds. Option 1 was a 10 year level debt service plan that would result in a larger tax levy increase in 2019, but level after that. Option 2 was similar only it involved a “step-up” plan that would increase the levy by a smaller amount but would increase multiple times over the 10 years. Motion by M. Kahlow/B. Schroeder to approve pursuing Option #1 with level debt service plan for an amount of $8,055,000; motion carried unanimously.

4) **Discuss/Take action to approve Resolution 18-XX Authorizing the Borrowing of not to exceed $8,055,000; & Providing for the Issuance & sale of General Obligation Promissory Notes therefor**

B. Lawrence explained that the resolution was the next step in pursuing the issuance of the bonds. He added
that this resolution would need a super majority vote which is \( \frac{3}{4} \) of the current number of County Board members, more specifically 13. Also that if it does not pass by super majority the issue fails. Motion by J. Aubart/D. Reis to approve resolution authorizing the borrowing of $8,055,000; motion carried unanimously.

5) **Discuss/Take action to request insurance coverage under Legal Loss Prevention Services Endorsement for bargaining negotiations & to authorize retaining counsel**
   B. Lawrence explained that this has been done in the past & has been a cost saving measure for the County when assisting with contract negotiations. Motion by J. Aubart/B. Schroeder 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 the County in negotiations; motion carried unanimously.

6) **Discuss/Take action on proposed Sheriff’s Office contract for services to another agency**
   Sheriff N. Hove explained that she met with City of Prescott officials to assist them with their law enforcement duties in the absence of a Chief of Police. She indicated that the Dept. & the City tentatively agreed on a plan that would allow one investigator to assist with these duties for a period not to exceed six months, with the City of Prescott paying for salary & benefits for this individual. The City of Prescott would also hire a Chief of Police in this timeframe as well. Motion by B. Schroeder/J. Kosin to approve the Sheriff’s Dept. contracting with the City of Prescott for law enforcement matters; motion carried unanimously.

7) **Discuss/Take action to approve Resolution 18-XX to Amend Personnel Policy to add Section Regarding County Owned Property**
   B. Lawrence explained that the County does not currently have any policy language in the Personnel Policy as a means to recoup costs for damages done by County employees through willfulness or negligence, when using County property. Motion by J. Aubart/D. Reis to approve resolution to amend personnel Policy to add section regarding County owned property; motion carried unanimously.

8) **Discuss/Take action to approve Clerk of Court contracting with the State Debt Collection Program**
   P. Feuerhelm explained that she thought the County would have better success collecting unpaid fines, fees, costs, & legal fees through this new system. She briefly explained some of the highlights of the new program, adding that it would not cost the County anything to implement or run the program, whereas the system that is currently used charges the County 19% of what is collected. Motion by D. Reis/J. Aubart to approve/authorize the Clerk of Court to contract with the State Debt Collection program; motion carried unanimously.

9) **Discuss/Take action to approve reclassification of CVSO Secretary to Benefits Specialist**
   D. Till explained to the Committee that there have been many changes over the past 10 years to the former secretary position to include mandated training to access State & Federal systems to seek benefits for Veterans. Motion by M. Kahlow/J. Kosin to approve reclassification of CVSO Secretary to Benefits Specialist & send position description to Carlson/Dettman for review & classification; motion carried unanimously.

10) **Discuss/Take action to approve funding & resolution for Veterans’ transportation van & identify funding source**
    D. Till explained that the current van has steadily increasing maintenance & repair costs. He suggested purchasing new may be more prudent than investing more & more money into fixing the malfunctioning unit. He added that there were no funds in current budget to replace the van as the Dept. did not anticipate having to replace the unit this year. Motion by M. Kahlow/J. Kosin to approve purchase of Veterans’ Service van with funds transferred from the General Fund in the amount of $25,000 & approve resolution supporting the
11) **Discuss/Take action regarding 2019 New Personnel requests**
A. Preble presented new personnel requests made by departments for 2019. The Committee discussed & reviewed the list of requests extensively. Among positions requested were Property Lister-Additional hours, Assistant District Attorney-Additional hours, Veterans’ Dept. Office Assistant-50% position, Social Worker/CPS AR-Full time position, Social Worker/CCS-Full time position with no County funding requested, Human Services Worker/CCS-Full time position with no County funding requested, Medical Examiner-Additional hours, Public Health Nursing Manager-Additional hours, 2 Civilian Dispatchers-Full time, Extension Secretary-60% position, & Agriculture Educator-50% position. Motion by J. Aubart/S. Bjork to approve the requests for Property Lister-$6228, Human Services Worker/CCS-$0, Medical Examiner-$14,580, Public Health Nursing Manager-$19,367, & one Civilian Dispatcher-$78,269; motion carried unanimously.

12) **Discuss/Take action to approve salary range for Administrative Coordinator position provided by Carlson Dettman**
A. Preble presented salary review analysis provided by Carlson/Dettman. Recommend starting salary range for Administrative Coordinator position was between $120,000 & $130,000, depending on qualifications. Motion by M. Kahlow/S. Bjork to approve starting salary range of between $120,000 & $130,000 for the A/C position; motion carried unanimously.

13) **Discuss/Take action to approve salary Grade for Public Health Nurse Manager**
A. Preble presented salary Grade review analysis provided by Carlson/Dettman. Recommended salary Grade classification for said position was moving from Grade M to Grade O on County pay structure. Motion by J. Aubart/M. Kahlow to approve salary Grade classification of Public Health Nurse Manager at Grade O of the County’s pay structure; motion carried unanimously.

14) **Discuss/Take action to approve salary Grade for Public Health Nutrition & Physical Activity Manager**
A. Preble presented salary Grade review analysis provided by Carlson/Dettman. Recommended salary Grade classification for said position was moving from Grad J to Grade K on County pay structure. Motion by J. Aubart/S. Bjork to approve salary Grade classification of Public Health Nutrition & Physical Activity Manager at Grade K of the County’s pay structure; motion carried unanimously.

15) **Discuss/Take action to approve salary Grade for ADRC Dementia Care Specialist**
A. Preble presented salary Grade review analysis provided by Carlson/Dettman. Recommended salary Grade classification for this new position was Grade K on County pay structure. Motion by J. Aubart/M. Kahlow to approve salary Grade classification of ADRC Dementia Care Specialist at Grade K of the County’s pay structure; motion carried unanimously.

16) **Discuss/Take action to approve Carlson Dettman classification of three Mental Health Therapist positions**
R. Schmidt explained that as part of a reorganization within the Department he felt it prudent to have a classification study done on these three positions as duties have changed over the years. Motion by M. Kahlow/J. Kosin to approve Carlson/Dettman reclassification study on the three Mental Health Therapist positions; motion carried unanimously.

17) **Discuss/Take action to approve supervisory change for Reproductive Health Office Specialist**
A. Snyder explained that this position was previously supervised by a position that has now moved to Unified Finance & supervised by the Finance Director. She stated the Office Specialist position is still a vital asset to
the Public Health Dept. & thus should be supervised by the same. Also that there were very few financial duties for this position & the Finance Director was consulted & agrees with the change. Motion by M. Kahlow/D. Reis to approve/authorize transfer of supervision of the Reproductive Health Office Specialist to the Public Health Dept.; motion carried unanimously.

18) **Discuss/Take action on request to change supervision & job description of Jail Nurse**
Sheriff N. Hove explained that the cost for the position is borne by the Sheriff’s Office budget. Also that she had conversations with Public Health Director Ayslinn Snyder & she was also in favor of changing supervision to the Sheriff’s Office. Motion by J. Aubart/M. Kahlow to approve/authorize changing supervision of Jail Nurse from Public Health Dept. to the Sheriff’s Dept.; motion carried unanimously.

