

**2018 – 2019
PROCEEDINGS OF THE
COUNTY BOARD OF SUPERVISORS
PEPIN COUNTY, WISCONSIN**



County Board Supervisors

**Top row, left to right: John Andrews, Bill Ingram, Steve Anderson, Irene Wolf,
Dustin Mueller and Tom Milliren**

**Bottom, left to right: Frank E. Milliren, Chris Kees Winkler, Tessa King,
Jean Dougherty, Jamey King and Bruce Peterson**

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APRIL 17, 2018

JUNE 20, 2018

JULY 18, 2018

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PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

April 17, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 9:30 a.m. on Tuesday, April 17, 2018 by County Clerk Audrey Bauer. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|-------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | James J. Kraft | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Vacant | | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had eleven members present with one vacant position for District #5 not filled.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Clerk Audrey Bauer asked for approval of the agenda.

James Kraft informed everyone that he had decided to resign immediately as the District 3 County Board Supervisor. James Kraft left the meeting at 9:35 a.m.

All members signified by saying yes to approve the agenda as presented.

PUBLIC COMMENTS

No public comments were presented.

OATH OF OFFICE

Instructions were given to all the elected Supervisors to take the oath of office at this time.

The Oath of office was said by the ten Elected Supervisors and they signed the Oath of Office form. County Clerk Audrey Bauer collected the forms to file in her office.

INTRODUCTION OF THE NEW COUNTY BOARD OF SUPERVISORS

Three new Supervisors have been elected at this April's Spring election. District 1- elected Dustin Mueller and District 9- John C. Andrews. District 5 had a 3-way tie vote for the Supervisor position. The tie was broken by drawing a name. The person selected declined the position. The County Chair will be appointing a person to fill all unfilled position at the next County Board meeting. Each County Board Supervisors took turns and introduced themselves.

ELECTION OF THE COUNTY BOARD CHAIRPERSON

County Clerk Audrey Bauer read the rules on how to elect officers for Chair and Vice Chair. The nominations were opened for County Board Chair. Supervisor Tom Milliren nominated Supervisor Steven Anderson to be County Board Chair. The County Clerk asked three times for any other nominations. Hearing none the nominations were closed. Supervisor Bill Ingram seconded the nomination and made a motion to cast a unanimous ballot to elect Supervisor Steven Anderson as County Board Chair. Seconded by Supervisor Frank Milliren. Voice vote taken, all in favor. Motion carried.

Chair Steven Anderson took over running the meeting at this point.

ELECTION OF THE COUNTY BOARD 1ST VICE CHAIR

Chair Steven Anderson opened the floor for nominations for 1st Vice Chair of the County Board. Supervisor Andrews nominated Supervisor Jean Dougherty for 1st Vice Chair, Supervisor Jean Dougherty nominated Supervisor Tom Milliren and Supervisor Irene Wolf nominated Supervisor Bruce Peterson. Chair Anderson asked three more times for any other nominations, hearing none declared the nominations closed. Paper ballots were handed out to vote on and were collected by County Clerk Audrey Bauer. The ballots were opened and read out loud. Supervisor Tom Milliren received 6 votes, Supervisor Jean Dougherty received 2 votes and Supervisor Bruce Peterson received 2 votes. 1st Vice Chair is Supervisor Tom Milliren.

ELECTION OF THE COUNTY BOARD 2ND VICE CHAIR

Chair Steven Anderson opened the floor for nominations for 2nd Vice Chair of the County Board. Supervisor Irene Wolf nominated Supervisor Bruce Peterson for 2nd Vice Chair. Chair Anderson asked three more times for any other nominations. Supervisor Bill Ingram made a motion to close the nominations and cast a unanimous ballot to elect Supervisor Bruce Peterson as 2nd Vice Chair. All in favor. Motion carried.

Steve Carlson editor from the Courier Wedge took a picture of the two new Supervisors, Dustin Mueller and John C Andrews.

COUNTY BOARD STANDING COMMITTEE APPOINTMENTS

County Clerk Audrey Bauer collected the Interest Survey that was filled out by each Supervisor to help assign the Supervisors to the different Standing Committees. Chair Steven Anderson, 1st Vice Chair Tom Milliren, 2nd Vice Chair Bruce Peterson, Financial Director Pam DeWitt, and County Clerk Audrey Bauer met in the breakroom to place each Supervisor on a Standing Committee that would best match their interests. Upon completion of the task Chairman Steve Anderson announced that the Standing Committees members were as follows:

Board of Health Committee

1. Bill Ingram
2. Tessa King
3. John C Andrews
4. Frank Milliren

Highway Committee

1. Bruce Peterson
2. Tom Milliren
3. Jean Dougherty
4. Dustin Mueller
5. Vacant

Human Services Board

1. Tessa King
2. Irene Wolf
3. John Andrews
4. Dustin Mueller

Land Conservation, Planning, and UW-Extension

1. Tom Milliren
2. Frank Milliren
3. Bill Ingram
4. Vacant

Law Enforcement

1. Steven Anderson
2. Bruce Peterson
3. Jean Dougherty
4. Irene Wolf
5. Vacant

OTHER APPOINTMENTS:

Mississippi River Regional Planning Commissioners – County Board member

Supervisor Bill Ingram informed the County Board that he would be interested in this position if no one else was. After discussion, Supervisor Irene Wolf also showed interest in it. The consent of the County Board was to appoint Supervisor Irene Wolf as the Mississippi River Regional Planning Commissioner.

