

FINANCE COMMITTEE MINUTES

COMMITTEE:	FINANCE/PERSONNEL
DATE:	APRIL 8, 2025
TIME:	10:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

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

ROLL CALL

Present: Decorah, Gretzinger, Landru, Lukas, Marvin, Skallerud, Weber

Absent: Goode

Others Present: Amy Montgomery, Danielle McLaughlin, Travis Wollenberg, Tracy Ferraro, Stephanie Montgomery, Jamie Zarda.

APPROVE AGENDA

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

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

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

PUBLIC COMMENT ON AGENDA ITEMS

None

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 date of any public employee over which the governmental body has jurisdiction responsibility and 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:

1. Bug Tussel Agreement
2. Employee Compensation Time
3. Employee Roll-over Vacation
4. Emergency Management Compensation Time
5. Tuition Reimbursement for “in training” for Social Services
6. Retention & recruitment efforts for Highway Patrolman

Motion by Weber to convene to closed session, second by Wirtz. Rollcall vote was taken, and all present voting: Decorah AYE, Gretzinger AYE, Landru AYE, Lukas AYE, Marvin AYE, Skallerud AYE, Weber AYE, Wirtz AYE. Motion Carried Committee went into closed session at 10:05 a.m.

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

Motion by Wirtz to reconvene to open session. Marvin seconded the motion. All present voting AYE. Motion carried. The committee reconvened in open session at 12:04 p.m.

- 1) No Action
- 2) No Action
- 3) Motion by Weber to approve Danielle McLaughlin to extend her remaining vacation time past her annual date to be used within the next 90 days. Wirtz seconded the motion, All present voting AYE. Motion carried.
- 4) Motion by Lukas to approve Stephanie Montgomery to exceed her compensation time limit due to the overtime hours she acquired from the recent ice storm event. Montgomery will “cash in the compensation hours” to be paid out over upcoming pay periods, second by Marvin. All present voting AYE. Motion carried.
- 5) Motion by Weber to send a resolution to the full county board to approve a reimbursement of 50% of the cost of each required class of the current Social Worker in Training - Adam Boney. In order for Boney to receive this benefit, he must sign a contract indicating the following conditions:
 - a) Payment of 50% of the incurred tuition cost will be reimbursed to Boney if he provides an official transcript indicating he completed the course with a grade of “C” or better, or the equivalent Competency-Based-Education (CBE) grade indicating competency,
 - b) Boney must continue employment with the Forest County Department of Human Services for a period of three years from the date he obtains his (licensure/certification) as a Social Worker.
 - c) If Boney does not fulfill the employment requirement, he will owe Forest County the following reimbursement of the provided tuition payments:
 - i) Less than one year of employment 100%,
 - ii) At least a year, but less than two years of employment 75%,
 - iii) At least two years, but less than three years 25%.

Marvin seconded the motion, and all present voting AYE. Motion carried.

- 6) Retention & recruitment efforts for Highway Patrolman
The highway department is having difficulties filling patrolmen positions and is short four (4) employees. The Department has not been able to recruit and retain staffing levels, which is starting to threaten discretionary funding for State Highway funding projects. This would potentially cause the Highway Department to lose most of its projected revenue in the 2025 budget. The Highway Commissioner stated that if some additional measures are not taken to address the staffing issue, he is not sure what the future of the Department will be. The Highway Commissioner has requested that the committee consider reducing his allocated

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patrolmen staffing by one and allow that savings to be used as a retention and recruitment effort for the budget year 2025.

Lukas made a motion to send a resolution to the full county board to provide a one-time non-precedent setting \$5000 bonus for the Highway Patrolmen and Mechanics using the existing budget dollars from the saving of the unfilled positions and reducing the patrolman staff level by one worker (permanent ongoing reduction). The bonus would be provided in the following manner. Employees who wish to receive the bonus must sign a contract accepting the following requirements:

- One-half (\$2,500) of the retention bonuses for listed highway employees will be issued in the pay period following the resolution's passage. The second half (\$2,500) will be issued in a December 2025 pay period,
- One-half of the sign-on bonus will be issued on the first pay period for newly hired in 2025 for the listed highway positions, the second half of the sign-on bonus will be issued in the pay period following the employee's successful completion of their probationary period,
- All employees who receive either bonus must maintain employment with the Highway Department for three years after receiving the first disbursement.
- If an employee fails to meet the three-year employment commitment:
 - If the employee ends employment before one year, they must reimburse the county 100% issued bonus,
 - If the employee completes one year of employment but ends employment before one year, they must reimburse the county 75% issued bonus,
 - If the employee completes two years of employment but ends employment before three years, they must reimburse the county 25% issued bonus.
- One employee has announced his retirement and will not be bound to the three-year employment commitment.