19) **Discuss/Take action to approve consultant to perform Request For Proposal for banking services**
K. Fuchs explained that this task is performed every few years & was time to do it again. Funds for request are in 2018 Budget. She suggested using the same procedure as was used the last time. Motion by J. Kosin/D. Reis to approve Kenneth Herdeman & Ehler’s Investment Partners as the consultant to advise the County in the Request For Proposal for banking services process for $200/hr., not to exceed $3000, & to make a recommendation to the County Treasurer, Finance & Personnel Committee, & County Board; motion carried unanimously.

20) **Discuss/Take action on Ordinance 18-XX to amend Chap. 240 Zoning §240-29 Height Requirements & §240-32 Accessory Structures of the Pierce Co. Code**
A. Pichotta explained that there were basically three changes being suggested. He briefly explained changes as height limitations for residential structures being increased to 45 ft., allowing shipping containers to be permitted as accessory structures in Ag districts, & setting a time limit for accessory structures. Motion by M. Kahlow/S. Bjork to approve ordinance to amend Chapter 240 (Zoning), §240-29 Height Requirements & §240-32 Accessory Structures of the Pierce Co. Code & forward to County Board recommending approval; motion carried unanimously.

21) **Closed Session**
Motion by J. Aubart/M. Kahlow to convene into closed session at 5:57 p.m. pursuant to Sec. 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, and 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: for the purpose of discussing Watrud v. Pierce County, Case No. 15 CV 232. Motion carried unanimously by roll call vote.

22) **Open Session**
Motion by J. Aubart/D. Reis to return to open session at 6:15 p.m.; motion carried unanimously by roll call vote. Motion by J. Aubart/B. Schroeder to approve the mediation Settlement Agreement to resolve the Watrud vs Pierce County litigation pursuant to the terms thereof, & to authorize the transfer of $60,000 from the Contingency Fund to the Highway Dept.; motion carried unanimously.

23) **Future Agenda Items**
- None presented at this time.

24) **Next Meeting Date**
Next regular meeting scheduled for Aug. 6th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

25) **Adjournment**
Meeting adjourned at 6:17 p.m. by motion of B. Schroeder/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

Finance & Personnel Committee > 07/09/18
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<td>2a) Establish and approve agenda</td>
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<td>2b) Approve minutes of June 4 &amp; 12, 2018</td>
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<td>2c) Treasurer’s report on previous months finance activities and fund balances</td>
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<td>2d) Out of state travel/training request for Court Services &amp; Economic Support staff-National Assoc. of Pretrial Services Agencies Annual Conference; Fort Worth, TX; Aug. 19-22</td>
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<td>25.</td>
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A quorum of County Board supervisors may be present

*Revised 7/02/18 > 12:05 p.m.*

jrf (06/27/18)
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 3:00 p.m.

1a) **Those Present**  
A quorum was established acknowledging 6 members present; 1 excused for the F&P Committee.

   Members present:
   - Michael Kahlow, District #6
   - Scott Bjork, District #7
   - Dan Reis, District #13
   - Bill Schroeder, District #14
   - Jerry Kosin, District #15
   - Jeff Holst, District #16

   Absent/Excused: Jon Aubart; District #3

Also present: Members of the Highway Committee, Ruth Wood-Dist. #4, Paula Lugar-Dist. #9, Rodney Gilles-Dist. #10, Jason Matthys -Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Chad Johnson-Hwy Commissioner, Elliott Check-Hwy Dept., Allison Preble-HR Manager, Wanda Kinneman-Insurance Manager, Ramona McCree-CBIZ, Shari Hartung-Land Management, Jerry Forss-Maintenance Supervisor.

1b) **Public Comment**  
None.

2) **CLOSED SESSION**  
Motion by D. Reis/B. Schroeder to convene into closed session at 3:01 p.m. pursuant to Sec. 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, and 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: for the purpose of discussing Watrud v. Pierce County, Case No. 15 CV 232. Motion carried unanimously by roll call vote.

3) **OPEN SESSION**  
Motion by M. Kahlow/S. Bjork to return to open session at 4:09 p.m.; motion carried unanimously by roll call vote. No action taken.

4) **Presentation by prospective third party administrator for Pierce County Health Insurance Plan effective Jan. 1, 2019**  
R. McCree-CBIZ introduced representatives from prospective third party administrator Preferred One. They gave extended presentations on the services they offer. No action taken.

5) **Next Meeting Date**
Next regular meeting scheduled previously set for July 9th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

6) **Adjournment**  
Meeting adjourned at 4:45 p.m. by motion of M. Kahlow/B. Schroeder; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
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<td>(4:00 p.m.) Presentation by prospective third party administrator for Pierce County Health Insurance Plan effective Jan. 1, 2019</td>
<td>CBIZ W. Kinneman</td>
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<td>5</td>
<td>Next meeting date: Second Monday; July 9th</td>
<td>Members</td>
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A quorum of County Board supervisors may be present  

jrf (06/06/18)
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1a) **Those Present**
   A quorum was established acknowledging 7 members present.
   
   Members present:
   
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   Michael Kahlow  District #6  Jerry Kosin  District #15
   Scott Bjork  District #7  Jeff Holst  District #16
   Dan Reis  District #13

   Absent/Excused:
   
   Also present: Ruth Wood-Dist. #4, Paula Lugar-Dist. #9, Rodney Gilles-Dist. #10, Jason Matthys -Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Wanda Kinneman-Insurance Manager, Ramona McCree-CBIZ, Brock Geyen-Clifton/Larson/Allen auditor, Julie Brickner-Finance Director, Tami Billeter-Unified Finance, Heather Conway-ADRC, & Sara Tischauser-Press/PC Herald.

1b) **Public Comment**
   None.

2a-c) **Consent Calendar**
   Motion by J. Aubart/J. Kosin to amend agenda by moving item #12 after item #13; motion carried.
   
   Motion by J. Kosin/D. Reis to approve consent calendar items 2a through 2c to include the agenda (as amended), minutes of May 7, 2018, Treasurer’s report as presented. Motion carried unanimously.

3) **Discuss/Take action to select a third party administrator for Pierce County Health Insurance Plan effective Jan. 1, 2019**
   W. Kinneman updated the Committee on the process. R. McCree-CBIZ explained the bid process & reviewed the bids received. She added that Pierce County’s long time provider Anthem did not meet the deadline for the bid submittal so currently was not among those bidding. She offered comparisons of the bids submitted & recommended Preferred One to be the third party administrator for the County’s health insurance plan. Motion by J. Aubart/D. Reis to approve Preferred One as third party administrator for the Pierce County Health Insurance Plan effective Jan. 1, 2019, & forward to County Board recommending adoption on first reading; motion carried unanimously.

4) **Discuss/Take action on 2019 Health Insurance rates**
   R. McCree-CBIZ indicated that based on projected claims & fixed administration/stop loss costs the recommendation is to keep premium rates the same, with no increase, for 2019. Motion by J. Aubart/D. Reis to approve health insurance rates effective Jan. 1, 2019 as follows: Single-$796, Employee+Children-$1163,
5) **Discuss/Take action on 2017 preliminary audit from Clifton Larson Allen**
B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2017 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

6) **Discuss/Take action regarding 2019 Budget guidelines**
J. Brickner reviewed proposed guidelines for preparing 2019 budgets. She added that the average net new construction over the past few years has been approx. $187,000. Motion by D. Reis/J. Kosin to approve 2019 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 and to be realistic with the budget numbers, prepare forecasting for 2020 and 2021 budgets in the New World System and continue the budget practices for contingency and fund balances as in recent past years (set aside funds in contingency for potential unforeseen expenses, and to present a budget that does not allow for expenditures to exceed anticipated revenue for the fiscal year and does not use fund balance for operating expenses) for the 2019 budget. Motions carried unanimously.

