

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
December 4, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 – 14

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.

A joint meeting with Human Services Board was held with quorums of both Committee/Board present.

1a) Those Present

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

Members present:

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

Absent/Excused: Ken Snow-District #9

Also present: Robert Mercord-Dist. #1, Mike Kahlow-Dist. #6, Neil Gulbranson-Dist. #11, Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Tami Billeter-HS Operations Manager, Ron Schmidt-HS Director, Jason Matthys-Chief Deputy Sheriff, Dianne H-Robinson-Public Health Interim Director, Stephanie Stark-Human Services Board, Ron Kiesler-Community Behavioral Health Program Manager, Kelly Kivel-Mental Health Therapist/CCS, Frank Pascarella-Chippewa County Administrator, Melissa Roach-Chippewa County Finance Director, & Kris Korpela-Dunn County Human Services.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by D. Reis/J. Kosin to amend agenda by moving item #7 to follow item #3 & approve agenda as amended; motion carried unanimously.

Motion by J. Kosin/B. Schroeder to approve consent calendar items 2b through 2d to include minutes of Nov. 6th, Treasurer's report as presented, & travel/training request Human Services staff; motion carried unanimously.

Supervisor M. Kahlow-Dist. #6 & Human Services Board chairman called Human Services meeting to order & called for public comment.

3) Presentation by Chippewa County on CCS Program

Frank Pascarella, Chippewa County Administrator and Melissa Roach, Chippewa County Finance Director, discussed the Comprehensive Community Services (CCS) program relative to the cash flow issues in the Western Region Recovery and Wellness Consortium (WRRWC). Chippewa County (lead agency for the consortium) Administration reached out to counties to ensure that Finance staff was aware of the working

capital needs. Chippewa County has covered the funding paid to the providers pending the reconciliation. Since the program has grown significantly and reconciliation has been delayed, Chippewa County is estimating the annual shortfall to be about \$1.3 million. Pierce County's share of the deficit is approximately \$156,000. There were four options made available to the consortium. The option that was chosen by the directors was option #2 which the lead agency withholds the quarterly service facilitation reimbursement to off-set the contracted cost reconciliation shortfall. This will be reviewed annually by Chippewa County. Mr. Holst suggested that the Human Services board continue to provide oversight to this program in collaboration with Finance to ensure transparency regarding operations. No action taken.

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

AC J. Miller informed Committee that there was approx. \$63,000 to \$64,000 in the budget that could be used to conduct an operational & financial study of the Human Services Dept. should the County desire to do so. Chairman J. Holst indicated that he thought it to be beneficial to do so as long as it was done in conjunction with the Human Services Board, Committee concurred. Motion by J. Aubart/S. Bjork to approve drafting an RFP for a consultant to conduct an operational & financial study of the Human Services Dept.; motion carried unanimously.

Supervisor M. Kahlow, Human Services Board Chairman called for adjournment of Human Services Board meeting. Motion by R. Mercord/N. Gulbranson to adjourn at 4:20 p.m.; motion carried unanimously. Supervisors R. Mercord & M. Kahlow left meeting.

4) Discuss/Take action on proposed drug & alcohol testing policy

AC J. Miller explained some of the operational procedures involved in a drug & alcohol testing policy, & that consideration be given to adding language to the current policy regarding testing. Requested direction from the Committee on whether to move forward with a draft of such a policy. Supervisor N. Gulbranson commented that some departments already operate under a policy of this nature & may be helpful in drafting a County-wide policy. Committee directed AC Miller to draft policy & bring back to Committee. Motion by D. Reis/J. Kosin to draft a County drug & alcohol policy for Pierce County; motion carried unanimously.

5) Review/Discuss information explaining differences between County Administrator & Administrative Coordinator

AC J. Miller reviewed documents with the Committee that she provided to help explain the differences between County Administrator & Administrative Coordinator. She added that the County is not limited to one or the other, but could create a varied model for an Administrative Coordinator to incorporate some of the duties/authority of a County Administrator. Committee directed AC Miller to obtain previous job descriptions of the Administrative Coordinator as well as the job description of St. Croix County Administrator. Chairman J. Holst asked to have it placed on the next meeting agenda. No action taken.

6) Discuss a remote work policy for Pierce County employees

AC J. Miller gave brief overview of what a remote work policy would entail. She indicated that while it would need to be monitored carefully & wouldn't work for all departments, it would be beneficial in retaining & recruiting quality candidates for Pierce County positions. Committee directed AC Miller to draft a general policy & address the concerns associated with such a policy, & bring back to Committee for consideration. No action taken.

8) Discuss/Take action on additional PSLB for the Chief Deputy Sheriff

AC J. Miller reviewed request to increase PSLB hours for Chief Deputy Sheriff an additional 245 hours. Motion by J. Aubart/S. Bjork to approve request & increase PSLB hours for Chief Deputy Sheriff an additional 245 hours; motion carried unanimously.

9) **Future Agenda Items**

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

10) **Next Meeting Date**

Next regular meeting set for Jan. 8th, 2018 at 4:00 p.m. in the County Board Room, Courthouse.

11) **Adjournment**

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

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, December 4, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Nov. 6, 2017 2c) Treasurer’s report on previous months finance activities and fund balances 2d) Approve out-of-state training to Moral Reconciliation Therapy Trauma Training for Human Services staff Dec. 14 th to 16 th ; San Antonio, TX	Members
3.	Presentation by Chippewa County on CCS Program	Chippewa Co.
4.	Discuss/Take action on proposed drug & alcohol policy	J. Miller
5.	Review/Discuss information explaining differences between County Administrator & Administrative Coordinator	J. Miller
6.	Discuss a remote work policy for Pierce County employees	J. Miller
7.	Discuss/Take action on RFP for a consultant to conduct an operation & financial study of the Human Services Dept.	J. Holst
8.	Discuss/Take action on additional PSLB for the Chief Deputy Sheriff	J. Holst
9.	Future agenda items	Members
10.	Next meeting date (First Monday: Jan. 8 th)	Members
11.	Adjourn	Members

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

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

A quorum of County Board supervisors may be present

jrf (11/21/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
November 6, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 13

1) Meeting Convened.

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

1a) Those Present.

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

Members present:

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

Absent/Excused: Ken Snow-District #9

Also present: Mike Kahlow-Dist. #6, Dale Auckland-Dist. #12, Neil Gulbranson-Dist. #11, JoAnn Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Julie Hines-Register of Deeds, & Gary Brown-Emergency Management Director.

1b) Public Comment.

AC J. Miller requested guidance on matter of changing Personnel Policy to address issue of being under the influence of alcohol while working. Committee directed her to present suggestions once drafted. She also announced that the Administration Office has moved across the street to the PCOB in former UW Extension space.

2a-c) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve consent calendar to include the agenda as presented, minutes of Sept. 27th, Oct. 2nd, Oct. 24th, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action to amend Resolution 10-06 collection rate from \$1/printed bill to \$1.25/printed tax bill

Treasurer K. Fuchs presented proposal to increase fees for printing tax bills for municipalities. Motion by J. Aubart/J. Kosin to approve a resolution to amend the fees in Resolution 10-06 for printing tax bills & forward to County Board recommending approval; motion carried unanimously.

4) 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 has rented this particular piece of property from the County for a number of years & desires to do so in 2018. He added that the rental rate for the past year was \$70/acre. Motion by J. Aubart/B. Schroeder to approve the extension of 1997 lease of approx. 10.3 acres of County owned property to Dennis Olson for one year, from Dec. 17, 2017 through Dec. 16, 2018, at a rate of \$70/acres; motion carried unanimously.

5) Discuss/Take action on Ad Hoc Courthouse Security Workgroup/Standing Committee recommendations: 5a) Proposals regarding security camera recording system

EM Director G. Brown presented bids from vendors to replace Courthouse security camera's recording system. He explained that the Security Workgroup determined that the low bidder did not meet all of the parameters of the bid request. He added that one of the issues was that the product manufacturer of the new cameras and equipment being proposed was not identified, and that the proposed cameras were not IP cameras as was demanded in the bid. Motion by D. Reis/J. Aubart to 1. Declared the proposal from Ban-Koe Companies as non-responsive & non-conforming; 2. That the \$22,321.31 remaining in the 2017 Security Fund budget be carried over to 2018; 3. Award the bid to SGTS, Inc., to include the base bid & option #1, subject to two contingencies: a) That in the event the \$22,321.31 could not be carried over to 2018, that \$22,321.31 of the equipment be ordered & delivered prior to the end of 2017 in order to sufficiently utilize 2017 Security funds. b) That SGTS, Inc. reduce its proposal to \$72,321.31 (the available 2017 Security Funds plus anticipated 2018 Security Funds). Motion carried unanimously.

6) Discuss/Take action on Resolution No. 17-XX to pay Claims for Listing Dogs

County Clerk J. Feuerhelm explained that the next two items were annual claims brought before the County for payment. This particular resolution would pay for the listing of dogs performed throughout the County at a rate of .50/dog. Motion by J. Aubart/D. Reis to approve resolution to pay claims for listing dogs & forward to County Board recommending approval; motion carried unanimously.

7) Discuss/Take action on Resolution No. 17-XX to pay Claims for Care of Soldier's Graves

County Clerk J. Feuerhelm explained that this was another annual claim to pay for the care of soldiers' graves at a rate of \$3/gravesite. He added that the amount being paid has not been changed since the early 1970's & that he was aware of a couple other counties that raised the amount they pay to \$6/grave. Chairman J. Holst directed clerk to do further research on increasing this fee for next year. Motion by J. Aubart/D. Reis to approve resolution to pay claims for care of soldiers' graves & forward to County Board recommending approval; motion carried unanimously.

8) Closed Session

Motion by J. Aubart/D. Reis to convene into closed session at 4:23 p.m. pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

Administrative Coordinator annual evaluation. Motion carried unanimously by roll call vote.

- Motion by D. Reis/S. Bjork to return to open session at 5:20 p.m.; motion carried unanimously by roll call vote

9) Open Session

Motion by J. Kosin/S. Bjork to indicate a favorable performance evaluation for the Administrative Coordinator & approve a PTO balance increase of 167 hours & salary increase of \$4770 for an annual salary of \$131,970 for the Administrative Coordinator; motion carried unanimously.

10) Future Agenda Items

- Presentation by Chippewa County on CCS Program
- Proposed drug/alcohol policy
- Information regarding differences between County Administrator & Administrative Coordinator

11) Next Meeting Date

Next regular meeting set for Dec. 4th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**

Meeting adjourned at 5:23 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, November 6, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Sept. 27 th , Oct. 2 nd , & Oct. 24 th , 2017 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action to amend Resolution 10-06 collection rate from \$1/printed bill to \$1.25/printed tax bill	K. Fuchs
4.	Discuss/Take action to extend lease to Dennis Olson of County-owned property in the Village of Ellsworth	B. Lawrence
5.	Discuss/Take action on Ad Hoc Courthouse Security Workgroup/Standing Committee recommendations: 5a) Proposals regarding security camera recording system	G. Brown
6.	Discuss/Take action on Resolution No. 17-XX to pay Claims for Listing Dogs	J. Feuerhelm
7.	Discuss/Take action on Resolution No. 17-XX to pay Claims for Care of Soldier’s Graves	J. Feuerhelm
8.	Committee will convene into closed session pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator annual evaluation	CLOSED SESSION
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: Dec. 4 th)	Members
12.	Adjourn	Members

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

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

A quorum of County Board supervisors may be present

jrf (10/25/17)

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
October 24, 2017 – 5:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 12**

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 5:00 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present; 2 absent/excused.

Members present:

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

Absent/Excused: Jon Aubart -District #3; Ken Snow-District #9

Also present: Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Peg Feuerhelm-Clerk of Courts, Ron Schmidt-HS Director, Dianne H-Robinson-Public Health Interim Director, John Worsing-Medical Examiner, & Sean Froelich-DA Office Manager.

1b) Public Comment

None.

2) Establish & Approve Agenda

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

3) Discuss/Take action on Resolution 17-18 Dog Damage Claims

Clerk J. Feuerhelm explained claim being made was for rabbits whose value the town board sought outside help via the UW Extension Office to determine that value. Motion by B. Schroeder/D. Reis to approve Resolution 17-18 & claims therein in the amount of \$475. Also forward to County Board recommending approval & authorization for payment of said claim; motion carried unanimously.

4) CLOSED SESSION

Motion by D. Reis/J. Kosin to convene in closed session at 5:04 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: Potential Opioid Litigation. Motion carried/passed unanimously by roll call vote.

5) OPEN SESSION

Committee returned to open session at 5:57 p.m. by motion of B. Schroeder/D. Reis; motion carried/passed unanimously by roll call vote. No action taken.

6) Discuss/Take action on Resolution 17-19 Authorizing Pierce Co. to Engage Legal Representation & to Pursue Claims Against Opioid Manufacturers

Corp Counsel B. Lawrence presented some details about possible litigation the County could choose to be involved in as part of a broader litigation suit. Could mean additional work for departments but could also mean the County could possibly retrieve those costs and more if awards were granted through the suit. B. Lawrence also explained that he was recommending a change in the language in paragraph six to change from “millions” to “significant amounts of”. Motion by D. Reis/B. Schroeder to approve Resolution with the proposed language change & forward to County Board, recommending adoption on first reading. Motion carried with 3 in favor (D. Reis, B. Schroeder, J. Kosin) & 2 opposed (S. Bjork, J. Holst).

7) **Future Agenda Items**

- None presented at this time.