Wirtz seconded the motion, and all present voted in the affirmative. The motion passed.

DISCUSSION/ACTION ON CAMERA PURCHASE FOR THE ADRC LOBBY

Motion by Weber to approve the purchase of a camera for the ADRC lobby according to the quote of \$389.00 using the existing FCHSD budget, second by Landru. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON PURCHASE OF LAPTOP FOR THE ZONING DEPARTMENT FOR FIELD WORK; ON RECOMMENDATION FROM THE ZONING COMMITTEE; FUNDING OPTIONS

Motion by Landru to approve the purchase of a laptop for \$849.00, according to the invoice presented, to be paid by LATCF funds and then reimbursed by permit fees at the end of the fiscal year, second by Marvin. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON QUOTES FOR AGING VAN: QUOTE #1, QUOTE #2 AND QUOTE #3

Motion by Landru to approve the purchase of a van (Quote #2) through Mobility Management for \$85,940.00 using Department budgeted dollars, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON APPROVING THE FORESTRY ADMINISTRATIVE ASSISTANT TO AN ADMINISTRATIVE ASSISTANT II

Motion by Gretzinger to approve the job description and reclassification from Forestry Administrative Assistant to Administrative Assistant II to take effect in 2026, second by Wirtz. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON DEPARTMENT PURCHASES RELATED TO THE POWER OUTAGE

Stephanie Montgomery, the Forest County Emergency Management Director, was present to inform the committee that during the recent outage caused by the recent ice storm the battery backup on one of the towers was down. A gas generator was taken to the site and then new marine deep cell batteries were purchased as well as gas for the generator.

Motion by Marvin to approve the purchase of batteries for Wabeno Tower because of the power outage from the recent ice storm and to use contingency funds, and, if the account is exceeded, to use LATCF funds, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON POLICY GOING FORWARD ON DEPARTMENT CHARGING DEPARTMENTS

There was a discussion regarding departments charging other departments for services or materials.

Motion by Lukas to create a work group to work on a policy and make a plan to bring to the County Board, second by Marvin. All present (6) voting AYE. Landru (1) Absent. Motion carried. Marvin and Decorah have agreed to be in the work group.

DISCUSSION/ACTION ON EMERGENCY PHONES

Stephanie Montgomery explained that Sunday morning during the recent ice storm the AT&T/First Net tower was down so there was no phone communication available. Verizon/Spectrum phones did work so the idea is to purchase two county phones through Spectrum for emergencies.

Motion by Gretzinger to purchase two emergency phones through Spectrum for Forest County, to be paid from contingency or LATCF, second by Marvin. All present voting AYE. Motion carried.

DISCUSSION/ACTION TO PURCHASE ALLY BILLING SOFTWARE

ADRC/COA Director Jamie Zarda explained to the committee that Ally billing software is a cloud-based software that is used for medical billing but is also utilized for medical records and reminder calls. The cost of the software is \$44.95 per month and will streamline the billing process and is also HIPPA compliant.

Motion by Gretzinger to purchase the Ally billing software and charge to Crisis, second by Weber. All present voting AYE. Motion carried.

WORKGROUPS; REPORTS TO COMMITTEE/POSSIBLE ACTION

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The Interview Work Group reported that an interview took place for an IM position in Human Services and a new employee was hired.

FUTURE AGENDA ITEMS

- Boot Allowance
- Tool Allowance
- BRIC Funding
- The next meeting date will be set for 10:00 A.M. on April 22, 2025.

ADJOURNMENT

Motion by Lukas to adjourn, second by Marvin. All present voting (AYE). Motion carried. The meeting adjourned at 1:19 p.m.