7) **Discuss/Take action to accept Dementia Care Specialist grant, approve 2018 1.0 FTE Dementia Care Specialist position & authorize Carlson-Dettman classification of the DCS position**
R. Schmidt explained that the Department applied & received an $80,000/year grant to fund such a position. H. Conway gave details of what types of activities & work load would be involved with this position. Motion by D. Reis/M. Kahlow to accept WI DHS DCS grant award of $80,000/year, approve 2018 1.0 FTE Dementia Care Specialist position, & approve Carlson/Dettman classification of new position; with the caveat that if grant funding ceases so will the position. Motion carried unanimously.

8) **Discuss/Take action to approve revised job description for Nutritional & Physical Activity Manager**
A. Preble explained changes being proposed & recommended sending job description to Carlson/Dettman for recommendation of pay scale. Motion by J. Aubart/S. Bjork to approve job description for Nutritional & Physical Activity Manager & send to Carlson/Dettman for wage analysis; motion carried unanimously.

9) **Discuss/Take action to approve revised job description for Public Health Nursing Manager**
A. Preble explained changes being proposed & recommended sending job description to Carlson/Dettman for recommendation of pay scale. She added that the position was second in command within the department & needed to be staffed by a nurse. Motion by M. Kahlow/S. Bjork to approve job description for Public Health Nursing Manager & send to Carlson/Dettman for wage analysis; motion carried unanimously.

10) **Discuss/Take action to approve recommended classification of Assistant Finance Director position**
A. Preble stated that the classification for Assistant Finance Director position had been received by Carlson/Dettman recommending placement at Grade N on the wage scale which amounted to an increase of approx. $.53/hour beginning Jan. 1, 2019. Motion by J. Kosin/B. Schroeder to classify the Assistant Finance Director as Grade N & be placed on County wage scale accordingly at said grade; motion carried unanimously.

11) **Discuss/Take action regarding renewal of Pitney Bowes contract for mail machine**
J. Feuerhelm explained that the County has five year contract with Pitney Bowes for mail machine which will expire this year. A new five year contract was submitted by Pitney Bowes in the amount of $25,968; an increase of approx. $960 over the previous contract. Motion by D. Reis/J. Aubart to approve renewal of
contract for mail machine with Pitney Bowes in the amount of $25,968; motion carried unanimously.

13) **Discuss/Take action to:**

13a) Amend Administrative Coordinator position description

13b) Approve Ordinance No. 18-xx Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description]

B. Lawrence explained changes to position description was to add some language inadvertently left out from the previous description that the group reviewing the description felt important to remain in it. He also explained that the proposed ordinance was also needed to update the PC Code so that it better mirrors the actual position description. Supervisor M. Kahlow expressed concern about the language addressing the conducting of performance evaluations of non-elected department heads. Committee members discussed & made comments. Motion by J. Aubart/B. Schroeder to approve the updated version of the Administrative Coordinator position description, & approve Ordinance to Amend Pierce County Code, & forward the ordinance to the County Board for approval; motion carried unanimously.

12) **Discuss/Take action to send amended Administrative Coordinator position description to Carlson Dettmann Consulting to conduct compensation classification comparison and update salary range to ensure competitive market wages**

B. Lawrence indicated that with the new position description it would be prudent to get an updated compensation classification so that all aspects of the position are up to date. Motion by J. Aubart/S. Bjork to approve sending newly amended Administrative Coordinator position description to Carlson/Dettman to do a classification comparison & update the salary range; motion carried unanimously.

14) **Future Agenda Items**

- Highway bond information

15) **Next Meeting Date**

Next regular meeting scheduled for July 9th, 2018 at 4:00 p.m. in the County Board Room, Courthouse. A special joint Finance/Personnel Committee & Highway Committee meeting set for June 12th, 2018 at 3 p.m., County Board Room.

16) **Adjournment**

Meeting adjourned at 5:10 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# CALL TO ORDER
1a) Establish quorum
1b) Committee will receive public comment not related to agenda items

# CONSENT CALENDAR – DISCUSS AND TAKE ACTION ON:
2a) Establish and approve agenda
2b) Approve minutes of May 7, 2018
2c) Treasurer’s report on previous months finance activities and fund balances

# DISCUSS/TAKE TO SELECT A THIRD PARTY ADMINISTRATOR FOR PIERCE COUNTY HEALTH INSURANCE PLAN EFFECTIVE JAN. 1, 2019
3. CBIZ/Matthys/W. Kinneman

# DISCUSS/TAKE ACTION ON 2019 HEALTH INSURANCE RATES
4. CBIZ/Matthys/W. Kinneman

# DISCUSS/TAKE ACTION ON 2017 PRELIMINARY AUDIT FROM CLIFTON LARSON ALLEN
5. B. Geyen

# DISCUSS/TAKE ACTION REGARDING 2019 BUDGET GUIDELINES
6. Brickner/Matthys

# DISCUSS/TAKE ACTION TO ACCEPT DEMENTIA CARE SPECIALIST GRANT, APPROVE 2018 1.0 FTE DEMENTIA CARE SPECIALIST POSITION & AUTHORIZE CARLSON-DETTMAN CLASSIFICATION OF THE DCS POSITION
7. R. Schmidt

# DISCUSS/TAKE ACTION TO APPROVE REVISED JOB DESCRIPTION FOR NUTRITIONAL & PHYSICAL ACTIVITY MANAGER
8. AZ Snyder

# DISCUSS/TAKE ACTION TO APPROVE REVISED JOB DESCRIPTION FOR PUBLIC HEALTH NURSING MANAGER
9. AZ Snyder

# DISCUSS/TAKE ACTION TO APPROVE RECOMMENDED CLASSIFICATION OF ASSISTANT FINANCE DIRECTOR POSITION
10. A. Preble

# DISCUSS/TAKE ACTION REGARDING RENEWAL OF PITNEY BOWES CONTRACT FOR MAIL MACHINE
11. J. Feuerhelm

# DISCUSS/TAKE ACTION TO SEND AMENDED ADMINISTRATIVE COORDINATOR POSITION DESCRIPTION TO CARLSON DETTMANN CONSULTING TO CONDUCT COMPENSATION CLASSIFICATION COMPARISON AND UPDATE SALARY RANGE TO ENSURE COMPETITIVE MARKET WAGES
12. Members

# DISCUSS/TAKE ACTION TO:
13a) Amend Administrative Coordinator position description
13b) Approve Ordinance No. 18-xx Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description]
13. B. Lawrence

# FUTURE AGENDA ITEMS
14. Members

# NEXT MEETING DATE: SECOND MONDAY; JULY 9TH
15. Members

# ADJOURN
16. 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 5/29/18@12:30 p.m.*
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
- Michael Kahlow District #6
- Scott Bjork District #7
- Dan Reis District #13

Absent/Excused:

Also present: Ruth Wood-Dist. #4, Jason Matthys-Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Jerry Forss-Maintenance Supervisor, Ron Schmidt-HS Director, Ron Kiesler-HS CBH Manager, Chad Johnson-Hwy Commissioner, Carol DeWolf-Register in Probate, Becky Johnson-Public Health, Dianne H-Robinson-Ph Nurse, Allison Preble-HR Manager, Wanda Kinneman-Insurance Manager, Ramona McCree-CBIZ, Lucas Cauffman-HS CCS Provider, Kelly Kivel-HS CCS, & Sara Tischauser-Press/PC Herald.