Western Central Wisconsin Workforce Development Board- County Board member

Supervisor Jean Dougherty showed interest in this Board but wanted more information and was concerned that appointing her may be a conflict of interest because her daughter currently worked with the workforce Development in the area. No appointment made at this time to do more research. It will be placed on the May County Board agenda to appoint at that time.

Local Emergency Planning Committee member

News Media, Steven Carlson was appointed to be a member of the Local Emergency Planning Committee.

Human Services Committee Citizen member

The County Board reappointed citizen member Donna Juleff for the Human Services Committee. Her term will expire April 2021.

Aging and Disability Resource Center of Buffalo & Pepin County Governing Body- County Board member

The County Board re-appointed Supervisor Irene Wolf as the County Board member for the Aging and Disability Resource Center of Buffalo & Pepin County Governing Body. Her term ends April 2020.

Motion made by Supervisor Bruce Peterson, seconded by Supervisor Bill Ingram, to approve all appointments listed above. Voted by voice vote, all in favor. Motion carried.

Chippewa Valley Technical College Committee Appointment

The Pepin County Chair, Steve Anderson, is automatically on the Chippewa Valley Technical College Committee.

Approval of the March 21, 2018 County Board Minutes

Motion was made by Supervisor Tom Milliren, seconded by Supervisor Frank Milliren, to approve the March 21, 2018 County Board minutes as presented. Voice vote taken, all in favor. Motion carried.

BUSINESS ITEMS:

Resolutions:

Resolution to Convert the Aging and Disability Resource Center (ADRC) Leadership (ADRC Director and Aging Program Manager) Hourly Wage Schedule to Exempt Salaried Wage Schedule and 2018 Budget Modification

Financial Director Pam DeWitt informed the County Board that there are some issues with this resolution, it may need to be split into two resolutions. The funding source is being investigated also so she suggested waiting on this till next month to look at it and approve.

Motion made by Supervisor Tessa King, seconded by Supervisor Tom Milliren, to table this resolution. Voted by voice vote, all in favor. Motion carried.

Amendment to Ordinance 179-Chapter 2, The Governing Body

Financial Director Pam DeWitt informed the County Board that with a new County Board that it would be a good idea to table this until next month. This would allow more time for the Board to look at it.

Motion made by Supervisor Tessa King, seconded by Supervisor Tom Milliren, to table this Amendment until next month to make more corrections as needed. Voted by voice vote, all in favor. Motion carried.

Wisconsin County Association- 2018 Membership Survey

County Clerk Audrey Bauer distributed the membership survey to all the County Supervisors to fill out.

The completed surveys were picked up by County Clerk Audrey Bauer and placed in the Wisconsin County Association envelope that was provided and will be mailed.

Announcements

No announcements given

County Board Committee Reports

The following County Board Committees gave their reports: Highway, Health, Land Conservation/UW Extension and Community Resources Committee, Human Services, Law Enforcement and Executive Committee.

Future agenda items and next meeting date

*Appointment of the two new candidates for County Board Supervisors will be made at the May County Board meeting.

Next meeting date will be May 16, 2018 at 7:00 p.m.

Adjournment

Meeting adjourned by Chair Steven Anderson at 10:55 a.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on May 16, 2018.

/s/ Steven L. Anderson

Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

May 16, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 P.M. on Wednesday, May 16, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|-------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | absent |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Vacant | | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Vacant | | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had nine members present, with one Supervisor absent and two vacant seats at the time of the roll call.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPOINTMENTS

Chair Steven Anderson presented Christine Kees Winkler for appointment as County Board Supervisor for District 3 and Jamey King for County Board Supervisor for District 5.

Motion made by Supervisor Wolf, seconded by Supervisor T. Milliren, to approve the appointment for the County Board Supervisors for Christine Kees Winkler for District 3 and Jamey King for District 5 as presented by Chair Anderson.

Voice vote, all in favor. Motion carried.

Oath of office was taken by both Christine Kees Winkler and Jamey King.

Standing Committee assignment were done by Chair Anderson. Supervisor Jamey King was assigned to the Law Enforcement Standing Committee. Supervisor Christine Kees Winkler was assigned to the Highway Standing Committee and the Land Conservation, Planning and UW-Extension Standing Committee.