8) **Next Meeting Date**

Next regular meeting previously set for November 6th, 2017 at 4:00 p.m. in the County Board Room.

9) **Adjournment**

Meeting adjourned at 6:01 p.m. by motion of B. Schroeder/D. Reis; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, October 24, 2017 – 5:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Establish and approve agenda	Members
3.	Discuss/Take action on Resolution 17-18 Dog Damage Claims	J. Feuerhelm
4.	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: Potential Opioid Litigation	CLOSED SESSION
5.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
6.	Discuss/Take action on Resolution 17-19 Authorizing Pierce Co. to Engage Legal Representation & to Pursue Claims Against Opioid Manufacturers	Members
7.	Future agenda items	Members
8.	Next meeting date (Previously set for Monday, Nov. 6 th)	Members
9.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (10/13/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
October 2, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 11**

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 5 members present; 1 absent/excused.

Members present:

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

Absent/Excused: Ken Snow-District #9

Also present: Dean Bergseng-Dist. #8, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Andy Pichotta-Land Management Director, Becky Johnson-Public Health Business Manager, Dianne H-Robinson-Public Health Interim Director, & John Krings-Resident, Town of Union.

1b) Public Comment.

Supervisor D. Bergseng encouraged Committee to consider adding \$22,000 in the 2018 Budget for partial funding of a UW Extension Ag Agent position.

2a-c) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve agenda & Treasurer's report as presented, but postpone approval of Sept. 27, 2017 minutes until next meeting; motion carried unanimously.

3) Discuss/Take Action on Resolution 17-XX Authorize Cancellation of Outstanding County Orders

Treasurer K. Fuchs presented proposal to cancel outstanding County ordered checks from 2015. Motion by D. Reis/J. Aubart to accept outlawed check list & to approve & present resolution to the County Board to authorize cancellation of outstanding county orders; motion carried with 5 in favor & S. Bjork abstaining.

4) Discuss/Take Action on Resolution 17-XX Amend Personnel Policy to Modify Temporary Worker Pay and Hours, Procedures for Exit Interviews and Approval for Travel and Training Requests

HR Manager A. Preble indicated that the proposed changes were that the Committee discussed with A/C JoAnn Miller. Motion by D. Reis/J. Aubart to approve resolution to Amend Personnel Policy to Modify Temporary Worker Pay & Hours, Procedures for Exit Interviews & Approval for Travel & Training Requests; motion carried unanimously.

5) *Discuss/take action on accepting the Fit Families SNAP-Ed funds & associated budget

PH Interim Director D. H-Robinson explained that funds were obtained for the program from the State & that no County funds were being requested. Also that funding used for personnel to operate program would sunset with the grant funding. Motion by J. Aubart/B. Schroeder to accept the Fit Families SNAP-Ed funds & associated budget as presented; motion carried unanimously.

6) Discuss/take action to authorize purchase of new fleet vehicle & approve bid

Clerk J. Feuerhelm explained that \$25,000 was budgeted for the purchase of a new fleet vehicle in 2017. Requests for quotes were sent out to five vendors & two quotes were returned. Ellsworth Ford, Inc. for 2018 Ford Fusion in the amount of \$17,969. Quinn Motors of Ellsworth, Inc. for 2018 Chevrolet in the amount of \$21,500. Supervisor J. Kosin asked if there would be a trade-in. Feuerhelm responded that given there is currently a robust demand by employees to use fleet vehicles, & that the oldest existing fleet vehicle is still in very good condition, his recommendation was to keep the 2012 currently in the fleet & add this new vehicle as a fourth vehicle to the fleet. He also commented that at some point the Committee could consider selling the 2012 later if they so desired. Motion by S. Bjork/J. Kosin to approve & authorize purchase of 2018 Ford Fusion from Ellsworth Ford, Inc. in the amount of \$17,969; motion carried unanimously.

7) Discuss/Take action on bid to purchase tax deed property; TDF433/151-01020-0600; Village of Maiden Rock

County Clerk J. Feuerhelm informed Committee that this property was advertised as required by Statute & two bids were received as follows: Inger Olson for \$101 & James & Valerie Johnson for \$5,500. He added that the property was very steep & hilly but did have village street frontage. His recommendation was to approve the bid from the Johnson's for \$5,500. Motion by B. Schroeder/J. Kosin to approve bid to purchase Tax Deed property in the Village of Maiden Rock; TDF433/parcel #151-01020-0600 received from James & Valerie Johnson in the amount of \$5,500 & provide bidder with a Quit Claim Deed to the same; motion carried unanimously.

8) Future Agenda Items

- Nothing presented at this time.

9) Next Meeting Date

Next regular meeting set for November 6th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

10) Adjournment

Meeting adjourned at 4:19 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, October 02, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Sep. 27, 2017 2c) Approval of out of state travel request for Land Management – Minnesota GIS/LIS Consortium Conference in Bemidji, MN October 4-6, 2017	Members
3.	Discuss/Take Action on Resolution 17-XX Authorize Cancellation of Outstanding County Orders	K. Fuchs
4.	Discuss/Take Action on Resolution 17-XX Amend Personnel Policy to Modify Temporary Worker Pay and Hours, Procedures for Exit Interviews and Approval for Travel and Training Requests	J. Miller
5.	<i>*Discuss/take action on accepting the Fit Families SNAP-Ed funds & associated budget</i>	<i>B. Johnson</i>
6.	<i>*Discuss/take action to authorize purchase of new fleet vehicle & approve bid</i>	<i>J. Feuerhelm</i>
7.	<i>*Discuss/Take action on bid to purchase tax deed property; TDF433/151-01020-0600; Village of Maiden Rock</i>	<i>J. Feuerhelm</i>
8.	Future agenda items	Members
9.	Next meeting date (First Monday: Nov. 6 th)	Members
10.	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.

cjk (09/22/17)

**Amended 9/26/17; 1:40 p.m. jrf*

**Amended 9/29/17; 12:00 p.m. jrf*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
September 27, 2017 – 3:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 10

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 5 members present; 2 absent/excused.

Members present:

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

Absent/Excused: Ken Snow-District #9; Dan Reis-District #13

Also present: LeRoy Peterson-Dist. #2(3:37), Mike Kahlow-Dist. #6, Neil Gulbranson-Dist. #11, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Allison Preble-HR Manager, Peg Feuerhelm-Clerk of Courts(3:30), Ron Schmidt-HS Director, Julie Hines-Register of Deeds, Kristen Bruder-UW Extension Agent, Frank Ginther-UW Extension Office, Tami Billeter-HS Operations Manager, Janet Huppert-IS Director, Dianne H-Robinson-Public Health Interim Director, Becky Johnson-PH Business Manager, Brock Geyen-Auditor; CLA, John Worsing-Medical Examiner, Jason Matthys-Chief Deputy Sheriff, Nancy Hove-Sheriff, Chad Johnson-Hwy Commissioner, Sue Gerdes-Hwy Office Manager, Jerry Forss-Maintenance Supervisor, Deb Feuerhelm-DA Office Manager(4:03), Wayne Dodge, & Matthew Lambert-Press/PC Herald.

1b) Public Comment.

Kristen Bruder introduced herself & explained her function as UW Extension Regional Director for the region that includes Pierce County.

2a-c) Consent Calendar.

Motion by S. Bjork/J. Kosin to approve agenda, minutes of Sept. 11, 2017, & Treasurer's report as presented; motion carried unanimously.

3) Present & review 2018 department & agency budgets with independent auditor

B. Geyen of CLA accounting firm gave brief overview of 2018 budget & then went into further detail on various aspects of the County's debt levy & allowable increase of the tax levy.

4) Discuss/Take action regarding Administration/Unified Finance Re-organization Plan

AC J. Miller explained the proposed re-organization plan for the Administration Dept. when the Unified Finance unit is in one location. She gave further detail of positions that one Accounting Assistance would change to Payroll Clerk, & one Accounting Assistant would be eliminated. The existing Payroll Clerk position would increase from 35 to 40 hrs/wk. Motion by J. Kosin/S. Bjork to approve re-organization plan for Administration/Unified Finance & forward to the County Board; motion carried unanimously.

5) Discuss/Take action on new position requests for 2018

AC J. Miller distributed updated resolution for new personnel requests to include proposed re-organizational changes for Administration/Unified Finance & Human Services Dept. Committee reviewed resolution with changes. Motion by J. Aubart/J. Kosin to approve revised & updated resolution on new position requests for the 2018 Budget; motion carried unanimously.

6) Discuss/Take action on resolution granting increased funding to Pierce County libraries in 2018

Committee reviewed resolution that would allow an increase in reimbursement to Pierce County libraries. Clerk J. Feuerhelm indicated that the Committee previously took action to increase the reimbursement to 80% & this was the resolution that formally presents that to the County Board. Motion by J. Aubart/B. Schroeder to approve resolution granting increased funding to Pierce County libraries as presented & forward to County Board; motion carried with 3 in favor (J. Aubart, B. Schroeder, J. Kosin), & 2 opposed (S. Bjork, J. Holst).

7) Discuss/Take action on 2018 budget recommendations to the County Board

J. Miller presented a budget overview for 2018 indicating that the current proposed budget is over between \$132,760 to \$248,597 depending on the recommendation to add \$115,837 to the Human Services placement budget as that is seriously underfunded.. She offered a number of suggestions to achieve a balanced budget which were considered & questioned by the Committee. She also suggested the County may want to consider exploring a study or audit of operations of County departments, especially the larger ones, to look at what services & programs are being offered, at what cost, as well as if there are other possible resources for those services. Another suggestion was to move \$29,000 previously allotted for UW Extension Ag Agent in 2017 to Building Outlay as she felt this fund was also under budgeted for the amount of maintenance that needs to take place on a yearly basis. Also, Human Services Dept. was to realize additional funds from the State in the amount of \$37,016. It was suggested to apply the State's \$2077 adjustment to the equalized value & the additional \$1000 for UW Extension for a net excess amount of \$33,939. It was also suggested perhaps these funds should be placed in Contingency & used for the study of this Department as previously mentioned. AC J. Miller added that there was currently \$30,312 in Contingency that may be used for such a study as well.

Motion by S. Bjork/B. Schroeder to approve an organizational study of the Human Services Department to determine, analyze and examine each service provided, how each is funded, the level of effort of the staff for each service, the client base, and available alternative service providers for clients, and fund this study through the Contingency fund (\$30,312 set aside in 2008 for organizational study & \$33,939 allotted to HS from State). Motion carried unanimously.

Motion by J. Aubart/B. Schroeder to approve budget suggestions to balance the 2018 budget to include the following: 1) Eliminate .5 FTE ADA attorney a reduction of \$48,725. 2) Reduce ME budget for autopsies by \$18,000. 3) Eliminate second support staff position in UW Extension, increase first support staff to 40 hrs/wk, & add \$13,000 in temporary wages for support staff which would amount to a reduction of \$47,523. 4) Drop Ag Agent position in UW Extension for a reduction of \$44,256. 5) Reduce Sheriff's Dept. inmate medical expenses by \$20,000. 6) Eliminate Filemaker computer program in Human Services & move to the County's systems for a reduction of \$2,508. 7) Reduce one Accounting Assistant position in Administration/Unified Finance & add a Payroll Clerk, as well as increase hours of Payroll Clerk position from 35 to 40 hrs/wk for a reduction of \$53,006. Also to move \$29,000 from 2017 Budget in Contingency allotted for UW Ag Agent to Building Outlay in the Maintenance Dept. Budget. Motion carried unanimously.

8) Discuss/Take action to establish 2018 salaries and benefits for designated employees

Committee reviewed resolution presented. Motion by J. Aubart/S. Bjork to approve resolution to establish 2018 salaries & benefits for designated employees & forward to the County Board; motion carried unanimously.

9) Discuss/Take action to recommend to County Board to approve 2018 Tax Levy & Budget

resolution

Committee reviewed revised & updated resolution to include changes proposed at this meeting for new personnel as well as budget reductions. Motion by J. Aubart/S. Bjork to approve 2018 tax levy & budget resolution to include amounts for County Operating Levy of \$15,705,038; Debt Service \$3,220,525; County Library \$482,749; County Aid Bridges \$200,000; for a total of \$19,609,212. And forward to County Board; motion carried unanimously.

10) **Future Agenda Items**

- Cancellation of outstanding checks
- Proposed changes to Personnel Policy
- SNAP-Ed program
- Fleet vehicle purchase

11) **Next Meeting Date**

Next regular meeting previously set for October 2nd, 2017 at 4:00 p.m. in the County Board Room.

12) **Adjournment**

Meeting adjourned at 4:14 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED
PIERCE COUNTY
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Wednesday, September 27, 2017 – 3:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Sept. 11, 2017 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Present & review 2018 department & agency budgets with independent auditor	B. Geyen/Miller/ Brickner
4.	<i>*Discuss/Take action regarding Administration/Unified Finance Re-organization Plan</i>	Miller
5.	Discuss/Take action on new position requests for 2018	Members
6.	Discuss/Take action on resolution granting increased funding to Pierce County libraries in 2018	Members
7.	Discuss/Take action on 2018 budget recommendations to the County Board	Members
8.	Discuss/Take action to establish 2018 salaries and benefits for designated employees	Members
9.	Discuss/Take action to recommend to County Board to approve 2018 Tax Levy & Budget resolution	
10.	Future agenda items	Members
11.	Next meeting date (Previously set for Monday, Oct. 2 nd)	Members
12.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (09/15/17)

**Amended 9/25/17; 2:17 p.m.*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
September 11, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 09

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 5 members present; 2 absent/excused.

