

FINANCE COMMITTEE MINUTES

COMMITTEE:	FINANCE/PERSONNEL
DATE:	FEBRUARY 11, 2025
TIME:	1:00 P.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

Lukas called the meeting to order at 1:00 p.m. and read the agenda.

ROLL CALL

Present: Chaney, Decorah, Goode, Gretzinger, Lukas, Marvin, Skallerud, Weber

Absent: Landru

Others Present: Nora Matuszewski, Mark Chrisman, Danielle McLaughlin, Travis Wollenberg, Erin Lane, Dave Wiebelhaus, Ben Walljasper (Teams)

APPROVE AGENDA

Motion by Chaney to approve the agenda as presented, second by Weber. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JANUARY 28, 2025 FINANCE/PERSONNEL COMMITTEE MEETING

Motion Chaney to approve the minutes, second by Goode. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

DISCUSSION/ACTION ON COMBINING PERSONNEL/FINANCE INTO ONE COMMITTEE; ELECTION OF CHAIR AND VICE CHAIR OF COMMITTEE; ASSIGN WORK GROUPS

Chair nominations:

Motion by Goode to nominate Skallerud as the Chair of the Personnel/Finance committee, second by Decorah; the Clerk called three times for any more nominations and none were brought to the floor. All present voting AYE. Motion carried.

Motion by Lukas to close nominations, second by Goode. All present voting AYE. Motion carried.

Motion by Lukas to close nominations and appoint Skallerud by unanimous consent. Skallerud named as the Chair of the new committee.

Vice Chair nominations:

Gretzinger called to nominate Marvin as the Vice Chair of the Personnel/Finance committee; Marvin respectfully declined the nomination and nominated Lukas as the Vice Chair. Lukas accepted the nomination and Skallerud called three times for any more nominations and none were brought to the floor.

Motion by Goode to appoint Lukas as the Vice Chair of the Personnel/Finance committee by unanimous consent. Lukas named as the Vice Chair of the new committee.

The members agreed that there should be nine (9) members on the Personnel/Finance committee; which is the most members that can be on a committee as just passed in the new Rules of the County Board.

The committee discussed and voted on work groups and what their tasks would be.

Bug Tussel Work Group:

Motion by Marvin to continue to have the Bug Tussel Work Group that consists of Lukas, Decorah, Goode and Montgomery and give them the authority to approve payments without committee consent if they feel comfortable approving them, second by Weber. All present voting AYE. Motion carried.

Interview Panel Work Group:

The Interview panel will consist of three members that will be trained in interviewing new applicants for Forest County new employees. The committee will consist of one member from the Highway committee, one member of the Human Services committee and one member at large from this committee, along with the department head for interviews. They will be trained on the onboarding policies of the County, the steps in the wage scale, which includes the certifications that move employees up the scale. All new employees will be offered wages based on the beginning wage of the scale which is the control point, plus the certification. There was a question about LTE employees, which has been handled by department heads now. The reason this was set up was because of the timeline it takes to get an LTE position hired was taking too long. It was thought because this is a small group that task could be handled by this committee now because they could pull the committee together pretty quickly. If this was left at the department head level, they would have to fill at the control point of the wage scale and would have to be approved by this work group.

Motion by Lukas to have this a three (3) person work group, consisting of Gretzinger (HSC), Marvin (Hwy) and Decorah; with Lukas as an alternate, second by Goode. All present voting AYE. Motion carried.

Finance Budget Work Group:

This group will work with the Clerk and Finance Administrator on the budget and keeping track of the department budgets and will consist of two (2) members.

Motion by Lukas to appoint Marvin and Decorah; Skallerud as alternate, second by Goode. All present voting AYE. Motion carried.

Employee Handbook and Administrative Manual Work Group:

The handbook and manual need to be updated to be more understanding to everyone and the department heads have been discussing already updates they think need to be clarified in the Employee handbook. Skallerud would like the work group assigned to meet occasionally with the department heads and work on these handbooks. Decorah suggested getting these handbooks updated and send them to our agent to see what suggestions they may have. The Clerk will talk to the County agent to find out if they have attorneys at the disposal of the County and if they can help with any of the handbooks and HR help for free.

Motion by Goode to appoint, Skallerud, Lukas and Marvin to the work group, second by Chaney. All present voting AYE. Motion carried.

Union Negotiations Work Group:

Motion by Lukas to appoint Gretzinger, Decorah and Marvin to the work group; Skallerud alternate, second by Chaney. All present voting AYE. Motion carried.