1b) **Public Comment**
None.

1c) **Elect Chairman Pro-tem**
Nominations called for by CB Chairman J. Holst. Supervisor J. Aubart nominated by J. Holst as chairman pro tem. J. Holst called for other nominations; none given. Motion by J. Holst/D. Reis 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 S. Bjork/M. Kahlow 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 B. Schroeder. Chairman 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.

2a-d) **Consent Calendar**
Supervisor M. Kahlow informed Committee that the WCA recommended to those attending the White House
Conference also attend a meeting on the previous night so the cost for lodging would be higher than initially anticipated, that being $800 for airfare & $500 for lodging, plus meal expenses. He also explained the reasons he believed his attendance with information obtained would benefit Pierce County. Motion by D. Reis/S. Bjork to approve consent calendar items 2a through 2d to include the agenda, minutes of Apr. 2nd, 2018, Treasurer’s report as they were presented, as well as travel request for Supervisor M. Kahlow. Motion carried unanimously.

3) **Discuss/Take action to accept separating the 2018 Communicable Disease Prevention funds into a separate Public Health budget**
   B. Johnson-PH Business Manager explained that the amount of actual funds the department would receive wasn’t known at the time & in discussions with County auditing firm they suggested setting up a separate fund. Motion by J. Aubart/S. Bjork to approve separating the 2018 Communicable Disease Prevention funds into a separate Public Health budget as presented; motion carried unanimously.

4) **Discuss/Take action to select insurance vendor for dental insurance to become effective 01/01/2019 & adopt Resolution-XX Authorization to amend insurance plan to include dental program & approve contributions**
   W. Kinneman updated the Committee on the process to add dental insurance to employee health plan with the steps taken thus far. R. McCree-CBIZ informed the Committee of the concepts used to draft the RFP & send to vendors. She then reviewed & explained the bids received from that RFP. Three vendors submitted competitive proposals as follows: Anthem in the amount of $44,082/yr. for two year contract; Delta Dental of WI in the amount of $39,070/yr. for two year contract w/2.1% increase cap in second year; Guardian in the amount of $50,466 for one year contract. She explained that these were costs Pierce County would incur should they add this program. Motion by M. Kahlow/J. Aubart to approve contract with Delta Dental of WI as insurance vendor for the county dental plan effective Jan. 1, 2019; as well as the resolution to amend insurance plan & approve contributions. Motion carried unanimously.

5) **Discuss/Take action on additional hours for Deputy Register in Probate position**
   RIP C. DeWolf explained the need for the additional hours were not only because of the workload but also to draw more potential candidates that would remain in the position for longer periods of time. She added that the position has been vacant for approx. a month & that in the past there was significant turnover primarily because of the part-time nature of the current position & ineligibility for retirement benefits. Motion by J. Aubart/D. Reis to approve additional funding for the extra hours requested for Deputy Register in Probate position from 1092 hours/yr. to 1248/yr.; motion carried unanimously.

6) **Discuss/Take action on setting the procedure to sell old jail kitchen equipment**
   J. Forss-Maintenance Supervisor stated that the kitchen equipment in the old jail has been declared excess equipment by both the Building Committee & the Law Enforcement Committee. He indicated that individuals have expressed an interest in buying some of the equipment & needed this Committee to stipulate how that is to happen. Motion by J. Aubart/S. Bjork to approve selling of kitchen equipment in old jail via State of Wisconsin auction site; motion carried unanimously.

7) **Discuss/Take action on future funding for Highway Department including potential borrowing/bonding for bridges and roadway projects not funded through annual county budget**
   C. Johnson-Hwy Commissioner presented request to consider bonding for various road & bridge projects that he indicated would very likely not be able to be addressed in the budget without significant increases. He described the projects that could be included in this type of bond project. Also discussed timing of the bond & that an October date would work better with the construction season the following year. Motion by J. Aubart/B. Schroeder to pursue an $8 million bond to address various road/bridge projects as presented by Highway Commissioner; motion carried with 6 in favor; 1 opposed (S. Bjork).
8) **Discuss/Take action to approve 2.0 FTE Comprehensive Community Services service facilitator positions & forward to County Board**

HS Director R. Schmidt gave details of the Comprehensive Community Services Program. He indicated that the department received all the reimbursement for the program that they were expecting. Program is funded by federal & state funds with no cost to county levy. He added that there would be a cost initially but then the County would be reimbursed the following year. Motion by M. Kahlow/D. Reis to approve 2.0 FTE CSS service facilitator positions; motion carried unanimously.

Supervisors J. Aubart & M. Kahlow exited meeting at 5:30 p.m.

9) **Discuss/Take action on Resolution-XX Amending the personnel policy regarding, FMLA policy, telecommuting policy, & other miscellaneous changes**

Corp Counsel B. Lawrence briefly explained proposed changes addressed in the resolution. Motion by D. Reis/S. Bjork to approve resolution amending the personnel policy to add remote work policy, amend sick leave & PTO FMLA language, & make other general cleanup changes to the Travel Policy; motion carried unanimously.

10) **Discuss/Take action on Resolution-XX Dog Damage Claim – Arneson**

County Clerk J. Feuerhelm briefly explained claim for damages being made to the County. Motion by J. Kosin/B. Schroeder to approve resolution for dog damage claims to include the claim specified therein & forward to County Board recommending approval & authorization of said claim; motion carried unanimously.

11) **Discuss/Take action to Resolution-XX to adopt amendments to the Pierce County Revolving Loan Fund Manual**

Corp Counsel B. Lawrence explained the changes being proposed concerning the amount that may be retained by fund administrator as well as a change to permit one full time job for every $35,000 borrowed rather than $10,000. Motion by B. Schroeder/S. Bjork to authorize & approve the resolution to adopt amendments to the Pierce County Revolving Loan Fund Manual; motion carried unanimously.

12) **Discuss/Take action on the proposed budget calendar for 2019 budget**

Interim AC J. Matthys gave brief review of proposed budget calendar & explained some of the changes made to it. Motion by S. Bjork/J. Kosin to approve 2019 Budget Calendar as presented; motion carried unanimously.

13) **Closed Session**

Motion by D. Reis/S. Bjork to convene into closed session at 5:39 p.m. pursuant to §19.85(1)(g) WI 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.

14) **Open Session**

Motion by D. Reis/S. Bjork to return to open session at 5:58 p.m.; motion carried unanimously by roll call vote. No further action taken.