Members present:

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

Absent/Excused: Scott Bjork-District #7; Ken Snow-District #9

Also present: Dale Auckland-Dist. #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Wanda Kinneman-Insurance Manager, Kathy Fuchs-Treasurer, Allison Preble-HR Manager, Peg Feuerhelm-Clerk of Courts, Jason Fey-Asst. Corp Counsel, Ron Schmidt-HS Director, Kristi Frederick-Human Services, Joy Lynn George-Human Services, Ann Webb-Fair Coordinator, Ramona McCree-CBIZ Benefits & Insurance, Dennis Polzin-CBIZ Benefits & Insurance.

1b) Public Comment.

None.

2a) Consent Calendar.

Motion by J. Kosin/J. Aubart to move item #4 Compensation for Jurors to after 2a, & approve agenda as amended, motion carried unanimously.

4) Discuss/Take Action on Resolution 17-XX to Increase Compensation for Jurors

Peg Feuerhelm explained that compensation for jurors has not changed in many years. Also that some people when serving on jury duty are not paid by their employer for the time they are off. An informal poll was taken with other counties to determine what they pay jurors & it was discovered that amount varies from \$16 to \$50 per day. She added that Judge Boles was recommending that compensation be increased to \$35/day for those serving on jury duty. Motion by J. Aubart/B. Schroeder to approve Resolution to increase compensation for jurors from \$16/day to \$35/day; motion carried unanimously.

2b-e) Consent Calendar.

Motion by J. Kosin/D. Reis to approve minutes of Aug. 7, 2017, Treasurer's report, & travel requests for Corp Counsel & Asst. Corp Counsel as presented; motion carried unanimously.

3) Discuss 2018 Renewal Update on Pierce County Health Insurance Plan

R. McCree & D. Polzin presented details regarding further savings they were able to negotiate with Anthem Health to help reduce costs to Pierce County. Committee thanked CBIZ for their impressive efforts. No

action taken.

5) Discuss/Take Action on Resolution 17-XX to Recognize Pierce County Treasurer & Provide Authorization to Act for Pierce County

K. Fuchs explained that some of the banking contacts want further confirmation that she indeed was elected County Treasurer & thus authorized to access & do business with Pierce County's accounts. She added that this resolution would meet their requirements & requested it be adopted on a first reading. Motion by D. Reis/J. Aubart to approve Resolution to Recognize Pierce County Treasurer Kathryn Fuchs as the County Treasurer. To forward to County Board with request to adopt on first reading; motion carried unanimously.

6) Discuss/Take Action Human Services Reorganization Plan

R. Schmidt explained with some detail about the positions recommended for changed as part of the department's proposal for reorganization. An adjustment to the original reorganization proposal is to keep both CYF Manger positions & change the shared ongoing/Juvenile Justice Social Work positions to 100% ongoing, and not add a new ongoing social work position. A/C J. Miller indicated that the increase would be approx. \$1500/year more than originally estimated, for a total of approx. \$3,500. Motion by D. Reis/B. Schroeder to approve reorganization plan of Human Services Dept.; motion carried unanimously.

7) Discuss/Take Action regarding temporary worker in UW Extension Dept.

J. Miller explained that a temporary employee in UW Extension will soon reach the 500 hour/year limit set by personnel policy & the department still has substantial work to be completed. The request is to retain the same worker for additional hours rather than hiring a new temporary worker & retraining that person. Motion by J. Kosin/B. Schroeder to approve additional 300 hours for temporary worker in UW Extension Dept.; motion carried unanimously.

8) Discuss/Take action on possible changes to the Pierce County Personnel Policy including but not limited to temporary worker hours and wages, exit interview process & travel policy

J. Miller presented several suggestions for possible changes to the Personnel Policy requesting direction from the Committee. Among them were compensation for temporary fair workers in supervisory positions, increase to 1100 hours/year the total allowable hours for a temp worker, travel policy, & issues regarding Exit Interviews. Committee was in favor of pursuing the suggestions in more detail & directed J. Miller to draft necessary documents & bring back to Committee. No action taken.

9) Discuss/Take action on bid to purchase tax deed property; TDF432/106-01019-0200; Village of Bay City

County Clerk J. Feuerhelm informed Committee that this property was advertised as required by Statute but no bids were received. After placing signs on the property one bid was received as follows: James & Pamela Peters in the amount of \$4,500. His recommendation was to accept the bid. Motion by J. Aubart/B. Schroeder to approve bid to purchase Tax Deed property in the Village of Bay City; TDF432/parcel #106-01019-0200 received from James & Pamela Peters in the amount of \$4,500 & provide bidder with a Quit Claim Deed to the same; motion carried unanimously.

10) Future Agenda Items

- Budgets

11) Next Meeting Date

Next regular meeting set for October 2nd, 2017 at 4:00 p.m. in the County Board Room, Courthouse. AC J. Miller reminded Committee that there would be a special meeting on Sept. 27th at 3 p.m. to review department budgets & determine what decisions need to be made to balance the 2018 Budget.

12) **Adjournment**

Meeting adjourned at 4:40 p.m. by motion of J. Aubart/D. Reis; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, September 11, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Aug. 7, 2017 2c) Treasurer’s report on previous months finance activities & fund balances 2d) Approval of out of county travel request for Corporation Counsel - WCMIC Corporation Counsel Defense Forum in Wisconsin Rapids on September 22, 2017 2e) Approval of out of county travel request for Assistant Corporation Counsel - WCSEA Fall Conference in Wisconsin Rapids October 4-6, 2017	Members
3.	Discuss 2018 Renewal Update on Pierce County Health Insurance Plan	Kinneman/CBIZ
4.	Discuss/Take Action on Resolution 17-XX to Increase Compensation for Jurors	P. Feuerhelm
5.	Discuss/Take Action on Resolution 17-XX to Recognize Pierce County Treasurer & Provide Authorization to Act for Pierce County	K. Fuchs
6.	Discuss/Take Action Human Services Reorganization Plan	Schmidt/Miller
7.	Discuss/Take Action regarding temporary worker in UW Extension Dept.	J. Miller
8.	Discuss/Take action on possible changes to the Pierce County Personnel Policy including but not limited to temporary worker hours and wages, exit interview process & travel policy	J. Miller
9.	Discuss/Take action on bid to purchase tax deed property; TDF432/106-01019-0200; Village of Bay City	J. Feuerhelm
10.	Future agenda items	Members
11.	Next meeting date (First Monday: Oct. 2 nd)	Members
12.	Adjourn	Members
<p>Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273- 6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.</p>		

A quorum of County Board supervisors may be present.

jrf (08/31/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
August 7, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 08

1) Meeting Convened.

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

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
Ken Snow	District #9	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused: none.

Also present: Ruth Wood-Dist. #4, Dale Auckland-Dist. #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Wanda Kinneman-Insurance Manager, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Allison Preble-HR Manager, Sue Galoff-Public Health Director, Becky Johnson-PH Business Manager, Julie Hines-Register of Deeds, Jerry Forss-Maintenance Supervisor, Tiffany Meyer-Ellsworth Library, Nancy Miller-River Falls Library, Rebecca Schmitt-Spring Valley Library, Rich O'Connell-Village Board Spring Valley, Jane Enright-Prescott Library, Ramona McCree-CBIZ Benefits & Insurance, Dennis Polzin-CBIZ Benefits & Insurance.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve agenda as amended, minutes of July 10, 2017, & Treasurer's report as presented; motion carried with J. Aubart, K. Snow, & B. Schroeder abstaining on July minutes.

3) Discuss/Take action on items regarding County Health Insurance Plan:

3a) Select third party administrator for the County's plan effective 1/1/2018.

R. McCree & D. Polzin presented details regarding their recommendation that the County maintain Anthem as their third party administrator for the health plan. Supervisors expressed concerned that there were other bids that were lower for the same service. R. McCree explained that the recommendation is for 2018 & that the service would be sent out for bid again next year. She further explained that this would allow for a longer period of education for plan users as vendors provide the same services but often in different manners. Because of this it takes time & education for users to learn how the new vendor provides these services.

3b) Adding dental insurance effective 1/1/2019.

R. McCree reviewed plans that could be offered to employees. CBIZ recommended offering the benefit in 2019 again allowing time to educate potential users. If the plan were offered in 2018 the cost to the County would have been approx. \$36,630 based on 277 employees.

3c) Limiting chiropractic coverage effective 1/1/2018.

R. McCree explained that CBIZ was recommending caps on chiropractic service partly in an effort to encourage users to use in network providers as opposed to out of network. Caps recommended were 50 manipulations per calendar year for in network providers, & 20 manipulations per calendar year for out of network providers.

Committee discussed various options being presented. Motion by D. Reis/J. Kosin to approve Anthem as Third Party Administrator for the Pierce County Health Insurance Plan effective January 1, 2018; Add Dental insurance effective January 1, 2019 through Anthem. Basic preventative service premium paid by Employer for employees only with option for employee to purchase preventative family coverage. Employee can also opt to purchase additional coverage for basic + major services for self and family; & limit Chiropractic services to 50 visits in network and 20 visits out of network effective January 1, 2018. Motion carried with 4 in favor (D. Reis, B. Schroeder, J. Kosin, J. Holst), & 3 opposed (J. Aubart, S. Bjork, K. Snow).

4) Discuss/Take action regarding participation in the WRS Income Continuation Insurance Program effective 1/1/2018

Insurance/Risk Manager W. Kinneman explained the benefits of allowing employees participation in the program & gave a brief review of how it works. She added that the local government program has been on a premium holiday for the past five years due to the fund having high reserves & low claims & would continue to do so through 2018. Thus there would be no cost to the County to add this optional benefit. Motion by K. Snow/J. Aubart to approve/authorize Pierce County to participate in the WRS Income Continuation Insurance Program effective January 1, 2018. Forward resolution authorizing such participation to the County Board requesting adoption on first reading; motion carried unanimously.

5) Discuss/Take action to award bid for GASB75 Actuarial Valuation Services effective January 1, 2018 through December 31, 2022

Insurance/Risk Manager W. Kinneman explained that Pierce County is required to do an actuarial cost study on various employee benefits. A RFP for a five year contract was offered to vendors & two bids for the service were received. For the five year contract Nyhart bid \$32,400; CBIZ Retirement Plan Services bid \$16,000. Motion by J. Aubart/S. Bjork to approve CBIZ for GASB75 Actuarial Valuation Services in the amount of \$16,000 effective January 1, 2018 through December 31, 2022; motion carried unanimously.

6) 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 2016, noting that last year the County reimbursed “in County” libraries at 75% as opposed to the 70% WI STAT requirement. Committee acknowledged the value of services rendered by local libraries. County Clerk J. Feuerhelm informed Committee that the library budget falls under the County Clerk’s budget & projected 2018 numbers are presented there. No action taken.

7) Discuss/Take action to reassign Building Outlay funds in Maintenance Dept. budget from Utility Vehicle & Attachments to Mower Repairs

Maintenance Supervisor J. Forss explained that the department acquired an industrial lawnmower at no cost that needed some significant repairs. He indicated that he anticipated that much time could be saved mowing the campus lawns with a mower of this size & this would be a fairly reasonable way to utilize the mower without expending the cost for a new model. Motion by D. Reis/K. Snow to approve reassigning fund balance in Building Outlay-Utility Vehicle & Attachments to Building Outlay-Mower Repairs; motion carried unanimously.

8) Discuss/Take action on stipend for interim Health Officer/Home Care Director

PH Director S. Galoff thanked the Committee for the opportunity to work in the Public Health Dept. for 27 years & become its director, but is now moving on to other employment. She then explained the

recommendation to compensate the Interim Health Officer/Home Care Director for the increased responsibility & workload until a new director is hired. AC J. Miller indicated that it would take approx. 2-3 months to hire a new director. She added that the Interim Officer would not be doing the full job of a Director & was not in favor of the recommended stipend. She offered an alternative stipend that would be based on a specific amount each week as opposed to an hourly stipend. She also noted that this position would also be allowed to accumulate & be paid for overtime hours. Supervisor J. Aubart felt that if the Interim Director is performing the work they should be compensated as such. Motion by J. Aubart/D. Reis to approve recommended stipend for the Interim Health Officer/Home Care Director to create an hourly wage equivalent to Step 1 of Grade Q, PH Director classification; motion carried with 5 in favor & 2 opposed (S. Bjork, J. Holst).

9) Discuss/Take action on increasing Public Health Manager position from 0.8 to 1.0 FTE as the initial step in restructure of Health Dept. management positions

PH Director S. Galoff explained request for increase was to allow for better overall supervision by the department by redistributing responsibilities among management personnel. AC J. Miller indicated that this position increase was requested during last year's budget process & was denied. She thought that the request should have come through the budget process just as other requests are done. Supervisor R. Wood stated that the request was approved by the Board of Health & thought that one of the objectives for managers such as these was to move them to 40 hour work weeks. Chairman J. Holst indicated he felt it important that the new Public Health Director be hired first & allow that person the opportunity to evaluate the situation & make decisions based on their leadership style. Motion by K. Snow/J. Kosin to deny request to increase Public Health Manager position from 32 to 40 hours/week; motion carried with 6 in favor & 1 opposed (J. Aubart).