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HR Issues Work Group:

This work group will consist of Skallerud and Matuszewski (Administrative Coordinator) to work on daily HR issues. Skallerud will work as a liaison for the committee.

Motion by Lukas to appoint Skallerud to the committee with Matuszewski, second by Goode. All present voting AYE. Motion carried.

There was further discussion on when the work group members will be paid. All work groups will be paid mileage whenever meeting for work but, payment for the work done will only be when they report back to the home committee. There will have to be a spreadsheet set up that work groups will be able to sign in for meeting, so that the payroll is able to keep track of mileage needing to get paid. Skallerud spoke with Montgomery (Deputy Clerk/payroll) about working on the spreadsheet for this.

DISCUSSION/ACTION ON AN ENTERPRISE FLEET MANAGEMENT LEASING QUOTE FOR THE SHERIFF DEPARTMENT SQUAD CARS

Ben Walljasper was available to explain a contract for the leasing of four (4) squad cars for 3-years. He explained a buyout of the cars after 3-years and the pros of leasing and not buying outright. With the County's budget issues, he felt this would be a savings for the County. The contract was not available at the time of the meeting but, he said he could provide it. The lease would be 3-years 33,000 miles with a cost of \$36,969 the first year and \$73,938.72 for the last two-years of the lease with a buyout at the end of the lease or they would work to sell the cars for the County for the best price. He said that consumer leases are different with no penalties to get out of the lease. The 33,000 miles per year would just get the County the best buyout at the end of the lease. If the miles go up, it would just reduce that buyout. Ben told the committee he would need to know by the end of this month to guarantee cars will be available.

There was discussion on payments for leases and the fact the County could not capitalize on this. There is a solution with short-term borrowing the County could enter into as well to get the cars needed. A car fully equipped runs from \$60,000 to \$65,000. The committee looked at three plans for now;

- 1) Go forward with the plan now
- 2) Push this off to another committee to work on it
- 3) Have a work group work on it and get a resolution to bring to the full County Board next week

There was a question as to how many squads are needed in the Sheriff Department? Does the department rotate squads if they would be getting close to the 33,000 miles a year? The committee felt there were too many questions to move forward with making a decision on this, so, they were going to move this back to committee.

Motion by Lukas to send this back to the Sheriff and Justice committee and have them work with the Sheriff to put together a resolution, to determine if they will move forward with this lease or not, second by Gretzinger. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON INTER-DEPARTMENT ADMINISTRATION FEES

Skallerud discussed the charging of fees between departments and how to come to a resolution for it. It was discussed that some departments have grant funding that can recoup the administration fees but, others cannot. If departments are charging for services for one

department and not another, it can be detrimental to the County and the relationships between the departments. There are certain services that need to be charged for because of requirements. Can charges be offset in budgets and adjusted at the end of the year? There were several examples given. One item came up with the charges for gas that the Highway is charging and that the departments could go to gas stations and get the gas for less. It was thought the Highway charged what they were paying for the gas. Chrisman will see what the County is charging for gas and bring it back to the committee. It was discussed about fees and if they had to be charged across the board for outside and inside vendors. It was found it did not have to be. No decision was made on this discussion.

DISCUSSION/ACTION ON QUOTE FOR WATER SOFTENER FOR THE LAW ENFORCEMENT CENTER AND FUNDING SOURCE

Wiebelhaus had a quote from Rappley for around \$15,000 for the water softener; the Sheriff budget has enough left in its 2024 budget in Capital Outlay to purchase the softener.

Motion by Goode to move the excess Outlay from the Sheriff Department budget from 2024, if available as a budget amendment in resolution form to the 2025 budget for the Sheriff Department Outlay, second by Marvin. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON THE POSSIBILITY OF PURCHASING A NEW UPDATED MAP FOR THE BOARDROOM FROM ROCKFORD MAPS

The Clerk spoke with Sue Snyder from Rockford maps and she informed the Clerk the map that is in the boardroom is a free map to the County when the maps are updated. The map will be sent to the County in September around the time the plat book is completed.

UPDATE: SALES TAX, GENERAL OBLIGATION DEBT#2, CAPITAL PROJECTS

The Clerk updated the committee on the balances in the accounts.

FUTURE AGENDA ITEMS

- Administration fees
- Grant writing class for department heads
- Standing item moving forward: Work group reporting

ADJOURNMENT

Motion by Gretzinger to adjourn, second by Goode. All present voting (AYE). Motion carried. Meeting adjourned at 3:31 p.m.