15) **Future Agenda Items**

- Request for County Management Analyst position
- Highway bond information

16) **Next Meeting Date**

Next regular meeting scheduled for June 4th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.
17) **Adjournment**
Meeting adjourned at 6:00 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, May 7, 2018 – 4:00 p.m.**

**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

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<tr>
<th>#</th>
<th>Action</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td></td>
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<td></td>
<td>1b) Committee will receive public comment not related to agenda items</td>
<td>Chair</td>
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<td>1c) <strong>Elect Chairman Pro-tem</strong></td>
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<td>Consent calendar – Discuss and take action on:</td>
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<td>2a) Establish and approve agenda</td>
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<td>2b) Approve minutes of Apr. 2, 2018</td>
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<td>2c) Treasurer’s report on previous months finance activities and fund balances</td>
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<td>2d) <strong>Approve attendance/travel request to the Wisconsin County Executives &amp; Supervisors White House Conference on May 23, 2018 by Supervisor Mike Kahlow</strong></td>
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<td>CLOSED SESSION</td>
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<td>Committee will return to open session and take action on closed session item, if required</td>
<td>OPEN SESSION</td>
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<td>14.</td>
<td>Future agenda items</td>
<td>Members</td>
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<td>15.</td>
<td>Next meeting date: First Monday; June 4th</td>
<td>Members</td>
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<tr>
<td>16.</td>
<td>Adjourn</td>
<td>Members</td>
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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 (04/27/18)*

*Amended 4/27/18@12:19 p.m.*

**Amended 5/01/18@9:31 a.m.**

***Amended 5/07/18@11:16 a.m.*
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 absent/excused.  
Members present:  
- Jon Aubart, District #3  
- Scott Bjork, District #7  
- Dan Reis, District #13  
- Bill Schroeder, District #14  
- Jerry Kosin, District #15  
- Jeff Holst, District #16  
Absent/Excused: Ken Snow-District #9  
Also present: Ruth Wood-Dist. #4, Dean Bergseng-Dist. #8, Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Chad Johnson-Hwy Commissioner, John Worsing-Medical Examiner, Julie Brickner-Finance Director, Becky Johnson-Public Health, Dianne H-Robinson-PH Interim Director, Allison Preble-HR Manager, & Sara Tischauser-Press/PC Herald.

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. 12th, & Treasurer’s report as they were presented. Motion carried unanimously.

3) **Discuss/Take action to update 2018 Public Health staffing plan**  
D. H-Robinson explained that the department has two part time Home Health Aide positions that they proposed changing to one full time & a lesser part time position & adjust the staffing plan accordingly. Motion by J. Aubart/B. Schroeder to approve a 1.0 FTE & a .35 FTE Home Health Aide position along with the updated Public Health Staffing plan; motion carried unanimously.

4) **Discuss/Take action on Resolution-XX Amending the personnel policy regarding alcohol/drug policy, FMLA policy, and telecommuting policy**  
Corp Counsel B. Lawrence updated the Committee with regard to where each of these policies are in the draft process. Resolution will be forthcoming at a later date. No action taken.

5) **Discuss/Take action to modify and expand the Operations Manager position to an Assistant Finance Director position and request a classification for the position from Carlson-Dettmann**  
AC J. Miller explained modifications being proposed. She indicated that when all the information is gathered
the new position would take effect Jan. 1, 2019. Motion by J. Kosin/J. Aubart to approve a modified & expanded Operations Manager position to an Assistant Finance Director position, & submit & request a classification for the position from Carlson-Dettmann; motion carried unanimously.

6) **Discuss/Take action on resolution regarding use of Jail Assessment Funds for the Day Reporting expenses & additional jail bunks, tables, & chairs**
Supervisor J. Aubart explained that these things were outside the original scope of the project but were completed & need to be funded to close out the project. Motion by J. Aubart/D. Reis to approve resolution authorizing use of Jail Assessment Fund for Day Reporting Center & Jail costs in the amount of $37,820; motion carried unanimously.

7) **Discuss/Take action to transfer funds from Contingency Fund to fund completion of 911/Dispatch center**
Chief J. Matthys explained that he believed this to be the last piece of the jail project to be addressed & a funding source needed to be determined. He estimated that the transfer of 911/Dispatch to the new facility would take place in June. Motion by J. Aubart/D. Reis to approve a transfer of funds in the amount of $21,930 from Contingency Fund to fund completion of 911/Dispatch Center at the new facility; motion carried unanimously.

8) **Discuss/Take action regarding the dual supervision of the Accounting Manager position at the Highway Department**
AC J. Miller explained that the position is currently supervised by Hwy Commissioner & Finance Director. She recommended that the post be supervised by the Finance Director & additional part time clerical staff be added the Hwy Dept. staff. Supervisor B. Schroeder expressed concern over recommendation because it left the Hwy Dept. short staffed & inexperienced at filing various specific reports. AC J. Miller indicated that part time staff could be added relatively soon. She added that the staffing plan for the department was not being changed at this time & if it doesn’t work it could be changed. Motion by J. Kosin/S. Bjork to approve a change in supervision of the Highway Accounting Manager position from dual supervision of Finance Director/Highway Commissioner to Finance Director; motion carried unanimously.

9) **Discuss/Take action on 2018 Medical Examiner’s Office Fee Structure**
ME J. Worsing presented draft for increase in fees stating that the office is only allowed to do so once a year & by no more than the cost of living. Motion by J. Aubart/S. Bjork to approve 2018 Medical Examiner’s Office fee structure; motion carried unanimously.

10) **Discuss/Take action regarding administrative coordinator position**
Corp Counsel B. Lawrence explained changes made to current position description. Committee discussed various aspects of the description. Motion by J. Aubart/J. Kosin to approve position description of Administrative Coordinator with revisions suggested; motion carried unanimously.

11) **Discuss/Take action on collection & analysis of department non-mandated programs data**
Supervisor R. Wood gave a summary of efforts made by an Ad Hoc Committee to garner more information about non-mandated programs. Some information was gathered but nothing more done with it. She suggested beginning an effort to tabulate data on such non-mandated programs for departments, to include amount of tax levy spent on such programs, & then ask more specific questions of departments responsible for these programs. Committee accepted report & expressed gratitude to Supervisor Wood for her time & efforts. General consensus was to have Supervisor Wood meet with Finance Director to determine what & how much of this data may already be available in the County’s accounting software, & then determine what more may be needed from departments. No action taken.
12) **Discuss/Take action on 2018-2019 County Board meeting dates**  
Clerk J. Feuerhelm reviewed the schedule of dates for suggested County Board meetings. Motion by S. Bjork/D. Reis to approve 2018-2019 County Board meeting dates as presented; motion carried unanimously.

13) **Closed Session**  
Motion by J. Aubart/S. Bjork to convene into closed session at 4:40 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, and §19.85(1)(f) WI Stats for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and §19.85(1)(g) WI 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: Personnel matter. Motion carried unanimously by roll call vote.

14) **Open Session**  
Motion by J. Aubart/S. Bjork to return to open session at 5:22 p.m.; motion carried unanimously by roll call vote. No further action taken.

15) **Future Agenda Items**  
- None presented

16) **Next Meeting Date**  
Next regular meeting scheduled for May 7th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

17) **Adjournment**  
Meeting adjourned at 5:24 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# Finance and Personnel Committee Meeting Agenda