10) Discuss/Take action on Ordinance 17-XX to create Chapter 36, Article III, Section 36-16-Cutoff time for Filing & Recording Documents with the Office of the Register of Deeds

ROD J. Hines explained the request was to comply with WI STATS 59.20,(3),(c) & create a standard policy for cutoff time for receipt & recording of paper & electronic documents in the Department. She recommended setting the cutoff time to one hour prior to close of business to allow staff to process the documents received throughout the day. She added that to make it a formal policy an ordinance was drafted by Corp Counsel to present to this Committee & the County Board. Motion by J. Aubart/S. Bjork to approve Ordinance 17-XX to Create Chapter 37, Article III, Section 36-16 Cutoff Time for Filing & Recording Documents with Office of the Register of Deeds as presented; motion carried unanimously.

11) Discuss/Take action on 2018 Budgets:

11a) Corporation Counsel: B. Lawrence reviewed budget proposal with Committee indicating that it was up 2.51% due to personnel costs. Motion by J. Aubart/D. Reis to approve 2018 Budget proposal of the Corporation Counsel Office as presented; motion carried unanimously.

11b) County Clerk: J. Feuerhelm reviewed budget proposal with Committee indicating that there would be the possibility of four elections in 2018 increasing the overall budget significantly. Motion by K. Snow/J. Kosin to approve as presented. Clerk J. Feuerhelm added that the Library Budget was a part of the Clerk's budget & the reimbursement rate would need to be determined at this time. Presented in the current proposal was reimbursement at the Wisconsin Statute requirement of 70%. Motion by K. Snow/D. Reis to amend the budget proposal for reimbursement to "in County" libraries to 80%; motion to amend carried with 5 in favor, & 2 opposed (S. Bjork, J. Holst). Motion by K. Snow/J. Kosin to approve 2018 Budget proposal of the County Clerk's Office as amended; motion carried unanimously.

11c) Register of Deeds: J. Hines reviewed budget proposal & fielded questions from the Committee. Motion by D. Reis/J. Kosin to approve 2018 Budget proposal of the Register of Deeds Office as presented; motion carried unanimously.

11d) Treasurer: K. Fuchs reviewed budget proposal with Committee indicating that it was up 3% due to personnel costs, increased cost of supplies, publications & continuing education items. Motion by K. Snow/J. Kosin to approve 2018 Budget proposal of the Treasurer's Office as presented; motion carried unanimously.

12) Discuss/Take action on 2018 Budgets:

- | | |
|-----------------------------------|--|
| 12a) County Board | 12h) Independent Accounting & Auditing |
| 12b) Codifications of Ordinances | 12i) Insurance |
| 12c) Other Legal-Negotiations | 12j) Cafeteria Insurance |
| 12d) Administration | 12k) Leave Liability |
| 12e) Human Resources | 12l) Debt Service |
| 12f) Other General Admin.-Postage | 12m) West Cap |
| 12g) Indirect Cost Study | |

Finance Director J. Brickner reviewed all the above budgets with the Committee. With the proposal she presented a cost comparison between the 2017 Budget & that proposed for 2018, noting the reasons for slight increases for Administration, Human Resources, Auditing & Accounting, Insurance, & Cafeteria Insurance. She also noted that the budget for Leave Liability was decreased by \$50,000 & Debt Service increased due to new Jail/Sheriff's Office facility. Motion by J. Aubart/K. Snow to approve 2018 Budget proposals for items 12a through 12m as presented; motion carried unanimously.

13) Discuss/Take action on bid to purchase tax deed property; TDF428/151-01017-0900; Village of Maiden Rock

County Clerk J. Feuerhelm informed Committee that this was the third time this particular property was offered for sale & bids received. Two bids were received as follows: Patrick Traynor in the amount of \$7,500; & Benjamin Durrant in the amount of \$3,750. He recommended accepting highest bid from Patrick Traynor. Motion by J. Aubart/S. Bjork to approve bid to purchase Tax Deed property in the Village of Maiden Rock; TDF428/parcel #151-01017-0900 received from Patrick Traynor in the amount of \$7,500 & provide bidder with a Quit Claim Deed to the same; motion carried unanimously.

14) CLOSED SESSION

Motion by J. Aubart/D. Reis to convene in closed session at 6:06 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.

15) OPEN SESSION

Committee returned to open session at 6:15 p.m. by motion of K. Snow/J. Kosin; motion carried unanimously by roll call vote. No action taken.

16) Future Agenda Items

- None presented at this time.

17) Next Meeting Date

Next meeting set for September 11th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

18) Adjournment

Meeting adjourned at 6:16 p.m. by motion of B. Schroeder/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, August 7, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of July 10, 2017 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on items regarding County Health Insurance Plan: 3a) Select third party administrator for the County’s plan effective 1/1/2018 3b) Adding dental insurance effective 1/1/2018 3c) Limiting chiropractic coverage effective 1/1/2018	Miller/Kinneman
4.	Discuss/Take action regarding participation in the WRS Income Continuation Insurance Program effective 1/1/2018	Miller/Kinneman
5.	Discuss/Take action to award bid for GASB75 Actuarial Valuation Services effective January 1, 2018 through December 31, 2022	Miller/Kinneman
6.	Presentation regarding an increase to Act 150 library reimbursement	Librarians
7.	Discuss/Take action to reassign Building Outlay funds in Maintenance Dept. budget from Utility Vehicle & Attachments to Mower Repairs	Jerry Forss
8.	Discuss/Take action on stipend for interim Health Officer/Home Care Director	S. Galoff
9.	Discuss/Take action on increasing Public Health Manager position from 0.8 to 1.0 FTE as the initial step in restructure of Health Dept. management positions	S. Galoff
10.	Discuss/Take action on Ordinance 17-XX to create Chapter 36, Article III, Section 36-16-Cutoff time for Filing & Recording Documents with the Office of the Register of Deeds	J. Hines
11.	Discuss/Take action on 2018 Budgets: 9a) Corporation Counsel 9b) County Clerk 9c) Register of Deeds 9d) Treasurer	B. Lawrence J. Feuerhelm J. Hines K. Fuchs
12.	Discuss/Take action on 2018 Budgets: 10a) County Board 10b) Codifications of Ordinances 10c) Other Legal-Negotiations 10d) Administration 10e) Human Resources 10f) Other General Admin.-Postage 10g) Indirect Cost Study 10h) Independent Accounting & Auditing 10i) Insurance 10j) Cafeteria Insurance 10k) Leave Liability 10l) Debt Service 10m) West Cap	Jo Ann Miller Julie Brickner
13.	Discuss/Take action on bid to purchase tax deed property; TDF428/151-01017-0900; Village of Maiden Rock	J. Feuerhelm
14.	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
15.	Committee will return to open session and take action on closed session item, if	OPEN SESSION

	required	
16.	Future agenda items	Members
17.	Next meeting date (First Monday: *Tues. Sept. 5th or Mon. the 11th)	Members
18.	Adjourn	Members
<p>Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273- 6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.</p>		

A quorum of County Board supervisors may be present.

jrf (07/27/17)

*Monday, Sept. 4th is the Labor Day holiday; Courthouse closed.

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
July 10, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 07**

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 4 members present; 3 excused.

Members present:

Scott Bjork	District #7
Dan Reis	District #13
Jerry Kosin	District #15
Jeff Holst	District #16

Absent/Excused: Jon Aubart-District #3; Ken Snow-District #9; Bill Schroeder-District #14

Also present: Dale Auckland-District #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Rod Webb-Land Conservation Director, Jason Matthys-Chief Deputy Sheriff, John Worsing-Medical Examiner, Sean Froelich-District Attorney, Sue Galoff-Public Health Director, Becky Johnson-PH Business Manager, Diane H-Robinson-PH Nurse, Jerry Forss-Maintenance Supervisor, Gary Brown-Emergency Management Director, Kathy Fuchs-Treasurer, Andy Pichotta-Land Management Director, Ron Schmidt-Human Services Director, Kristi Frederick-CPS Program Manager, Janet Huppert-IS Director, & Matt Lambert-Press PC Herald.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by J. Kosin/D. Reis to amend the agenda by moving Items #12 & 13 to follow Item # 2; motion carried unanimously.

Motion by S. Bjork/J. Kosin to approve agenda as amended, minutes of June 5, 2017, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action on recommendation of Courthouse Security Workgroup regarding conversion of recording from DVR to server and security cameras from analog to IP

EM Director G. Brown explained what equipment the Security Workgroup was recommending to be replaced. Motion by D. Reis/S. Bjork to move forward with a Request for Proposal to convert storage of security camera footage from DVR to server, replace the analog cameras with IP cameras & consider options for financing the project over several years; motion carried unanimously.

4) Discuss and take action on 2018 Security Fund Budget

EM Director G. Brown presented proposed 2018 Budget for the Security Fund. He explained that the Fund typically has been funded at \$50,000/year with the exception of the current year when it was reduced to

\$25,000. He added that to accomplish replacing the equipment previously discussed & others it would take more funding than the current budget. Motion by D. Reis/S. Bjork to approve funding the 2018 Security Budget in the amount of \$50,000 & recommend approval by the County Board; motion carried unanimously.

5) Discuss/Take action on Pierce County 2018 Health Insurance rates

AC J. Miller explained that the recommendation would be to keep the stop loss at \$150,000 & no premium increases for 2018. Motion by J. Kosin/D. Reis to approve health insurance rates effective January 1, 2018 as follows: Single-\$796/mo.; Employee+Children-\$1163/mo.; Family+Soupsue+Children-\$2543/mo.; motion carried unanimously.

6) Discuss/Take action to amend 2017 Community Opportunity grant budget

Public Health Director S. Galoff explained the request was to amend the 2017 budget to include 2016 carryover funds that were not expended in 2016, in part as a matter of financial housekeeping. Motion by D. Reis/S. Bjork to accept the amended 2017 Community Opportunity grant budget; motion carried unanimously.

7) Discuss/Take action to restructure vacant 1.0 (40 hr./wk.) Public Health Nurse position to a 1.0 (35 hr./wk.) Environmental Health/Public Health Specialist position, increase existing Reproductive Health/Public Health Nurse position from 35 hr./wk. to 40 hr./wk. & update staffing plan

Public Health Director S. Galoff explained request was to aid in meeting both the Environmental Health & Public Health nursing needs of the department. Motion by D. Reis/J. Kosin to approve restructure of vacant 1.0(40 hrs/wk) Public Health Nurse position to a 1.0 (35 hrs/wk) Environmental Health/Public Health Specialist position, increase existing Reproductive Health/Public Health Nurse position from 35 hrs/wk to 40 hrs/wk & update staffing plan; motion carried unanimously.

8) Discuss/Take action on recommendation regarding reclassification of Jail Nurse position

AC J. Miller explained that the job description was sent to Carlson/Dettmann for evaluation in regard to a reclassification. Their recommendation was that the Jail Nurse position be reclassified from a Grade I to a Grade J on the County's pay structure. She added that Administration concurs with this recommendation. Motion by J. Kosin/S. Bjork to approve reclassification of the Jail Nurse position from a Grade I to a Grade J & to implement the new pay grade beginning with the July 23rd, 2017 payroll; motion carried unanimously.

9) Discuss/Take action regarding temporary worker in Human Services Dept.

AC J. Miller explained that the Administrative Coordinator cannot authorize additional hours over 500 hours for temporary workers & more hours were needed for a temporary employee to assist in the CPS unit within the Human Services Dept. Motion by D. Reis/J. Kosin to approve Human Services Dept. temporary position for up to 1100 hours in 2017 & approve the funding source for the additional hours as the County portion of the salary lapse from the CST/Foster care position that was vacated in March; motion carried unanimously.

10) Discuss/Take action to approve Resolution 17-XX to amend Personnel Policy to amend official County normal business hours

LC Director R. Webb explained that the request was to assist the department with the flexibility to adjust work schedules to better accommodate the public during their busier times of the day which he felt was earlier in the day, rather than late afternoon. He added that the current Personnel Policy regarding business hours does not allow the department to do that. Supervisor J. Kosin asked if the proposed change would affect all departments or just Land Conservation. AC J. Miller responded stating that the proposed resolution would apply to all departments. Chairman J. Holst took a brief survey of department heads present asking if they anticipated their departments would close earlier or remain open until 5 p.m. as in the past. Responses were varied but many anticipated that current workloads would likely keep departments open until 5. Motion by J. Kosin/S. Bjork to approve Resolution 17-XX Amend the Personnel Policy to amend official County normal

business hours from 8 a.m. – 5 p.m. to 8 a.m. – 4:30 p.m.; motion carried unanimously.

11) **Discuss/Take action on Sheriff's Dept. requests:**

- a) **Approve a proposal from ANCOM for a microwave link to the new dispatch center and upgrade current microwave radios**
- b) **Approve a proposal from CIS to replace existing servers and installation at the new dispatch center**
- c) **Approve a proposal from Xybix for new dispatch furniture to be installed at the new facility**

Chief J. Matthys explained each request individually. The ANCOM proposal was to add a microwave link from the current radio tower at the Courthouse to the dispatch center at the new facility & upgrade the current microwave radios, in the amount of \$258,365. The recommendation was to use the Undesignated Fund balance as the funding source. The CIS proposal was to replace existing servers that are near the end of their functional lifespan & install at new dispatch center, in the amount of \$132,222.88. The recommendation was to fund \$33,055.72 from Jail Assessment Fund & remaining funded from Undesignated Fund balance. The Xybix proposal addressed the purchase of new dispatch furniture to be installed at the new facility, in the amount of \$69,130.04. The recommendation was to use the Undesignated Fund balance as the funding source. Corp Counsel B. Lawrence informed the Committee that all these items were addressed in a resolution listed under the next agenda item & individual action was not necessary. No action taken.

