

FINANCE COMMITTEE MINUTES

COMMITTEE:	FINANCE/PERSONNEL
DATE:	MARCH 11, 2025
TIME:	10:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

Skallerud called the meeting to order at 10:00 and read the agenda.

ROLL CALL

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

Absent: Landru

Others Present: Nora Matuszewski, Amy Montgomery, Danielle McLaughlin, Travis Wollenberg, Tony Crum, Tracy Ferraro, Jeff Marvin, Christy Conley, Amy Gatton, Alex Walrath, Ben Walljasper (Teams), Stephanie Montgomery (conference phone)

APPROVE AGENDA

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

APPROVE MINUTES FROM THE FEBRUARY 11, 2025 FINANCE/PERSONNEL COMMITTEE MEETING

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

PUBLIC COMMENT ON AGENDA ITEMS

McLaughlin reported on the fuel costs for the last month, which she received from the Highway Shop Superintendent (Quade). With the cost of fuel and administration fees the cost to the departments was \$2.95 per gallon. She explained the higher octane fuel/no ethanol is purchased because it is better on the equipment, such as police vehicles because they run the vehicles a lot and it is also used for small Highway equipment.

Skallerud asked the Clerk to explain steps taken in her office when the 2025 health insurance change took place. The Clerk explained to the committee that Montgomery had sent out a notice and a couple reminders to all employees of the date that Cottingham and Butler (Ins. Agent) would be available to go over the changes and options as well as answer any questions that anyone had. When there was not a good turn-out for the presentations, Montgomery sent out the power point to all employees by email, that was viewed at the presentations; which had the plans that were offered. The form that was used to enroll had the options for the employee to choose from, with very few questions of the Clerk's Office. When any employees reached out, Montgomery went over the plans with them as the Clerk did with one department head. Examples of emails were shown to all board members at the meeting of correspondence that took place for the 2025 health insurance options. The committee was satisfied with the steps taken to get out information for the 2025 health insurance plan.

WORK GROUPS; REPORTS TO COMMITTEE

Marvin reported on two interviews that took place, one for the Health Department and one for the Highway. Those two interviews resulted in the hiring of two new employees. (Two per diems)

DISCUSSION WITH SHERIFF ON POTENTIAL LEASING OF VEHICLE OPTIONS; POSSIBLE ACTION

The discussion on the leasing was based on a 3-year lease for three (3) cars and a transport van. The lease would require a down payment, which would include selling four (4) cars to help out with the payment of the lease for the first year. The buyout they were looking for would be around \$5,000 after the lease is up. Going into a lease will need a 2/3 vote from the full County Board because it will be designating funds from the County for two-years beyond the current year. There was a proposal worked out at the meeting but, when the numbers are concrete a resolution will be worked on for full County Board. The proposal was for \$73,000 down for 2025 and \$46,333.32 for budget year 2026 and 2027 with a buyout of the vehicles at the end of the lease.

Motion by Gretzinger to forward a resolution to full County Board for a lease for 3-years, for three (3) squads and one (1) transport van, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON A DETECTIVE SERGEANT JOB DESCRIPTION; FORWARDED FROM SHERIFF & JUSTICE

Sheriff Marvin explained the position was created back a few years ago and the position is in the union contract but, he could not find a job description for the position. He is bringing the job description forward to have the committee approve it.

Motion by Goode to approve the Detective Sergeant job description, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON TITLE III FUNDING USED TO PURCHASE HEADGEAR/HELMETS FOR THE SERT TEAM; ON RECOMMENDATION FROM THE EMERGENCY GOVERNMENT COMMITTEE

The current helmets the SERT Team has are over 20 years old and the last two MRAP that they had to go out on were in heavily wooded areas and the communication was bad. Updating the helmets would help them out a lot. The total cost for one (1) helmet is \$701.36 and they need 10-12 helmets, with a total cost of around \$8,500.00 for 12.