## Agenda

**Monday, April 2, 2018 – 4:00 p.m.**  
Courtthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

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<td>2b) Approve minutes of Mar. 12, 2018</td>
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<td></td>
<td>2c) Treasurer’s report on previous months finance activities and fund balances</td>
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<td>3.</td>
<td>Discuss/Take action to update 2018 Public Health staffing plan</td>
<td>D. H-Robinson</td>
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<td>4.</td>
<td>Discuss/Take action on Resolution-XX Amending the personnel policy regarding alcohol/drug policy, FMLA policy, and telecommuting policy</td>
<td>J. Miller</td>
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<td>5.</td>
<td>Discuss/Take action to modify and expand the Operations Manager position to an Assistant Finance Director position and request a classification for the position from Carlson-Dettmann</td>
<td>J. Miller</td>
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<tr>
<td>6.</td>
<td>Discuss/Take action on resolution regarding use of Jail Assessment Funds for the Day Reporting expenses &amp; additional jail bunks, tables, &amp; chairs</td>
<td>Members</td>
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<td>7.</td>
<td>Discuss/Take action to transfer funds from Contingency Fund to fund completion of 911/Dispatch center</td>
<td>Members</td>
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<tr>
<td>8.</td>
<td>Discuss/Take action regarding the dual supervision of the Accounting Manager position at the Highway Department</td>
<td>J. Miller</td>
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<td>9.</td>
<td><em>Discuss/Take action on 2018 Medical Examiner’s Office Fee Structure</em></td>
<td>J. Worsing</td>
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<td>10.</td>
<td>Discuss/Take action regarding administrative coordinator position</td>
<td>J. Miller</td>
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<td>11.</td>
<td>Discuss/Take action on collection &amp; analysis of department non-mandated programs data</td>
<td>Members</td>
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<tr>
<td>12.</td>
<td><strong>Discuss/Take action on 2018-2019 County Board meeting dates</strong></td>
<td>J. Feuerhelm</td>
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<tr>
<td>13.</td>
<td>*<strong>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, and §19.85(1)(f) WI Stats for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and §19.85(1)(g) WI 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:</strong> Personnel matter</td>
<td>Closed Session</td>
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<td>14.</td>
<td>*<strong>Committee will return to open session and take action on closed session item, if required</strong></td>
<td>Open Session</td>
</tr>
<tr>
<td>15.</td>
<td>Future agenda items</td>
<td>Members</td>
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<tr>
<td>16.</td>
<td>Next meeting date: First Monday; May 7th</td>
<td>Members</td>
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<tr>
<td>17.</td>
<td>Adjourn</td>
<td>Members</td>
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<tr>
<td>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.</td>
<td></td>
<td>jrf (03/30/18)</td>
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</tbody>
</table>

A quorum of County Board supervisors may be present

*Amended 03/26/18 > 1:35 p.m.
**Amended 03/27/18 > 11:46 a.m
***Amended 03/30/18 > 11:17 a.m
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 absent/excused.

- Jon Aubart District #3
- Scott Bjork District #7
- Dan Reis District #13
- Bill Schroeder District #14
- Jerry Kosin District #15
- Jeff Holst District #16

Absent/Excused: Ken Snow-District #9

Also present: JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Carol DeWolf-Register in Probate, John Worsing-Medical Examiner, & Gary Brown-Emergency Management Director.

1b) **Public Comment**
None.

2a-d) **Consent Calendar**
Motion by J. Kosin/S. Bjork to approve consent calendar items 2a through 2d to include the agenda, minutes of Feb. 5th, Treasurer’s report, & out of state travel request, as they were presented. Motion carried unanimously.

3) **Discuss/Take action on 2017 Probate Office budget deficit**
C. DeWolf explained to Committee overage of $2,531.59 in the Probate budget, primarily due to Guardian-ad-litem fees. She explained further how guardian-ad-litem fees are charged & collected. She added that she will attempt to address the issue during the next budget. Motion by J. Kosin/D. Reis to approve transfer from Contingency Fund to cover overage of $2531.59 in Register in Probate budget for 2017; motion carried unanimously.

4) **Discuss/Take action on 2017 DA Office budget deficit**
Supervisor J. Aubart explained that the overage of $26,462.60 was due to personnel changes in health insurance that occurred after the budget was approved. Motion by D. Reis/S. Bjork to approve transfer from Contingency Fund to cover overage of $26,462.60 in District Attorney budget for 2017; motion carried unanimously.

5) **Discuss/Take action on 2017 ME Office budget deficit**
ME J. Worsing explained overage of $14,108.47 was primarily due to number of autopsies & travel expenses for deputies to respond to a busy workload. Motion by J. Aubart/B. Schroeder to approve transfer from
Contingency Fund to cover overage of $14,108.47 in Medical Examiner’s budget for 2017; motion carried unanimously.

6) **Discuss/Take action on Resolution-XX Amending the personnel policy regarding alcohol/drug policy, FMLA policy, and telecommuting policy**

AC J. Miller explained change to FMLA policy & presented written drafts of changes to various policies with the exception of the alcohol/drug policy. Corp. Counsel B. Lawrence indicated that he needed to have further discussion with the AC on that particular policy but they others have been reviewed. He added that the alcohol drug policy would come back to committee for review & then all policy changes would be drafted into one resolution. Motion by J. Aubart/J. Kosin to approve amending the personnel policy regarding FMLA & telecommuting policies; motion carried unanimously.

7) **Discuss/Take action on RFP for a consultant to conduct an operation & financial study of the Human Services Dept.**

AC J. Miller presented written draft that could be used for RFP purposes. She requested any other input from Committee as to what they desired to have included/excluded, revised, etc. in the document. HS Director R. Schmidt commented that he thought this was an outline that could be pursued for such services. Motion by J. Aubart/S. Bjork to approve draft RFP & send out for solicitation; motion carried unanimously.

8) **Discuss/Take action on agreement between the Mississippi River Regional Planning Commission & Pierce County for the provision of administrative services to Pierce County’s Revolving Loan Fund**

AC J. Miller explained that the State changed the rules again regarding these types of funds & the group in Eau Clair administering the funds no longer wanted to do so because Pierce would be one of the few if not the only group they performed this type of service for, as opposed to MRRPC which Oversees a number of similar type funds. Motion by J. Kosin/B. Schroeder to approve agreement with MRRPC for provision of administrative services to Pierce County’s Revolving Loan Fund; motion carried unanimously.

9) **Discuss/Take action regarding administrative coordinator position**

AC J. Miller provided a number of County Administrator & Administrative Coordinator job descriptions from other counties in Wisconsin. Committee desired to have current AC, Corp. Counsel, & Supervisor/Vice-Chair J. Aubart review & develop a draft job description with a little more supervisory authority for the Committee to consider. No action taken.

10) **Future Agenda Items**

- Proposed drug/alcohol policy
- Job description draft for Administrative Coordinator

11) **Next Meeting Date**

Next regular meeting scheduled for Apr. 2\textsuperscript{nd}, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**

Meeting adjourned at 4:27 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
# 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. 5, 2018
   2c) Treasurer’s report on previous months finance activities and fund balances
   2d) Out of state travel request for Emergency Management Director-National Radiological Conference; Renton, WA; Apr. 16-19 | Members
3. Discuss/Take action on 2017 Probate Office budget deficit | C. DeWolf
4. Discuss/Take action on 2017 DA Office budget deficit | S. Froelich
5. Discuss/Take action on 2017 ME Office budget deficit | J. Worsing
6. Discuss/Take action on Resolution-XX Amending the personnel policy regarding alcohol/drug policy, FMLA policy, and telecommuting policy | J. Miller
7. Discuss/Take action on RFP for a consultant to conduct an operation & financial study of the Human Services Dept. | J. Miller
8. Discuss/Take action on agreement between the Mississippi River Regional Planning Commission & Pierce County for the provision of administrative services to Pierce County’s Revolving Loan Fund | J. Miller
9. Discuss/Take action regarding administrative coordinator position | J. Miller
10. Future agenda items | Members
11. Next meeting date: First Monday; Apr. 2nd | 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
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 absent/excused.

Members present:
- Jon Aubart  District #3  Bill Schroeder  District #14
- Scott Bjork  District #7  Jerry Kosin  District #15
- Dan Reis  District #13

Absent/Excused: Ken Snow-District #9, Jeff Holst-District #16

Also present: Dean Bergseng-Dist. #8, Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Wanda Kinneman-Insurance Coordinator, & Julie Hines-Register of Deeds. Also Ramona McCree-CBIZ Benefits & Insurance, Dennis Polzin-CBIZ Benefits & Insurance.