12) **Discuss/Take action to approve Resolution 17-XX Authorization to use Undesignated Fund Balance & Jail Assessment Fund to Purchase Equipment for the new Jail/Sheriff's Office Facility**

Committee reviewed resolution. Motion by S. Bjork/J. Kosin to approve Resolution 17-XX Authorization to use Undesignated Fund Balance & Jail Assessment Fund to purchase equipment for the new Jail/Sheriff's Office facility; motion carried unanimously by roll call vote.

13) **Discuss/Take action on Ordinance 17-XX to amend Chapter 232 of the Pierce County Code – Comprehensive Plan**

LM Director A. Pichotta explained that Pierce County's Comp Plan was last reviewed in August of 2009 & needed to be updated. Motion by J. Kosin/D. Reis to approve Ordinance 17-XX to amend Chapter 232 of the Pierce County Code-Comprehensive Plan & recommend approval by the County Board; motion carried unanimously.

14) **Discuss/Take action on 2018 New Personnel requests: District Attorney, Human Services, Information Services, Maintenance, Medical Examiner, Public Health, Register in Probate, Sheriff's Dept., Treasurer's Office**

Department Heads presented requests for new personnel in 2018.

- DA S. Froelich presented request for additional hours for two legal assistants & 50% funding of Assistant DA. Committee discussed. Motion by J. Kosin to approve additional hours for one legal assistant. Motion failed for lack of second. Motion by S. Bjork/D. Reis to approve additional hours for two legal assistants in 2018 in the amount of \$13,051.42 & deny request for Assistant DA; motion carried unanimously.
- HS Director R. Schmidt presented request for Social Worker-Foster Care at 60% & a Social Worker-CPS Ongoing. Committee discussed. Motion by S. Bjork/J. Kosin to deny both requests; motion carried unanimously.
- IS Director J. Huppert presented request for Network Administrator. Committee discussed. Motion by D. Reis/J. Kosin to approve Network Administrator position for 2018 budget in the amount of \$108,590; motion carried with 3 in favor & 1 opposed (J. Holst).
- Maintenance Supervisor J. Forss presented request for additional janitor, in part to address additional workload to be realized with the new Jail/Sheriff's Office facility. Motion by S. Bjork/D. Reis to approve

Janitor position in Maintenance Dept. for 2018 Budget in the amount of \$63,006; motion carried unanimously.

- ME J. Worsing presented request for an increase from 67.5% to 75%. He added that he presented a request to 75% last year but was awarded the increase to 67.5% with the understanding the Committee/Board would consider the increase for the 2018 Budget. Committee discussed an increase of ½ that requested, or 3.75%. Motion by S. Bjork/D. Reis to approve increase of 3.75% for Medical Examiner from 67.5% to 71.25%; motion failed for lack of majority vote with 2 in favor (S. Bjork, D. Reis) & 2 opposed (J. Kosin, J. Holst).
- PH Director S. Galoff presented request to increase hours for Nutritionist from 35 hrs/wk to 40 hrs/wk. She added that position is funded by a grant & will sunset if grant funds cease, thus no County funds were being requested for the position. Motion by S. Bjork/J. Kosin to approve additional hours for Public Health Nutritionist from 35 hrs/wk to 40 hrs/wk for 2018 Budget; motion carried unanimously. She also presented request for 60% funding for Birth to 3 Service Coordinator. Committee discussed. Motion by S. Bjork/J. Kosin to deny request for Birth to 3 Service Coordinator; motion carried unanimously.
- Register in Probate submitted request to increase hours for Deputy RIP from 35 hrs/wk to 40 hrs/wk. Motion by J. Kosin/S. Bjork to deny request for additional hours for Deputy RIP; motion carried unanimously.
- Chief J. Matthys explained Sheriff's Dept. request for additional Patrol Deputy (Court Security), Jailer (transport), Civilian Dispatcher, & increase wages to promote a Sergeant for Patrol & one for Jail. He felt all positions were equally important but a Civilian Dispatcher (\$77,643) & the additional funds for Sergeant/Patrol (\$4,073) & Sergeant/Jail (3,839) were of urgent need. Committee discussed. Motion by S. Bjork/D. Reis to approve Civilian Dispatcher position & additional funds for two Sergeants in 2018 Budget; motion carried unanimously.
- County Treasurer K. Fuchs presented request to increase hours for Deputy Treasurer, Accounting Clerk, & Property Lister from 35 hrs/wk to 40 hrs/wk. She stated due to all other pressing needs for the County that if only some additional hours were allowed to address the busy times of the year. AC J. Miller indicated that she thought this could be addressed within current budget parameters. Motion by S. Bjork/J. Kosin to deny request for additional hours for Deputy Treasurer, Accounting Clerk, & Property Lister; motion carried unanimously.

15) **Discuss/Take action on department staffing plans**

No action taken.

16) **Future Agenda Items**

- None presented at this time.

17) **Next Meeting Date**

Next meeting set for August 7th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

18) **Adjournment**

Meeting adjourned at 5:55 p.m. by motion of D. Reis/S. Bjork; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AMENDED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, July 10, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum. 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of June 5, 2017 2c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on Pierce County 2018 Health Insurance rates	J. Miller
4.	Discuss/Take action to amend 2017 Community Opportunity grant budget	Becky Johnson
5.	Discuss/Take action to restructure vacant 1.0 (40 hr./wk.) Public Health Nurse position to a 1.0 (35 hr./wk.) Environmental Health/Public Health Specialist position, increase existing Reproductive Health/Public Health Nurse position from 35 hr./wk. to 40 hr./wk. & update staffing plan	S. Galoff
6.	Discuss/Take action on recommendation regarding reclassification of Jail Nurse position	J. Miller
7.	Discuss/Take action regarding temporary worker in Human Services Dept.	J. Miller
8.	Discuss/Take action to approve Resolution 17-XX to amend Personnel Policy to amend official County normal business hours	R. Webb
9.	<i>*Discuss/Take action on Sheriff’s Dept. requests:</i> a) Approve a proposal from ANCOM for a microwave link to the new dispatch center an upgrade current microwave radios b) Approve a proposal from CIS to replace existing servers and installation at the new dispatch center c) Approve a proposal from Xybix for new dispatch furniture to be installed at the new facility	J. Matthys
10.	<i>*Discuss/Take action to approve Resolution 17-XX Authorization to use Undesignated Fund Balance & Jail Assessment Fund to Purchase Equipment for the new Jail/Sheriff’s Office Facility</i>	J. Matthys
11.	Discuss/Take action on Ordinance 17-XX to amend Chapter 232 of the Pierce County Code – Comprehensive Plan	A. Pichotta
12.	Discuss/Take action on recommendation of Courthouse Security Workgroup regarding conversion of recording from DVR to server and security cameras from analog to IP	G. Brown
13.	Discuss and take action on 2018 Security Fund Budget	G. Brown
14.	Discuss/Take action on 2018 New Personnel requests: District Attorney, Human Services, Information Services, Maintenance, Medical Examiner, Public Health, Register in Probate, Sheriff’s Dept., Treasurer’s Office	Department Heads
15.	Discuss/Take action on department staffing plans	Dept. Heads
16.	Future agenda items	Members
17.	Next meeting date (First Monday: August 7 th)	Members
18.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

jrf (06/29/17)

**Amended 07/05/17 > 9:15 a.m.*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
June 5, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 06**

1) Meeting Convened.

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

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
Ken Snow	District #9	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused:

Also present: Dale Auckland-District #12, Ruth Wood-District #4, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Sue Galoff-Public Health Director, Allison Preble-HR Manager, Julie Brickner-Finance Director, Steve Melstrom-Solid Waste Administrator, Jerry Forss-Maintenance Supervisor, Gary Brown-Emergency Management Director, Kathy Fuchs-Treasurer, Andy Pichotta-Land Management Director, Tami Billeter-Human Services Department Operations Manager, Ron Schmidt-Human Services Director, Brock Geyen-Clifton/Larson/Allen.

1b) Public Comment.

None.

2a-d) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve agenda, minutes of May 1, 2017, Treasurer's report as presented, & attendance of Supervisor R. Wood at WCA Conference Sept. 24-26, 2017; motion carried unanimously.

3) Discuss/Take action to amend the 2017 Recycling Budget due to acceptance of Carton Council Recycling Grant

Solid Waste Department Administrator Steve Melstrom provided an explanation for the request. Motion by J. Aubart/J. Kosin to approve amending adopted 2017 Recycling Budget to reflect the unbudgeted grant revenues received, & the unbudgeted expenditures used to purchase equipment due to the Department's acceptance of the Carton Council Recycling Grant Agreement; motion carried unanimously.

4) Discuss/Take action on 2016 preliminary audit from Clifton/Larson/Allen

Brock Geyen of Clifton/Larson/Allen reviewed the preliminary audit for 2016 with the Committee. He indicated that overall there are a lot of positive results/numbers, and that he would not recommend spending down reserves. The 2016 audit deadline is July 31, 2017 and final reports are forthcoming. No action taken.

5) Discuss/Take action regarding parameters for 2018 Budget

AC J. Miller explained that general direction is needed at the beginning of each budget cycle to be able to advise departments accordingly. Options to consider included the following:

1. Maximize net new level dollars, estimated to be between \$102,000 & \$320,000 based on a five year history of net new construction. This approach would provide a small amount of new money in the budget. If these dollars are not captured in 2018, they cannot be recouped or requested in future years.
2. No levy increase for 2018. Freeze at the current levy & operate at reduced services. Direction will be needed on which 2018 services to reduce.
3. Operate somewhere between the maximum increase & a freeze. Direction will be needed on the amount to increase & areas of service reduction.

AC J. Miller recommended option 1, especially with the new jail facility. Committee discussed options. Motion by J. Aubart/S. Bjork to set a property tax levy direction to maximize allowable levy; direct Department Heads & 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 2019 and 2020 budgets in the New World system, complete 2018 program worksheets and 2018 capital improvement plan; 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 2018 budget. Motion carried/passed unanimously.

6) Discuss/Take action on reclassification of the Jail Nurse position

Public Health Director S. Galoff explained reclassification request. Motion by J. Aubart/B. Schroeder to approve reclassification of the Jail Nurse position; motion carried unanimously.

7) Discuss/Take action on recommendation to refill Birth to Three Coordinator position & hire temporary 0.6 FTE Service Coordinator

Public Health Director S. Galoff requested that this matter be withdrawn from the agenda as the refill issue has been resolved. The request for a 0.6 FTE Service Coordinator will come forward with new position requests at the next meeting. No action taken.

8) Discuss/Take action to approve resolution on amending Personnel Policy to reimburse eligible Maintenance Dept. employees for prescription safety glasses & include in protective footwear program

Maintenance Supervisor J. Forss explained request for change. Motion by J. Aubart/S. Bjork to approve adding Maintenance Dept. employees to the sections of the Pierce Co. Personnel Policy that allow reimbursement to employees for safety equipment; motion carried unanimously.

9) Discuss/Take action to approve the resolution amending Article XI, Section L: Lockdown Policy of the Pierce County Personnel Policy to replace the Lockdown Policy with Procedures for Active Shooter / Violent Intruder Events

Chairman of Ad Hoc Courthouse Security Workgroup G. Brown explained purpose of request. Motion by J. Aubart/D. Reis to approve resolution amending Article XI, Section L: Lockdown Policy of the Pierce County Personnel Policy to replace the Lockdown Policy with Procedures for Active Shooter/Violent Intruder Events & forward to County Board; motion carried unanimously.

10) Discuss implementation of E-Recording in the Register of Deeds Office

Register of Deeds J. Hines appeared by telephone and explained that the Department intends to implement an E-Recording process as most other counties in Wisconsin have done, and she explained the process and the reasons justifying the change. Motion by D. Reis/J. Kosin to approve implementation of the E-Recording process; motion carried unanimously.

11) Discuss/Take action on resolution to order issuance of tax deed on following parcel:

File #433 (151-01020-0600) – John & Jane Buxell; in Village of Maiden Rock

County Clerk J. Feuerhelm submitted review & draft resolution regarding potential tax deed property in the Village of Maiden Rock. Land Management Director Andy Pichotta also explained the request, and addressed specifics about the property. Motion by S. Bjork/D. Reis to approve Resolution 17-XX To Order Issuance of Deed to Pierce County for property subject to tax certificate in the Village of Maiden Rock, & forward to County Board for approval & authorization of sale of said property; motion carried unanimously.

12) Future Agenda Items

- New Personnel Requests
- Reclassification of Jail Nurse

13) Next Meeting Date

Next meeting set for July 10th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

14) Adjournment

Meeting adjourned at 4:54 p.m. by motion of B. Schroeder/S. Bjork; motion carried/passed unanimously.