Motion by Lukas to approve the purchase and use of Title III funding for the helmets, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON THE RECOMMENDATION FROM THE FORESTRY COMMITTEE TO CHANGE THE ADMINISTRATIVE ASSISTANT TO AN ADMINISTRATIVE ASSISTANT II – FORESTRY ADMINISTRATIVE ASSISTANT II

An updated job description was presented and suggestions were made by the committee to remove some items that should not be a requirement and an item that was not part of being an employee of Forest County.

The item was suspended to be brought back to the next meeting for consideration after the job description is cleaned-up.

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UPDATE: TOTAL FOR 2024 SALES TAX

The sales tax for 2024 was up \$80,000 for the year. It was explained that the fund for capital projects will receive ½ of the overage because of the standing resolution from County Board to do so.

DISCUSSION/ACTION ON COMBINING THE ADRC/COA ADMINISTRATIVE ASSISTANT II AND THE ADMINISTRATIVE ASSISTANT ON RECOMMENDATION FROM THE HUMAN SERVICES COMMITTEE

The Human Services Director explained that they are not filling one of the positions and they are combining the two positions into one; she presented a new job description.

Motion by Weber to approve combining the two positions into one and approve the new job description, second by Goode. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON CARRY-OVER VACATION OF 20 HOURS FOR M. FISHER DUE TO INABILITY TO USE BY ANNIVERSARY DATE

Motion by Lukas to extend the use of 20 hours of vacation until May 14th, 2025, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON DEMENTIA CARE RESIGNATION AND POSTING OF SAID POSITION

It was explained that this position is 75%/25% cost share and the current worker is ½ Dementia and ½ Benefit Specialist. This position is needed.

Motion by Gretzinger to keep the position, post it internally 1st; allow promotion from within to take place, open up the other position internally/externally and then offer position internally 1st for promotion and then post open position, second by Weber. All present voting AYE. Motion carried.

DISCUSSION WITH THE HEALTH DIRECTOR ON HEALTH HAZARD COSTS AND ABATEMENT; POSSIBLE ACTION

This home has an abatement order but, the committee would like to suspend until the next meeting for jurisdiction on the home.

Motion by Marvin to create a work group to work on this project with the Health Director and make decision on behalf of this committee; members to be Weber, Conley and Gatton, second by Lukas. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON 2 GRANDSTREAM 48 PORT POE SWITCHES TO REPLACE FAILED ONES

Motion by Gretzinger to approve the purchase and pay with funding from the Capital Projects funds, second by Chaney. All present voting AYE. Motion carried.

GOVERNOR'S INITIAL 2025-2027 BIENNIAL BUDGET SUMMARY FOR WCA ISSUE AREAS

The committee was given the Biennial Budget for review.

DISCUSSION/ACTION ON A CONTRACT WITH CLA TO AID IN ACCURATE GRANT REPORTING; FUNDING OPTIONS

Motion by Gretzinger to approve the contract up to \$8,000.00 using Contingency funding, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON CLASS ACTION LAWSUIT AGAINST COUNTIES PERTAINING TO FORECLOSED PROPERTIES

The County has a lawsuit brought against the County and many other counties on money that was paid and the information for what was received by the County when properties were sold all the way back to 1989 because they were sold for back taxes.

Motion by Weber to give response of the funds received that is known and in the form the County has; first go through Paul Payant, second by Goode. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON THE DRUG/ALCOHOL TESTING POLICY

The committee discussed the cost of the program and the overturn of employees' costs.

Motion by Marvin to keep new hires as requirement of the job, keep reasonable suspicion, get rid of the random testing for departments that it is not mandatory for, second by Chaney. All present voting AYE. Motion carried.

FUTURE AGENDA ITEMS

- Administration fees
- Comp Time
- Roll-over vacation reporting
- Evaluation of Department Heads

ADJOURNMENT

Motion by Chaney to adjourn, second by Marvin. All present voting (AYE). Motion carried.
Meeting adjourned at 12:37 p.m.