1b) **Public Comment**
None.

2a-d) **Consent Calendar**
Chairman J. Aubart stated item #3 would be moved down on the agenda until representatives from CBIZ could arrive. Also that item #6 would be removed from the agenda at this time.

Motion by J. Kosin/S. Bjork to approve consent calendar items 2a through 2d to include the agenda as amended, minutes of Jan. 8th & 23rd, Treasurer’s report, & out of state travel request, as they were presented. Motion carried unanimously.

4) **Discuss/Take action on Resolution-XX Reauthorization of Self-Funded Workers’ Compensation**
Insurance Coordinator W. Kinneman explained that a resolution must be adopted by the County Board every three years concerning their position in regard to being self-funded for Workers’ Compensation. Motion by D. Reis/B. Schroeder to approve resolution to reauthorize self-funded workers’ compensation & forward to County Board recommending approval on a first reading; motion carried unanimously.

5) **Discuss/Take action to establish salaries for Clerk of Circuit Court & County Sheriff for 2019 – 2022**
HR Manager A. Preble gave brief review of summary document submitted. Clerk J. Feuerhelm presented proposal for Committee to consider. Committee discussed salaries & expressed an interest in making salaries competitive to compensate for duties & responsibilities for the offices, as well as to attract qualified people to
run for such offices. Also discussed using average salary for second tier counties in summary request provided by Human Resources to calculate a base salary for 2018 & increase by 1.25% for 2019. Motion by D. Reis/S. Bjork to establish salary for Clerk of Circuit Court at $65,031 for 2019 in addition to a 1.25% increase to previous year’s base salary for years 2020, 2021, & 2022. Also to establish salary for County Sheriff at $85,210 for 2019 in addition to a 1.25% increase to previous year’s base salary for years 2020, 2021, & 2022. And to draft resolution establishing such salaries & forward to County Board; motion carried unanimously.

7) Discuss/Take action on RFP for a consultant to conduct an operation & financial study of the Human Services Dept.

AC J. Miller presented an overview of what the Committee could consider when determining what to include in a RFP for consultants to consider & bid on. She requested input as to whether the information she provided adequately covered the scope of work the Committee desired to include in the RFP draft. Supervisor D. Reis indicated that he would prefer the Human Services Board have the opportunity to review it prior to Finance & Personnel approval. Motion by B. Schroeder/D. Reis to defer item until HSB has reviewed document. Chairman J. Aubart explained that the information provided was not the RFP itself, thus the HSB would have nothing to review. Motion to table failed with 1 in favor (B. Schroeder) & 4 opposed (S. Bjork, D. Reis, J. Kosin, J. Aubart). Motion by S. Bjork/J. Kosin to move forward with information provided to draft a Request for Proposal; motion carried unanimously.

3) Discuss Pierce County Health Insurance – Prescriptions

Insurance Coordinator W. Kinneman indicated that concern was previously raised by a local pharmacist about how mail order of prescription drugs has affected the local market. She stated that she invited representatives of CBIZ to help explain & describe how the mail order program works within the County’s insurance program. R. McCree of CBIZ explained that Pierce Co. does allow mail order of prescription drugs for plan participants. She detailed benefits of such a program to both the employer & employee. Concluding she stated that the County’s plan allows for mail order of prescriptions & it is always the participant’s choice as to how they choose to receive or obtain their prescriptions (mail order or local pharmacy). No action taken.

8) Discuss/Take action to renew maintenance agreement with Fidlar Technologies-Register of Deeds

ROD explained some of the features of the new maintenance agreement. She added that it would be a three year contract & that funds for the first year are currently in the 2018 budget. Motion by D. Reis/J. Kosin to approve contract extension for three year period commencing 6/01/2018 to 5/31/2021 with Fidlar Technologies; motion carried unanimously.

9) Discuss/Take action regarding Finance & Information Services employees with duel supervision

AC J. Miller explained that there were currently three positions that are dual supervised. Business Manager in Public Health, Programmer Analyst in Information Services, & Highway Accounting Manager. She added that she is requesting a change to two of the positions with that of the Highway Accounting Manager to be addressed at a later date. She further explained that Business Manager is currently supervised by Public Health Director & Finance Director & Programmer Analyst by Human Service’s Operations Manager & IS Director. She requested the change be made to Finance Director & IS Director respectively. Motion by J. Kosin/S. Bjork to approve change in supervision of the PH Business Manager position from Finance Director/PH Director to Finance Director, & the Programmer Analyst position from HS Operations Manager/IS Director to IS Director; motion carried unanimously.

10) CLOSED SESSION

Motion by D. Reis/J. Kosin to convene into closed session at 5:06 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.

11) OPEN SESSION
Motion by D. Reis/S. Bjork to return to open session at 5:35 p.m.; motion carried unanimously by roll call vote. No further action taken.

12) CLOSED SESSION
Motion by D. Reis/J. Kosin to convene into closed session at 5:36 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: Corporation Counsel annual evaluation. Motion carried unanimously by roll call vote.

13) OPEN SESSION
Motion by D. Reis/B. Schroeder to return to open session at 5:54 p.m.; motion carried unanimously by roll call vote.
Motion by B. Schroeder/ D. Reis to grant the Corporation Counsel a favorable performance review & award a step increase if applicable; motion carried unanimously.

14) Future Agenda Items
- RFP for consultant of Human Services Dept.
- Proposed drug/alcohol policy
- Job descriptions for County Administrator & Administrative Coordinator
- Remote work policy

15) Next Meeting Date
Committee discussed next meeting date. Next regular meeting scheduled for Mar. 5th, 2018 at 4:00 p.m. in the County Board Room, Courthouse. Meeting changed to March 12th at 4:00 p.m.

16) Adjournment
Meeting adjourned at 5:59 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**  
**Monday, February 5, 2018 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

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<tr>
<th>#</th>
<th>Action</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>1</td>
<td>Call to order</td>
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<tr>
<td></td>
<td>1a) Establish quorum</td>
<td>Chair</td>
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<td>1b) Committee will receive public comment not related to agenda items.</td>
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<td>2</td>
<td>Consent calendar – Discuss and take action on:</td>
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<td></td>
<td>2a) Establish and approve agenda</td>
<td>Members</td>
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<td>2b) Approve minutes of Jan. 8, 2018 &amp; Jan. 23, 2018*</td>
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<td>2c) Treasurer’s report on previous months finance activities and fund balances</td>
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<td>2d) Out of State travel/training request-Human Services personnel to attend conference in Aurora, CO Feb 12-15</td>
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<td>3</td>
<td>Discuss Pierce County Health Insurance – Prescriptions</td>
<td>Miller/Kinneman</td>
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<td>*Discuss/Take action on Resolution-XX Reauthorization of Self-Funded</td>
<td>Kinneman</td>
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<td>Workers’ Compensation**</td>
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<td>5</td>
<td>Discuss/Take action to establish salaries for Clerk of Circuit Court &amp;</td>
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<td>County Sheriff for 2019 – 2024 (moved)**</td>
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<td>Discuss/Take action on RFP for a consultant to conduct an operation &amp;</td>
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<td>financial study of the Human Services Dept.</td>
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<td>Discuss/Take action to renew maintenance agreement with Fidlar</td>
<td>J. Hines</td>
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<td>Discuss/Take action regarding Finance &amp; Information Services employees</td>
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<td>with dual supervision</td>
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<td>10</td>
<td>Committee will convene into closed session pursuant to Sec. 19.85(1)(g)</td>
<td>CLOSED SESSION</td>
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<td>Wis. Stats. for the purpose of conferring with legal counsel for the</td>
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<td>item, if required</td>
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<td>Stats for the purpose of considering employment, promotion, compensation</td>
<td>Evaluation</td>
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<td>Corporation Counsel annual evaluation</td>
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<tr>
<td>15</td>
<td>Next meeting date: First Monday; Mar. 5th**</td>
<td>Members</td>
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<td>Adjourn</td>
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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 1/29/18>11:53 a.m.  
Amended 1/31/18>10:26 a.m.  

