

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/FINANCE
DATE: JUNE 7, 2023
TIME: 10:00 A.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Anderson called the meeting to order at 10:00 a.m. and read the agenda.

ROLL CALL

Present: Anderson, Campbell, Chaney, Goode, Gretzinger, Lukas, Skallerud

Absent: Landru & Dailey

Others Present: Nora Matuszewski, Annie Krawze, Jennifer Hines, Kobe Gallion, Nick Cottrell, Alex Walrath, Jeff Marvin, John Brensinger, Amy Gatton, Lynne Black

APPROVE AGENDA

Motion by Lukas, second by Skallerud to approve the agenda as presented. All present voting (AYE). Motion carried.

APPROVE PERSONNEL/SOCIAL SERVICES/AGING MINUTES FROM THE MAY 12, 2023 MEETING AND THE FINANCE MINUTES FROM THE MAY 12, 2023 MEETING

Motion by Chaney, second by Goode to approve the minutes from the Personnel/Social Services/Aging meeting from May 12, 2023. All present voting (AYE). Motion carried.

Motion by Gretzinger, second by Campbell to approve the Finance minutes from the May 4, 2023 Meeting. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Annie Krawze from the Laona Rescue was present to speak during public comment about her concern for the loss of employees in the Jail and issues it has caused with communications between EMS and the department; along with the concerns they have with dispatch employees being put back in the Jail to cover the short-staff there. She suggested the committee listen to the individuals that were in attendance on their concerns and solutions. The committee thanked Ms. Krawze for her concern and that all concerns will be addressed as have past issues that have been brought to the committee.

DISCUSSION ON FINAL RESOLUTION REGARDING UNCONDITIONAL COUNTY GUARANTY OF ITS PRO RATA SHARE, INTERGOVERNMENTAL AGREEMENT AND TAXABLE REVENUE BOND FINANCING FOR BUG TUSSEL 1, LLC PROJECT; POSSIBLE ACTION TO MOVE FORWARD TO FULL COUNTY BOARD FOR APPROVAL

There was a lengthy discussion pertaining to (due diligence) and obtaining Bug Tussel's financial information and having someone qualified looking at them to move forward with the project. The Clerk told the committee that she spoke with Corporation Counsel, Jeff Belongia and Scott Sternhagen; all who had told her they would not be able to because of qualification reasons or other reasons. Gretzinger told the committee this has been asked for several times and it has not been given to the county and asked who would and should be looking at them making this decision for Forest County. Mitch Olson (Bug Tussel) told the committee Brian Della (PMA Financial

Advisors) has looked at them for other counties and he would be qualified. Brian Della was contacted and spoke to the committee by phone in the board room. He told the committee three things: 1) The first resolution is non-binding. 2) He was generally comfortable with Bug Tussel's business model. 3) He would have to see/walk through projections with Bug Tussel (cash flow) and see how it compares to other counties. He and Mitch can get together and go through the items about and he also stated he would be willing to come to the full county board on June 20th in person to go through everything they discussed. Brian did not realize the county was heading into the final stage of resolutions and felt that this information should be presented before they vote on the resolution to proceed. Mitch told the committee he was willing to get together with Brian before the meeting and go through these items and also told the committee if this resolution does not pass on June 20th for the bonding the county would be out of this round of borrowing for broadband projects.

Motion by Skallerud to move forward this resolution to full county board on June 20th, with a possibility of the need for a special county board meeting before the end of June if needed, second by Goode. All present voting (AYE). Motion carried.

Closed Session: The Committee may consider a motion to convene in closed session pursuant to Wis. Stat. §19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session", this closed session relates to:

- Discussion with Tower Attorney on current American Tower lease agreement and possible new lease agreement extension
- Discussion with Tower Attorney on current Vertical Bridge Tower Lease agreement and possible update of said agreement

Motion by Lukas to convene into closed session, second by Chaney: Roll Call Vote: Anderson (AYE), Campbell (AYE), Chaney (AYE), Goode (AYE), Gretzinger (AYE), Lukas (AYE), Skallerud (AYE). Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Lukas to reconvene to open session to take action, if appropriate, on matters discussed in closed session, second by Chaney. All present voting (AYE). Motion carried.

No Action

DISCUSSION WITH JOHN BRENSINGER ON THE RENEWAL OF THE ADRC/AGING LEASE; POSSIBLE ACTION

John Brensinger explained issues he has with the ADRC lease and asked if the lease could be cleaned up changing the lease from two (2) to one (1) because right now the COA has an agreement for \$300.00 and the ADRC has an agreement for \$1,200.00, totaling \$1,500.00. No one really understood why there was two (2) leases, so the lease will be rolled into one (1) lease for a payment of \$1,500.00 to include six (6) offices, a conference room and reception area, located at 300A South Lake Avenue.