Respectfully submitted by: Bradley D. Lawrence

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, June 5, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum. 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of May 1, 2017 2c) Treasurer’s report on previous months finance activities & fund balances 2d) Request to approve attendance at the Wisconsin Counties Association Conference from September 24 – 26, 2017 for County Board Supervisor Ruth Wood, pursuant to Sec 4-50(B)(4) of the Pierce County Code	Members
3.	Discuss/Take action to amend the 2017 Recycling Budget due to acceptance of Carton Council Recycling Grant	S. Melstrom
4.	Discuss/Take action on 2016 preliminary audit from Clifton/Larson/Allen	Brock Geyen
5.	Discuss/Take action regarding parameters for 2018 Budget	J. Brickner/J. Miller
6.	Discuss/Take action on reclassification of the Jail Nurse position	S. Galoff
7.	Discuss/Take action on recommendation to refill Birth to Three Coordinator position & hire temporary 0.6 FTE Service Coordinator	S. Galoff
8.	Discuss/Take action to approve resolution on amending Personnel Policy to reimburse eligible Maintenance Dept. employees for prescription safety glasses & include in protective footwear program	J. Forss
9.	Discuss/Take action to approve the resolution amending Article XI, Section L: Lockdown Policy of the Pierce County Personnel Policy to replace the Lockdown Policy with Procedures for Active Shooter / Violent Intruder Events	G. Brown
10.	Discuss implementation of E-Recording in the Register of Deeds Office	J. Hines
11.	Discuss/Take action on resolution to order issuance of tax deed on following parcel: File #433 (151-01020-0600) – John & Jane Buxell; in Village of Maiden Rock	J. Feuerhelm
12.	Future agenda items	Members
13.	Next meeting date (Second Monday: July 10 th)	Members
14.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

jrf (05/25/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
May 1, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI**

2017 – 05

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 4:01 p.m.

1a) Those Present.

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

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
Ken Snow	District #9		
Dan Reis	District #13		

Absent/Excused: Jeff Holst; District #16

Also present: Neil Gulbranson-Dist. # 11, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Sue Galoff-Public Health Director, Allison Preble-HR Manager, & Jamie Feuerhelm-County Clerk.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by S. Bjork/J. Kosin to approve agenda, minutes of Apr. 3, 2017, & Treasurer's report as presented; motion carried unanimously.

3) Discuss/Take action on accepting local Public Health Ebola preparedness funds & associated budget

PH Director S. Galoff explained there were some remaining funds that the department was proposing to use for educational purposes. Motion by D. Reis/B. Schroeder to accept the 2017 Local Public Health Ebola Preparedness funds & associated budget in the amount of \$5,523 as presented; motion carried.

4) Discuss using CBIZ for consulting services regarding setting premium rates for 2018

AC J. Miller explained that health insurance administration is getting very complicated & more assistance is needed to help navigate that venue. She informed Committee that Administration has been working with CBIZ regarding health insurance & felt that they were very experienced in the health insurance environment as well as having a good understanding of Pierce County's plan & situation. She expressed a desire to continue using CBIZ for continued guidance with the County's health insurance plan & stated cost for their services were paid from the health insurance fund. Supervisor B. Schroeder agreed that administering a health insurance plan was indeed complicated. Committee was comfortable with continuing to work with CBIZ in setting premium rates for 2018. No action taken.

5) Discuss/Take action regarding an RFP process for third party administrator for Pierce County Health Insurance Plan

AC J. Miller informed Committee that the last time Pierce County went through RFP process for third party administrator was approx. three years ago. She added that with the guidance of CBIZ they felt the County should perform another one as a number of things have changed even in that short time. Motion by K. Snow/B. Schroeder to move forward with Request for Proposals process for third party administrator for the Pierce County Health Insurance Plan; motion carried unanimously.

6) Discuss/Take action regarding a stipend for the new Jail Nurse during the interim until the Public Health Nurse position is filled

AC J. Miller explained to the Committee that the request was to compensate an employee for performing additional duties as Public Health Nurse & Jail Nurse until the Public Health Nurse position could be filled. J. Miller requested the stipend be retroactive to when the Jail Nurse began her duties on April 20th. Motion by D. Reis/S. Bjork to allow new jail nurse a stipend of \$65/week, retroactive to April 20, 2017, & during the time the employee is performing extra duties of the Public Health Nurse position until a new Public Health Nurse is hired; motion carried unanimously.

7) Discuss/Take action on proposed budget calendar for the 2018 budget

AC J. Miller explained that Administration was proposing moving some of the critical deadlines earlier in order to provide more time for the Committee to consider potential options to balance the County budget. Supervisor J. Aubart expressed concern about the earlier deadlines for personnel requests being June 1st as some committees meet early in the month & may not have this item on their agendas. AC J. Miller indicated that as long as Administration knows the departments' intentions for such requests that the department can work with them in their requests in a timely manner. Motion by J. Kosin/K. Snow to approve 2018 budget calendar; motion carried unanimously.

8) Discuss/Take action on 2017-2018 County Board meeting dates

County Clerk J. Feuerhelm presented proposed meeting dates for the County Board for 2017-2018. He added that with the exception of December's date all meeting dates are defined in the Pierce County Code & Wisconsin Statutes. He indicated that he was not certain why a formal request needed to be submitted to this Committee & the County Board other than that this has been the precedent. Motion by D. Reis/S. Bjork to approve the 2017-2018 County Board meeting dates; motion carried unanimously.

9) Closed Session

Motion by D. Reis/S. Bjork to convene into closed session at 4:20 p.m. 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. Motion carried unanimously by roll call vote.

10) Open Session

Motion S. Bjork/J. Kosin to return to open session at 4:47 p.m.; motion carried unanimously by roll call vote. No action taken.

11) Future Agenda Items

- None presented at this time.

12) Next Meeting Date

Next meeting set for June 5th, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

13) Adjournment

Meeting adjourned at 4:48 p.m. by motion of D. Reis/S. Bjork; motion carried/passed unanimously.

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, May 1, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a. Establish quorum. 1b. Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: a) Establish and approve agenda b) Approve minutes of Apr. 3, 2017 c) Treasurer’s report on previous months finance activities & fund balances	Members
3.	Discuss/Take action on accepting local Public Health Ebola preparedness funds & associated budget	Public Health
4.	Discuss using CBIZ for consulting services regarding setting premium rates for 2018	Miller/Kinneman
5.	Discuss/Take action regarding an RFP process for third party administrator for Pierce County Health Insurance Plan	J. Miller
6.	Discuss/Take action regarding a stipend for the new Jail Nurse during the interim until the Public Health Nurse position is filled	J. Miller
7.	Discuss/Take action on proposed budget calendar for the 2018 budget	Brickner/Miller
8.	Discuss/Take action on 2017-2018 County Board meeting dates	J. Feuerhelm
9.	Committee will convene into closed session pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update	CLOSED SESSION
10.	Committee will return to open session and take action on closed session item, if required	OPEN SESSION
11.	Future agenda items	Members
12.	Next meeting date (First Monday: June 5 th)	Members
13.	Adjourn	Members
<p>Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.</p>		

A quorum of County Board supervisors may be present.

jrf (04/20/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
April 3, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 04**

1) Meeting Convened.

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:02 p.m.

1a) Those Present.

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

Members present:

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

Absent/Excused: Ken Snow – District #9

Also present: Ruth Wood-District #4, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Ron Schmidt-Human Services Director, Wanda Kinneman-Insurance Coordinator, Andy Pichotta-Land Management Director, John Worsing-Medical Examiner, Chad Johnson-Highway Commissioner, Dennis Polzin-CBIZ, Ramona McCree-CBIZ, Larry Johnson-ATV Association, Kenny Lashley-resident, Sheldon Huppert-resident.

1b) Public Comment.

None.

2a-d) Consent Calendar.

Motion by J. Kosin/D. Reis to approve agenda, minutes of Mar. 6, 2017, Treasurer's report as presented; out-of-county travel requests for Corporation Counsel to attend WMMIC/WACCC Spring Conference; motion carried/passed unanimously.

3) Presentation by CBIZ on analysis of Pierce County self-funded health insurance plan & possible other health insurance options.

Dennis Polzin and Ramona McCree from CBIZ provided a handout of their analysis and provided summary commentary. They indicated that their analysis was based on statistics over the last 10 years and that they took a neutral approach, not taking any sides. They indicated Pierce County has been self-insured for over 30 years, and has a good surplus, stating that the challenge for Pierce County will be to maintain that surplus. They indicated that the Affordable Care Act has largely dictated how things have progressed in recent years, however, with the new President, no one is sure where health care is headed and things could change in the near future. The so called 'Cadillac tax' has been deferred until 2020, which states that if your health plan is too rich you have to pay an extra tax. They indicated that Pierce County has a very good health plan, and that in the big picture, everyone is starting to see higher deductibles. Deductibles need to go up to maintain premiums, however, they indicated the County still needs to have a plan that attracts and motivates its workforce. Compared to other self-funded groups, Pierce County's plan is doing very well, as it has an

approximate \$6M surplus in reserve, which is approximately in the 85th percentile, which is very good. It shows the County has been lucky with claims, in addition to being managed well, and that the County has done a good job of setting numbers, keeping premiums at a good level to maintain reserves. They indicated that with the self-funded plan, the County has 100% control, versus a fully-funded plan where you have no control. The Pierce County health plan is outperforming everything out there, which allows the County to get more aggressive in its plan design. CBIZ stated that without a doubt it recommends that Pierce County continue to be self-funded. No action taken.

4) Discuss/Take action on self-insured vs. fully-funded or other options for the Pierce County health insurance plan.

Motion by J. Aubart/S. Bjork to stay with self-funded health insurance plan, and to have staff bring back information regarding rates; motion carried/passed unanimously.

5) Discuss/Take action to approve Resolution 17-XX Amend Fees for Services of County Medical Examiner and Deputy Medical Examiner.

Medical Examiner J. Worsing explained that previously there was a moratorium on fees, and that the proposed increase in fees was consistent with statute, and also the increases, while nominal, were restricted by the statute as well. He also indicated that there was a typographical error in the Resolution and the fee for death certificate processing should be \$0.02 rather than \$0.21. Worsing recommended approving the increase in fees until the statute can be changed, and suggested the fees statute should be repealed to return control of the fees structure to the county level. Motion by J. Aubart/S. Bjork to approve Resolution to amend fees as presented with the revision of the death certificate processing being \$0.02 rather than \$0.21; motion carried/passed unanimously.

6) Discuss/Take action to approve Resolution 17-XX to adopt rules for the conduct of business by the Pierce County Board of Adjustment.

Land Management Director Andy Pichotta explained the Board of Adjustment is to adopt rules for conduct of business for the Board of Adjustment pursuant to Wisconsin statute and Pierce County code. Rules were previously generated but do not appear to have been formally adopted, and the Board of Adjustment and Land Management Department were thus requesting formal adoption. Motion by D. Reis/J. Kosin to approve resolution to adopt rules for the conduct of business by the Pierce County Board of Adjustment as presented; motion carried/passed unanimously.

7) Discuss/Take action to approve Ordinance 17-XX to Amend Chapter 172, Section 172-15(B) of the Pierce County Code - Parks & Recreation.

Highway Commissioner Chad Johnson explained that the County ATV Association was requesting an ATV route on CTH N from 610th St. to USH 63. The route was approved at the Pierce County Traffic Safety Committee and the Highway Committee. Johnson indicated the average daily traffic on CTH N is below the 700 vehicles per day threshold for ATV routes. Motion by S. Bjork/B. Schroeder to approve as presented; motion carried/passed with 4 in favor (J. Aubart, S. Bjork, B. Schroeder, D. Reis) & 2 opposed (J. Holst, J. Kosin).

8) Discuss/Take action to approve Resolution 17-XX Supporting the Initiation of a Passenger Rail Service between West Central Wisconsin and the Twin Cities.

AC J. Miller explained that Pierce County was contacted by Jim Dunning, an Eau Claire County Board Supervisor, on behalf of the Organizing Council, a group of private regional businesses, seeking support for a rail project providing passenger rail services between the Twin Cities and cities in west central Wisconsin. The requested Resolution of support is sought from various municipalities/entities along the route as the pre-requisite to the successful construction, start-up, and ongoing operation of this transportation service. J. Holst expressed concern that Pierce County not have any financial responsibility related to this project. S. Bjork indicated he saw no connection with the proposed rail route to Pierce County. Motion by S. Bjork/B.

Schroeder to deny request and move the matter to the Board with a negative recommendation for approval; motion carried/passed unanimously.

9) **Future Agenda Items**

None presented.

10) **Next Meeting Date**

Next meeting set for May 1, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

11) **Adjournment**

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

Respectfully submitted by: Brad Lawrence

PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, April 3, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a. Establish quorum. 1b. Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: a) Establish and approve agenda b) Approve minutes of Mar. 6, 2017 c) Treasurer’s report on previous months finance activities & fund balances d) Approve out-of-County travel & training for Corp Counsel to attend WMMIC/WACCC Spring Conference May 3-5; Sheboygan, WI	Members
3.	Presentation by CBIZ on analysis of Pierce County self-funded health insurance plan & possible other health insurance options	CBIZ/ Kinneman/Miller
4.	Discuss/Take action on self-insured vs. fully funded or other options for the Pierce County health insurance plan	Miller/Kinneman/ CBIZ
5.	Discuss/Take action to approve Resolution 17-XX Amend Fees for Services of County Medical Examiner and Deputy Medical Examiner	J. Worsing
6.	Discuss/Take action to approve Resolution 17-XX to Adopt Rules for the Conduct of Business by the Pierce County Board of Adjustment	B. Roy
7.	Discuss/Take action to approve Ordinance 17-XX to Amend Chap. 172, Sect. 172-15(B) of the Pierce County Code-Parks & Recreation	Chad Johnson
8.	Discuss/Take action regarding Resolution 17-XX Supporting the Initiation of a Passenger Rail Service between West Central Wisconsin and the Twin Cities	Jo Ann Miller
9.	Future agenda items	Members
10.	Next meeting date (First Monday: May 1 st)	Members
11.	Adjourn	Members
<p>Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.</p>		

A quorum of County Board supervisors may be present.

jrf (03/23/17)

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
March 6, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 03

1) Meeting Convened.