jrf (01/09/18)

Fnpra 02-05-18
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
   - Scott Bjork, District #7
   - Ken Snow, District #9
   - Dan Reis, District #13
   - Bill Schroeder, District #14
   - Jerry Kosin, District #15
   - Jeff Holst, District #16

   Absent/Excused:
   - Absent/Excused:

   Also present: Bob Mercord-Dist. #1, Dean Bergseng-Dist. #8, Mel Pittman-Dist. #17, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Ron Schmidt-HS Director, Janet Huppert-IS Director, Sheldon Huppert-ATV Association & Town of Ellsworth resident.

1b) **Public Comment**
None.

2a) **Consent Calendar**
Motion by J. Kosin/B. Schroeder to approve consent calendar consisting of only the agenda as presented; motion carried unanimously.

3) **CLOSED SESSION**
Motion by J. Aubart/D. Reis to convene into closed session at 6:31 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: Final Candidate for Public Health Director. Motion carried unanimously by roll call vote.

4) **OPEN SESSION**
Committee returned to open session at 6:37 p.m. by motion of J. Aubart/D. Reis; motion carried unanimously by roll call vote.

   Motion by K. Snow/J. Kosin to approve & appoint Ayslinn Snyder as the Public Health Director, commencing at Grade Q, Step 2 of the Pierce County wage grid for a starting salary of $77,646.40; motion carried unanimously.

   Motion by D. Reis/B. Schroeder to authorize the sum of up to $2000 moving expenses to be reimbursed upon proper submittal of receipts for moving expenses; motion carried unanimously.

   Motion by J. Aubart/S. Bjork to recommend that the County Board confirm the appointment of Ayslinn Snyder as the Public Health Director pursuant to Personnel Policy, articles III(B)(2) & V(G), & §13-1 of the Pierce County Code; motion carried unanimously.
5) **Discuss/Take action on Resolution No. 17-XX Disallowance of Claim – Kristi Frederick**
Resolution concerning the disallowance of claim by Kristi Frederick was reviewed by the Committee. Motion by K. Snow/J. Aubart to approve resolution as presented & forward to County Board recommending approval on first reading; motion carried unanimously.

6) **Discuss/Take action on Network Administrator position description**
Committee reviewed request. Motion by J. Aubart/D. Reis to approve the position description for Network Administrator as presented; motion carried unanimously.

7) **Future Agenda Items**
   - Regular meeting on Feb. 5th.

8) **Next Meeting Date**
Next regular meeting previously set for Feb. 5th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

9) **Adjournment**
Meeting adjourned at 6:40 p.m. by motion of B. Schroeder/J. Kosin; motion carried unanimously.

   Respectfully submitted by: Jamie R. Feuerhelm, County Clerk
**AMENDED**

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, January 23, 2018 – 6:30 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

<table>
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<td>Consent calendar – Discuss and take action on:</td>
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<td></td>
<td>2a) Establish and approve agenda</td>
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<td>3</td>
<td>Board 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: Final Candidate for Public Health Director</td>
<td>Closed Session</td>
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<td>4</td>
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<td>Discuss/Take action on Resolution No. 17-XX Disallowance of Claim – Kristi Frederick</td>
<td>Members</td>
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<tr>
<td>6</td>
<td>*Discuss/Take action on Network Administrator position description</td>
<td>Members</td>
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<tr>
<td>7</td>
<td>Future agenda items</td>
<td>Members</td>
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<tr>
<td>8</td>
<td>Next meeting date</td>
<td>Members</td>
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<tr>
<td>9</td>
<td>Adjourn</td>
<td>Members</td>
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</tbody>
</table>

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.

*Amended: 1/16/2018 > 3:05 p.m.
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 4:01 p.m.

1a) **Those Present**
A quorum was established acknowledging 6 members present; 1 absent/excused.

   Members present:
   - Jon Aubart  District #3
   - Scott Bjork  District #7
   - Dan Reis  District #13
   - Bill Schroeder  District #14
   - Jerry Kosin  District #15
   - Jeff Holst  District #16

   Absent/Excused: Ken Snow-District #9

   Also present: Ben Plunkett-Dist. #5, Mike Kahlow-Dist. #6, Dean Bergseng-Dist. #8, Neil Gulbranson-Dist. #11, JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Chad Johnson-Hwy. Commissioner, Sheldon Huppert-ATV Association & Town of Ellsworth resident.

1b) **Public Comment**
None.

2a-c) **Consent Calendar**
Motion by J. Kosin/S. Bjork to approve consent calendar items 2a through 2c to include agenda, minutes of Dec. 4th, & Treasurer’s report, all as they were presented. Motion carried unanimously.

3) **Discuss/Take action regarding administrative coordinator position**
AC J. Miller distributed copies of former Administrative Coordinator’s job descriptions for the Committee to review. Chairman Holst indicated that he thought it would be beneficial to the Committee if they could also review an example of a County Administrator job description, & place the item on the next agenda to allow members to review the information. He also announced the retirement of AC J. Miller effective April 6, 2018. No action taken.

4) **Discuss/Take action on RFP for a consultant to conduct an operation & financial study of the Human Services Dept.**
AC J. Miller indicated she needed more direction in order to draft an RFP that was not too ambiguous in nature. Members expressed some of their concerns & desires regarding such a study. Supervisor M. Kahlow felt the study should look at what the current needs are & is the department functioning as efficiently as intended. AC Miller indicated that a reasonable time frame for completion of the RFP for the study would be mid to late April. No action taken.

5) **Discuss/Take action on route request from Pierce County ATV Association: CTH V from 610th St. to 620th St.**
Mr. S. Huppert explained where the route request was located & added that visibility of oncoming traffic in both directions was very good. Motion by B. Schroeder/S. Bjork to approve route request as presented & forward to County Board recommending approval; motion carried unanimously.

6) **CLOSED SESSION**
Motion by J. Aubart/D. Reis to convene into closed session at 4:23 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: consideration of employee wage claim and legal advice of counsel. Motion carried unanimously by roll call vote.

7) **OPEN SESSION**
Motion by J. Aubart/D. Reis to return to open session at 5:42 p.m.; motion carried unanimously by roll call vote. No further action taken.

8) **Future Agenda Items**
- RFP for consultant of Human Services Dept.
- Proposed drug/alcohol policy
- Job descriptions for County Administrator & Administrative Coordinator
- Remote work policy
- Salaries for elected officials

9) **Next Meeting Date**
Next regular meeting set for Feb. 5th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

10) **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
# Call to order  
1a) Establish quorum  
1b) Committee will receive public comment not related to agenda items.  

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<thead>
<tr>
<th>Action</th>
<th>Presenter</th>
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<td>1.</td>
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<td>2b) Approve minutes of Dec. 4, 2017</td>
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<td>2c) Treasurer’s report on previous months finance activities and fund balances</td>
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A quorum of County Board supervisors may be present.  

*Amended 1/2/2018 >3:10 p.m.*