Motion by Gretzinger to draw a new lease with the ADRC for \$1,500.00 year using the updated information, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION ON STAFFING LEVELS IN THE JAIL; POSSIBLE ACTION

PERSONNEL COMMITTEE MINUTES

Josh Bradley (Jail Administrator) discussed his letter he had forwarded to all members on the board about the staff they have lost and also, he told the committee his suggestion to try and retain staff that every other county is offering; sign-on bonuses and employee retention bonuses to keep staff and he felt there would be money left in his budget and the Sheriff budget to cover these. The Sheriff explained there would \$100,000 in the Sheriff budget because they were short one (1) employee since the beginning of the year they have not replaced and would not be until September or October and there would be another officer leaving also. The committee asked how many employees they are down in the Jail and Dispatch (7). They asked the Sheriff and Bradley how many would be needed for sign-on bonuses and retention and what amount were they looking for and how long. They figured ten (10) sign-on at \$3,000.00, split up by \$1,500.00 at start and then another \$1,500.00 at six (6) months (\$30,000); for retention they have seventeen (17) at \$4,000.00 (\$68,000) payable right away. The committee questioned crossing years and knowing for sure there would be money in the budget to cover these. Lukas commented that if the money is there it makes a big difference and Skallerud thought there would be a need to capture the money that would be spent in 2024 if the committee agreed to it. They discussed this being an emergent situation and if they used existing funding within the department, such as the unused wages for 2023 if may be understandable. Gretzinger made it clear that the county has always listened and been concerned with the issues in the Jail and have always given what was asked for. They also want to make sure there is some sort of agreement with the employees for the retention

Motion by Gretzinger to approve \$3,000.00 sign-on bonuses for new employees, \$1,500.00 on hire, \$1,500.00 again at six (6) months; \$4,000.00 for existing employees for retention, \$2,000.00 immediately, then again at six (6) months another \$2,000.00, under emergency situation, using the existing funds within the department from unused wages; forward to full county board for approval, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON THE CONSERVATION CONGRESS AND POSSIBLE ADDITIONAL FUNDING FOR THE ATTENDEES; POSSIBLE APPROVAL OF FORWARDING DECISION TO FULL COUNTY BOARD IN RESOLUTION FORM

The cost for the Conservation has gone up considerably since it was initially set up and this year Jim Engebretson was not able to get reimbursed for all of his costs to go.

Motion by Lukas to approve reimbursing Engebretson for the remainder of his costs and forward a resolution to full county board to increase the amount set aside for the Conservation Congress to a total of \$2,500.00 per year, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON THE CORNER MARKER BIDS; POSSIBLE ACTION

Kircher was not available for the meeting and the bids were not available.

No Action

DISCUSSION ON THE WCA PROPERTY APPRASAL FOR 2024 BUDGET YEAR

The Clerk explained the WCA contacted her regarding a property appraisal for the 2024 budget year.

UPDATES:

- MONTHLY SALES TAX

The monthly sales tax is up for the month of May, receiving \$57,623.64.

- GENERAL OBLIGATION DEBT

The balance in the general obligation debt is \$94,703.67, plus the \$300,000.00 that was originally set aside for dome restoration, which has since been moved to the Old Sheriff residence.

- LATCF FUNDS

The balance in the LATCF is \$106,978.84.

DISCUSSION ON FLEXIBLE BENEFIT PLAN AGREEMENT; POSSIBLE APPROVAL
Motion by Campbell to approve the agreement, second by Lukas. All present voting (AYE).
Motion carried.

CLOSED SESSION: The committee may consider a motion to convene into closed session pursuant to Wis. stat. §19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” this closed session relates to:

- Carlson Dettmann Wage Study Structure Analysis
- Judicial Employees increasing hours for 2024 from 35 to 40; Judge request
- Health Department Employees increasing hours for 2024 from 35 to 40; Health Director request

Motion by Lukas to convene into closed session, second by Skallerud: Roll Call Vote: Anderson (AYE), Campbell (AYE), Chaney (AYE), Gretzinger (AYE), Lukas (AYE), Skallerud (AYE).
Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS
DISCUSSED IN CLOSED SESSION

Motion by Lukas to reconvene to open session to take action, if appropriate, on matters discussed in closed session, second by Skallerud. All present voting (AYE). Motion carried.

Motion by Chaney to send a resolution to full county board to go to referendum for the purpose of funding operating revenue and wages in the amount of \$2,000,000.00 for three years with a 3% increase on the \$2,000,000.00 for year two (2), \$2,060,000.000 and then another 3% in year three (3) \$2,121,800.00, second by Campbell. All present voting (AYE). Motion carried.

Motion by Anderson to increase the hours for 2023 from 35 to 40 hours providing money is available within the budget to cover the increase; review in four (4) months, second by Lukas. All present voting (AYE). Motion carried.

Motion by Skallerud to approve a change to the job descriptions for 2024 from 35 to 40 hours, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION ON POSTING VAN/BUS DRIVER POSITION FOR AGING WITH THE
RESIGNATION OF M. GATTON; POSSIBLE ACTION

Motion by Skallerud to post the van/bus driver position, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON SETTING DATE FOR COUNTY BOARD TO COOK-OUT FOR
EMPLOYEES AND DUTIES OF MEMBERS INVOLVED

Tentative date set for August 9th and 10th.

FUTURE AGENDA ITEMS

PERSONNEL COMMITTEE MINUTES

- Request to move PH Consultant into the part-time PH Nurse
- Meeting with Department Heads on the Wage Study Structure
- Meeting set for June 14th at 1:00 p.m.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Skallerud. All present voting (AYE). Motion carried. Meeting adjourned at 2:36 p.m.