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

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Scott Bjork	District #7	Jerry Kosin	District #15
Ken Snow	District #9	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused:

Also present: LeRoy Peterson-District #2, Ben Plunkett-District #5, Dean Bergseng-District #8, Dale Auckland-District #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Ron Schmidt-Human Services Director, Wanda Kinneman-Insurance Coordinator, Jerry Forss-Maintenance Supervisor, Andy Pichotta-Land Management Director, Jason Matthys-Chief Deputy Sheriff, Steve Albarado-Lt. Jail Administrator, John Worsing-Medical Examiner, Lori Zierl-UW Extension, Frank Ginther-UW Extension, Scott Schoepp-Parks Superintendent, Todd Hanson-CBIZ, Roger Nelson-resident, Jim Geraets-resident.

1b) Public Comment.

None.

2a-d) Consent Calendar.

Motion by J. Kosin/J. Aubart to approve agenda, minutes of Feb. 6, 2017, Treasurer's report as presented; out-of-state travel requests for Human Services staff to IDA training; motion carried/passed unanimously.

3) Discuss/Take action to approve contract for Pierce County health insurance plan analysis with health insurance consultant

AC J. Miller explained that RFP approved received two responses back. Firm w/more county experience was CBIZ, Todd Hanson.

Motion by J. Aubart/D. Reis to approve contract with CBIZ for health insurance plan analysis; motion carried/passed unanimously.

4) Discuss/Take action to approve transfer of \$2,502 from Contingency Fund to 2016 Medical Examiner's Office budget to accommodate budget deficit

ME J. Worsing explained that primary reason for 2016 budget deficit was due to increased deaths & autopsies over the last couple years to include 2016. Motion by J. Aubart/S. Bjork to approve transfer of \$2,502 from Contingency Fund to Medical Examiner budget to accommodate 2016 budget deficit; motion carried/passed

unanimously.

5) Discuss/Take action to approve transfer of \$3,737 from Contingency Fund to 2016 Corporation Counsel budget to accommodate budget deficit

Corp Counsel B. Lawrence explained primary reason for budget deficit was related to an addition to the health insurance plan for the department. Motion by J. Kosin/J. Aubart approve transfer of \$3,737 from Contingency Fund to Corporation Counsel budget to accommodate 2016 budget deficit; motion carried/passed unanimously.

6) Discuss/Take action to approve Resolution 16-XX authorizing Pierce County to apply for snowmobile trail program state aid

County Park Superintendent S. Schoepp explained there was an old resolution from 1997, but the DNR requested a new resolution & a minimum of two people be authorized to facilitate these funds. Motion by K. Snow/D. Reis to approve resolution authorizing Pierce County to apply for snowmobile trail program state aid & forward to County Board recommending approval; motion carried/passed unanimously.

7) Discuss/Take action to declare surplus County owned property located in the SW ¼ of the SE ¼ of Section 33 in Town of Oak Grove

LM Director A. Pichotta explained he was contacted by adjacent landowner expressing interest in the property. The property was acquired by Pierce County as part of the creation of the Diamond Bluff Estates land division by Johnson Reiland Construction, Inc. in 2003. The property current has no road access or sites suitable for building. Supervisor B. Schroeder indicated he was not in favor of selling the parcel, adding that the County may gain access in the future. Committee discussed possible options for usage & access. Motion by J. Kosin/S. Bjork to recommend to the County Board that the 7.956 acre parcel located in Section 33 of the Town of Oak Grove be declared surplus property to enable the sale thereof, consistent with §40-19 of the Pierce County Code; motion carried/passed with 4 in favor (J. Aubart, S. Bjork, J. Kosin, J. Holst) & 3 opposed (B. Schroeder, K. Snow, D. Reis).

8) Discuss/Take action regarding refill of the Administrative Assistant position in UW-Extension

AC J. Miller explained that there was 3/2 vote by the Ag & Extension Committee in favor of refilling position. F. Ginther indicated that the department has part time temporary people filling the position at this time. J. Miller advised waiting until budget time to better assess the financial ramifications for the County & the status of UW Extension nEXT Gen process. Motion by J. Kosin/K. Snow to deny request to refill Administrative Assistant position in UW-Extension at this time; motion carried/passed unanimously.

9) Discuss/Take action to authorize transfer of funds from Contingency to fund interim Agriculture Agent

Item withdrawn at request of department.

10) Discuss/Take action on bid to purchase tax deed property; TDF429/121-01146-0540; Village of Ellsworth

County Clerk J. Feuerhelm explained one bid was received for the parcel after advertising the property twice. He added that because no bids were received on first offering for sale the Committee could accept any bid they deem most advantageous to the County. Also that the property has a very limited 10 ft. wide public easement to the property & because it's in the Village limits hunting would not be allowed. Motion by K. Snow/S. Bjork to approve bid to purchase Tax Deed property in Village of Ellsworth; TDF429, parcel #121-01146-0540 received from Roger Nelson in the amount of \$7,200.00, & provide the bidder with a Quit Claim Deed to the same; motion carried/passed unanimously.

11) Discuss/Take action on bids to purchase tax deed property; TDF430/022-01031-0800; Town of River Falls

County Clerk J. Feuerhelm explained that two bids were received that meet bidding requirements. One from Nick Cudd in the amount of \$5,000; & one from Jim Scheffler in the amount of \$20,150. He added that this parcel too had been advertised twice receiving no bids on the first offering. Motion by D. Reis/S. Bjork to approve bid to purchase Tax Deed property in Town of River Falls; TDF430, parcel #022-01031-0800 received from James Scheffler in the amount of \$20,150.00, & provide the bidder with a Quit Claim Deed to the same; motion carried/passed unanimously.

12) Discuss/Take action to approve Resolution 16-XX amending Personnel Policy to make changes to paid time off, paid holidays, & other miscellaneous items

AC J. Miller explained proposed changes primarily dealt with accommodating for non-represented employees in dispatch & jailers who were formerly represented by Law Enforcement union contract. She added that it clarifies hiring board, uniform benefit, as well as holiday benefits. Motion by J. Aubart/S. Bjork to approve resolution amending the Personnel Policy to make changes to paid time off, paid holidays & other miscellaneous items, & forward to the County Board; motion carried/passed unanimously.

13) Discuss/Take action on status of Ad Hoc Programs Review Committee

County Clerk stated that he prepared a summary for the Committee outlining the activities of this group. He added that Supervisor R. Wood volunteered to take information gathered & provide some type of report summarizing the Ad Hoc committee's findings. Chairman J. Holst indicated that the Committee gathered information from all the departments but was uncertain how the information could be utilized in the future. He felt the Ad Hoc Committee served its purpose & could be dissolved. Supervisor B. Schroeder indicated that a lot of work was put into this effort & the information may be useful. Motion by K. Snow/J. Aubart to direct Supervisor R. Wood to gather information & draft report. Also to dissolve the Ad Hoc Programs & Services Review Committee; motion carried/passed unanimously.

14) Discuss/Take action on Resolution No. 16-XX Authorization to Use Jail Assessment Fund to Complete Unfinished Space at the New Pierce County Jail/Sheriff's Department as a Day Reporting Center

Chief J. Matthys explained that space was initially proposed to be unfinished "future space." A conceptual design of using that space for "Day Reporting" was discussed and designed by A/E Potter/Lawson. He explained the details of the design, the uses the finished space could offer as well as proposed materials for completion of this space. Motion J. Aubart/S. Bjork to approve completing the unfinished space of the new jail as a Day Report Center and authorize the cost of construction and materials in an amount not to exceed \$185,000 and those costs to be paid from the Jail Assessment Fund. Also to request adoption on first reading; motion carried/passed unanimously.

15) Future Agenda Items

- Presentation on health insurance analysis

16) Next Meeting Date

Next meeting set for April 3, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

17) Adjournment

Meeting adjourned at 4:57 p.m. by motion of B. Schroeder/D. Reis; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm

****AMENDED****
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, March 6, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a. Establish quorum. 1b. Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: a) Establish and approve agenda b) Approve minutes of Feb. 6, 2017 c) Treasurer’s report on previous months finance activities & fund balances d) <i>*Approve out-of-state training for Impaired Driver Assessment (IDA)- Human Services staff March 28th to 30th; Phoenix, AZ</i>	Members
3.	Discuss/Take action to approve contract for Pierce County health insurance plan analysis with health insurance consultant	Kinneman/Miller
4.	Discuss/Take action to approve transfer of \$2,502 from Contingency Fund to 2016 Medical Examiner’s Office budget to accommodate budget deficit	John Worsing
5.	Discuss/Take action to approve transfer of \$3,737 from Contingency Fund to 2016 Corporation Counsel budget to accommodate budget deficit	Brad Lawrence
6.	Discuss/Take action to approve Resolution 16-XX authorizing Pierce County to apply for snowmobile trail program state aid	Scott Schoepp
7.	Discuss/Take action to declare surplus County owned property located in the SW ¼ of the SE ¼ of Section 33 in Town of Oak Grove	Schoepp/Pichotta
8.	Discuss/Take action regarding refill of the Administrative Assistant position in UW-Extension	Jo Ann Miller
9.	Discuss/Take action to authorize transfer of funds from Contingency to fund interim Agriculture Agent	F. Ginther
10.	Discuss/Take action on bid to purchase tax deed property; TDF429/121-01146-0540; Village of Ellsworth	J. Feuerhelm
11.	Discuss/Take action on bids to purchase tax deed property; TDF430/022-01031-0800; Town of River Falls	J. Feuerhelm
12.	Discuss/Take action to approve Resolution 16-XX amending Personnel Policy to make changes to paid time off, paid holidays, & other miscellaneous items	Jo Ann Miller
13.	<i>*Discuss/Take action on status of Ad Hoc Programs Review Committee</i>	Members
14.	<i>*Discuss/Take action on Resolution No. 16-XX Authorization to Use Jail Assessment Fund to Complete Unfinished Space at the New Pierce County Jail/Sheriff’s Department as a Day Reporting Center</i>	Members
15.	Future agenda items	Members
16.	Next meeting date (First Monday: Apr. 3 rd)	Members
17.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

jrf (02/28/17)

**Amended 2/27/17 > 2:49 p.m.*

**Amended 2/28/17 > 9:33 a.m.*

**Amended 3/03/17 > 11:45 a.m.*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
February 6, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**

}

**County Board Room
414 W. Main St., ELLSWORTH, WI**

2017 – 02

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	Jerry Kosin	District #15
Scott Bjork	District #7		
Dan Reis	District #13		
Bill Schroeder	District #14		

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

Also present: Ruth Wood-District #4, Dale Auckland-District #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Gary Brown-Emergency Management Director, Ron Schmidt-Human Services Director, Wanda Kinneman-Insurance Coordinator, Kathy Fuchs-County Treasurer, Sue Galoff-Public Health Director, Jerry Forss-Maintenance Supervisor, & Jamie Feuerhelm-County Clerk.

1b) Public Comment.

Supervisor B. Schroeder introduced newly elected County Treasurer Kathy Fuchs. Supervisor R. Wood-Dist. 4 explained that she was a member of the Ad Hoc Programs Review Committee that has not met in some time. She asked if the Committee would continue or disband. Vice-Chairman J. Aubart indicated the item would have to be put on a future agenda for the Committee to consider. Supervisor Wood added that County departments put a lot of work into the reports the Ad Hoc committee requested & felt that work should not go to waste. She offered to go through the reports & develop a summary &/or further questions that could be asked of departments with regard to programs they provide.

2a-c) Consent Calendar.

Motion by S. Bjork/J. Kosin to approve agenda, minutes of Jan. 3, 2017, Treasurer's report as presented, travel requests for Human Services staff & Emergency Management Director; motion carried/passed unanimously.

3) Discuss/Take action to approve a Request for Qualifications to hire a Consultant regarding a health insurance analysis & review of self-funded vs. fully insured options for Pierce County Health Insurance Plan

AC J. Miller explained that a Request for Qualifications & Request for Proposals has been drafted & is being presented for Committee review. Committee presented questions about the draft. Miller indicated that the goal was to have consultant's final presentation to the Committee by April 3, 2017. Also that funds to pay the consultant would come from health insurance pooled fund. Motion by D. Reis/B. Schroeder to approve Request for Qualifications & Request for Proposals to hire a consultant regarding a health insurance analysis

& review of self-funded versus fully insured options for the Pierce County Health Insurance Plan. Also to create working group of Supervisors Jon Aubart, Bill Schroeder, & Jerry Kosin to review the submitted qualifications & proposals; motion carried/passed unanimously.

4) Discuss/Take action on approval of Jail Nurse position description

PH Director S. Galoff explained that the position used to be a split duty position & now will be changed to jail nurse only. She highlighted the more significant changes. Motion by B. Schroeder/S. Bjork to approve the updated Jail Nurse position description; motion carried/passed unanimously.

5) Discuss/Take action on Resolution to Amend Fees for Issuing Permits & making Inspections & Investigations of certain Types of Establishments

PH Director S. Galoff explained that the resolution proposes to revise the outlined fees by 10%. Last update to fee pricing was in 2011. She added that the PH Dept. was attempting to get the issue on a three year cycle to keep pace with the costs of performing the duties they represent. Supervisor J. Aubart asked if the revised fees were comparable to other counties. S. Galoff indicated that they were in the same ballpark. Aubart asked where the collected fees go. S. Galoff responded by stating the funds go back to the Public Health Dept. to help fund the position that performs the inspections as well as other program costs. Motion by D. Reis/S Bjork to approve resolution to amend fees for issuing permits & making inspections & investigations of certain types of establishments & forward to the county Board recommending approval; motion carried/passed unanimously.

6) Discuss/Take action on using \$14,900 from Courthouse Building Outlay to pay for tree service work on the Fairgrounds

Maintenance Supervisor J. Forss stated that the department had an arborist inspect trees on the County campus & primarily on the Fairgrounds. The inspection revealed a number of trees that need to be trimmed to remain healthy or removed altogether. Estimates were obtained & a vendor selected with a good reputation & experience with the County campus. He informed Committee that funds for such project were specifically identified within the department budget but he identified a source within the budget with sufficient funds to cover the cost for the service. Approval was requested to pay for service from this line item & approve vendor. Motion by D. Reis/J. Kosin to approve bid of \$14,900 from JCE Tree Service & authorize payment for service from 2017 Building Outlay-Campus Improvements fund; motion carried/passed unanimously.

7) Discuss/Take action on request from Security & Facilities Committee for coverage of tuition & travel expenses from the Security Fund for attendance at the Court Safety & Security Conference March 7-9, 2017 in Appleton, WI

Corp. Counsel B. Lawrence explained that the Security & Facilities Committee is requesting funding for attendance at the annual conference for security training, & County employees have attended this annual conference since 2013. Two individuals are requesting to attend & bring back information & ideas expressed at the conference to other individuals in the County. Motion by J. Kosin/S. Bjork to approve the expenditure of up to \$1,200.00 from the Security Fund in order to cover tuition & travel expenses for attendees at the 2017 Court Safety & Security Conference in Appleton, Wisconsin; motion carried/passed unanimously.

8) Discuss/Take action to revoke acceptance of, and reject bid to purchase tax deed property: TDF428 151-01017-0900 in the Village of Maiden Rock & authorize re-bidding the property for sale

County Clerk J. Feuerhelm explained that the former successful bidder of this property expressed a desire to withdraw his previous bid. He added that the County would have legal authority to pursue the bidder to meet his obligatory bid. He indicated that other bidders were interested & the property would eventually sell without waiting longer to try & collect from former bidder. Motion by S. Bjork/B. Schroeder to revoke acceptance of, & reject bid to purchased tax deed property TDF428/151-01017-0900 in the Village of Maiden Rock & authorize re-bidding the property for sale; motion carried unanimously.

9) Discuss/Take action on bid to purchase tax deed property; TDF431 276-01302-0405; City of River Falls

County Clerk J. Feuerhelm explained that one bid was received for the tax deed property in the City of River Falls & that it met all statutory & County Code requirements. Motion by S. Bjork/J. Kosin to approve bid to purchase tax deed property in City of River Falls; TDF431 parcel #276-01302-0405 received from Douglas Cudd & Gerald Morrow in the amount of \$90,100.00 & provide the bidders with a Quit Claim Deed to the same; motion carried/passed unanimously.

10) Discuss/Take action regarding potential Personnel Policy updates

AC J. Miller explained changes being suggested in the personnel policy primarily were regarding changes in status & description of positions in the Sheriff's Dept., also other language updates & clarification. Committee directed AC Miller to proceed with suggestions & bring back to Committee. No action taken.

11) Closed Session

Motion by D. Reis/S. Bjork to convene into closed session at 4:34 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/passed unanimously by roll call vote.

12) Open Session

Motion by D. Reis/S. Bjork to return to open session at 5:05 p.m.; motion carried/passed unanimously by roll call vote. No action taken.

13) Closed Session

Motion by D. Reis/S. Bjork to convene into closed session at 5:06 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/passed unanimously by roll call vote.

14) Open Session

Motion by D. Reis/S. Bjork to return to open session at 5:50 p.m.; motion carried/passed unanimously by roll call vote.

Motion by B. Schroeder/J. Kosin to grant the Corporation Counsel a favorable performance review & award a step increase if applicable; motion carried/passed unanimously.

15) Future Agenda Items

- Proposed Personnel Policy changes
- RFP for health insurance consultants.

16) Next Meeting Date

Next meeting set for March 6, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

17) Adjournment

Meeting adjourned at 5:52 p.m. by motion of D. Reis/S. Bjork; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm

****AMENDED****
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, February 6, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a. Establish quorum. 1b. Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: a) Establish and approve agenda b) Approve minutes of Jan. 3, 2017 c) Treasurer’s report on previous months finance activities & fund balances d) Approve out of state travel/training request for Human Services staff for Child & Adolescent Mental Health Conference; Duluth, MN; April 23-25 e) <i>*Approve out of state travel request to attend National Radiological Conference by Emergency Management Director in Grand Rapids, Michigan on April 10-13</i>	Members
3.	Discuss/Take action to approve a Request for Qualifications to hire a Consultant regarding a health insurance analysis & review of self-funded vs. fully insured options for Pierce County Health Insurance Plan	Miller/Kinneman
4.	Discuss/Take action on approval of Jail Nurse position description	Sue Galoff
5.	Discuss/Take action on Resolution to Amend Fees for Issuing Permits & making Inspections & Investigations of certain Types of Establishments	Sue Galoff
6.	Discuss/Take action on using \$14,900 from Courthouse Building Outlay to pay for tree service work on the Fairgrounds	Jerry Forss
7.	Discuss/Take action on request from Security & Facilities Committee for coverage of tuition & travel expenses from the Security Fund for attendance at the Court Safety & Security Conference March 7-9, 2017 in Appleton, WI	Brad Lawrence
8.	Discuss/Take action to revoke acceptance of, and reject bid to purchase tax deed property: TDF428 151-01017-0900 in the Village of Maiden Rock & authorize re-bidding the property for sale	J. Feuerhelm
9.	Discuss/Take action on bid to purchase tax deed property; TDF431 276-01302-0405; City of River Falls	J. Feuerhelm
10.	Discuss/Take action regarding potential Personnel Policy updates	Jo Ann Miller
11.	Committee will convene into closed session pursuant to §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update	Closed Session: Litigation Update
12.	Committee will return to open session and take action on closed session item, if required	Open session
13.	Committee will convene into closed session pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual evaluation	Closed Session: CC Annual Evaluation
14.	Committee will return to open session and take action on closed session item, if required	Open session
15.	Future agenda items	Members
16.	Next meeting date	Members
17.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

jrf (01/25/17)

***Amended 02/01/2017 > 12:30 p.m.: consent item added, previous Item #4 withdrawn*

**APPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 3, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN } County Board Room
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI
2017 – 01**

1) Meeting Convened.

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:01 p.m.

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Ken Snow	District #9		
Dan Reis	District #13		
Bill Schroeder	District #14		

Absent/Excused:

Also present: Dean Bergseng-District #8, Dale Auckland-District #12, Jo Ann Miller-Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Allison Preble-HR Manager, Gary Brown-Emergency Management Director, Ron Schmidt-Human Services Director, Jason Matthys-Chief Deputy Sheriff, Steve Albarado-Lt. Jail Administrator, Wanda Kinneman-Insurance Coordinator, Scott Schoepp-County Park Superintendent, Jamie Feuerhelm-County Clerk, Tera Nelson-Anthem TPA representative via conference phone.

1b) Public Comment.

Chairman J. Holst stated that he received several calls & letters from constituents with praise for Veterans Service Officer D. Till & the Veterans Office.

2a-c) Consent Calendar.

Motion by S. Bjork/J. Kosin to approve agenda, minutes of 12/5 & 12/20, 2016 and Treasurer's report as presented; motion carried with 5 in favor & 2 abstaining (K. Snow & D. Reis) from approval of minutes.

3) Discuss/take action on self-insured vs. fully-insured for the Pierce County health insurance plan

Tera Nelson explained differences between fully insured & self-funded insurance. Committee asked questions pertaining to these differences. No action taken.

4) Discuss/take action regarding RFP for health insurance consultants

Committee discussed the different plans the County might consider. AC J. Miller indicated that the Committee may want to consider using a consultant on the matter because of the many intricacies of the field was beyond the expertise of current staff. Supervisor J. Aubart asked what the cost might be to hire or contract a consultant. AC J. Miller responded indicating that a rough estimate may be \$20,000 to \$25,000. Committee directed AC J. Miller to draft RFP for health insurance consultant. No action taken.

5) Discuss/take action on Resolution No. 16-XX Authorization to use Jail Assessment Fund to Purchase Equipment, Supplies, & Materials for the new Jail Facility & Provide Medical Services to Inmates

Chief J. Matthys explained that additional supplies & equipment would be needed for the new facility but were not included in costs encompassed by the bond for said project. He also provided a listing of items that would be purchased & their estimated cost at this time. He suggested in order to obtain the items needed that funds from the Jail Assessment Fund could be used to purchase these items. Supervisor J. Aubart expressed further explanations. Estimated balance in fund was stated to be approx. \$400,000. Motion by J. Aubart/D. Reis to approve resolution & the expenditure & transfer of funds from the Jail Assessment Fund to Sheriff's Dept. budget to purchase items needed not to exceed \$85,000, & forward resolution to the County Board recommending approval; motion carried/passed unanimously.

6) Discuss/take action on Resolution No. 16-XX To Accept the Donation in the Amount of \$53,193 from Xcel Energy to Support the New Emergency Operations Center at the Pierce County Sheriff's Dept./Jail Facility

EM Director G. Brown explained that Xcel Energy offered financial assistance toward the Emergency Management function of the new Jail Facility to help with costs associated with the nuclear plant. He added that he initially sought for a greater amount but this is what Xcel Energy offered. Motion by J. Aubart/J. Kosin to accept financial assistance from Xcel Energy in the amount of \$53,193 to be used specifically for the EOC in new facility & expended in 2017, & forward resolution to the County Board recommending approval; motion carried/passed unanimously.

7) Discuss/take action on the purchase & installation of one additional security card access reader for Highway Dept. Administration Building

EM Director G. Brown explained that this project had been approved but that the vendor providing the quote reduced the number of security card access readers to be installed from 2 to 1. To rectify the oversight Stanley is willing to install a second security card access reader at a much reduced price of \$1615. Motion by D. Reis/J. Aubart to approve immediate purchase & installation of one additional security card access reader from Stanley Convergent Security Solutions in the amount of \$1615.00 with funds from the 2017 Security Budget, for the Highway Dept. Administration Building; motion carried/passed unanimously.

8) Discuss/take action to transfer from 2016 Contingency Fund to Parks Dept. for July 5, 2016 Nugget Lake County Park Storm Damage Expenditures

Park Superintendent S. Schoepp explained that the request was to transfer \$23,500 into the Parks Budget to cover costs associated with damage done at the park during a July storm from tornado/straight line winds. He expressed sincere gratitude to the PC Highway Dept. for their assistance in the clean-up. Motion by D. Reis/K. Snow to transfer \$23,500 from 2016 Contingency Fund to Parks Budget to cover expenditures related to the July 5, 2016 storm clean-up; motion carried/passed unanimously.

9) Discuss/take action on Resolution Authorizing Ending Affiliation of the County Revolving Loan Fund with the Regional Business Fund, Inc.

AC J. Miller explained some of the history of the County's affiliation with this group & indicated that should the Committee take action on this their status with them we revert to where the County was in 2013. Chairman J. Holst stated that in the beginning it was a good plan, not so much currently. Supervisor D. Auckland expressed frustration as he felt the group has basically done nothing for Pierce County since the change. Motion by J. Aubart/S. Bjork to approve resolution authorizing ending affiliation of the County Revolving Loan Fund with the Regional Business Fund & forward to the County Board requesting action on a first reading; motion carried/passed unanimously.

10) Future Agenda Items

- Proposed Personnel Policy changes
- RFP for health insurance consultants.

11) **Next Meeting Date**

Next meeting set for February 6, 2017 at 4:00 p.m. in the County Board Room, Courthouse.

12) **Adjournment**

Meeting adjourned at 5:01 p.m. by motion of S. Bjork/B. Schroeder; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm

AMENDED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, January 3, 2017 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Dec. 5 th & 20 th , 2016 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/take action on self-insured vs. fully-insured for the Piece Couth health insurance plan	Kinneman/ Nelson/Miller
4.	Discuss/take action regarding RFP for health insurance consultants	Kinneman/Miller
5.	Discuss/take action on Resolution No. 16-XX Authorization to use Jail Assessment Fund to Purchase Equipment, Supplies, & Materials for the new Jail Facility & Provide Medical Services to Inmates	Sheriff’s Dept.
6.	Discuss/take action on Resolution No. 16-XX To Accept the Donation in the Amount of \$53,193 from Xcel Energy to Support the New Emergency Operations Center at the Pierce County Sheriff’s Dept./Jail Facility	Gary Brown
7.	Discuss/take action on the purchase & installation of one additional security card access reader for Highway Dept. Administration Building	Gary Brown
8.	Discuss/take action to transfer from 2016 Contingency Fund to Parks Dept. for July 5, 2016 Nugget Lake County Park Storm Damage Expenditures	Scott Schoepp
9.	<i>Discuss/take action on Resolution Authorizing Ending Affiliation of the County Revolving Loan Fund with the Regional Business Fund, Inc.</i>	<i>JoAnn Miller</i>
10.	Future agenda items	Members
11.	Next meeting date (First Monday: Feb.6 th)	Members
12.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (12/21/16)

**Amended 12/30; 11:43 a.m.*