Appointment of West Central Wisconsin Workforce Development Board member:

Supervisor Andrews agreed to accept the appointment of West Central Wisconsin Workforce Development Board.

APPROVAL OF THE AGENDA

No changes needed to the Agenda.

PUBLIC COMMENTS

None

CONSENT AGENDA

Approval of the April 17, 2018 County Board Minutes

Motion was made by Supervisor Peterson, seconded by Supervisor T. Milliren, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Treasurer’s Annual Report

Nancy Richardson, County Treasurer, presented her 2017 Annual Report for her office to the Board.

County Register of Deeds Annual Report

Monica J. Bauer, County Register of Deeds, presented her 2017 Annual Report for her office to the Board.

County Board Committee Reports

The following County Board Committees gave their reports: Highway, Health, Land Conservation/UW Extension and Community Resources Committee, Human Services, Law Enforcement and Executive Committee.

BUSINESS ITEMS

Resolutions:

RESOLUTION NO. 08-18

TAX DEED & BUDGET MODIFICATION FOR DEMOLITION COST – STEPHEN SEIPEL PROPERTY

WHEREAS pursuant to WI STATS 75.14 (1) the following described real property has been subject to tax certificate for unpaid real estate taxes:

STEVEN SEIPEL

| Description Parcel 014-00639-0000 | Year of Tax | Year of Sale | Cert. Date | Cert. Number | Cert. Amount |
|---|----------------|-----------------|------------|-----------------|--------------|
| LOT 1 & 2, BLK 7 VILLAGE OF ARKANSAW | 2007 | 2008 | 9-2-2008 | #136 | 599.59 |
| | 2008 | 2009 | 9-2-2009 | #146 | 575.88 |
| | 2009 | 2010 | 9-1-2010 | #148 | 582.21 |
| | 2010 | 2011 | 9-6-2011 | #139 | 628.87 |
| | 2011 | 2012 | 9-4-2012 | #113 | 643.37 |
| | 2012 | 2013 | 9-3-2013 | #112 | 621.05 |
| | 2013 | 2014 | 9-3-2014 | #90 | 626.00 |
| | 2014 | 2015 | 9-1-2015 | #87 | 607.76 |

WHEREAS the redemption period is two years from the date that said Tax Certificates were issued listing all of the tax years identified above as being unpaid;

WHEREAS the county is entitled to take a tax deed to said properties on or after September 1st, two years after issuance of said Tax Certificates, if all of the procedures of WI STATS Chapters 74 and 75 are followed;

WHEREAS WI STATS 75.14 (1) requires that the County Board order issuance of Deeds;

WHEREAS proceeding with the tax deed process on this property will result in the write off of uncollectible costs incurred to date to abate health hazard issues which totals approximately \$10,000 and the write off of all property taxes, delinquent charges, penalties and interest which totals approximately \$12,000. Both items are deemed uncollectible due to current owner being deceased and estate closed without any remaining assets;

WHEREAS proceeding with the tax deed process on this property will result in additional costs being incurred for demolition and clean up of the site to be incurred by Pepin County which are currently estimated at approximately \$61,000 per bids received in a bid process completed in 2017;

WHEREAS in addition to the services included in the \$61,000 demolition and clean-up bid, the county has become aware of additional demolition and clean-up from the adjacent building that is necessary which is estimated to cost up to \$4,000. These additional costs were not known at the time of the original demolition and clean-up bid;

WHEREAS the Town of Waterville has committed to share in the demolition and clean-up costs by reimbursing Pepin County for \$36,000 of the costs. In addition, the Town of Waterville shall split the costs of demolition that are incurred for the demolition and clean-up of the portions of the property not included in the original \$61,000 estimate. Any proceeds from the sale of the resulting vacant lot will also be split with the Town of Waterville. This commitment will be secured by a signed agreement between Pepin County and the Town of Waterville prior to proceeding with the demolition and clean-up of the site;

WHEREAS this expense was not included in the 2018 Pepin County Tax Deed Property expense budget.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors hereby grants authorization to the County Clerk of Pepin County to issue a Tax Deed in favor of the County for the property listed in the resolution with the known costs of demolition and clean-up to be incurred by Pepin County and shared by the Town of Waterville;

NOW THEREFORE BE IT FURTHER RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|---------------------------|-----------------------|
| | <i>General Fund:</i> | | | |
| | Expenditures: | | | |
| 100-00-51940-000 | Tax Deed Property Expense | \$ 5,000 | \$ 49,000 | \$ 54,000 |
| 100-00-49300-000 | Surplus | \$ 181,983 | \$ 49,000 | \$ 230,983 |

| | | | | | | | | |
|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| | START | SIX | ONE | EIGHTEEN | TWO | FOUR | SIX | |
| | | MONTHS | YEAR | MONTHS | YEARS | YEARS | YEARS | |
| ADRC Director | \$23.15 | \$24.21 | \$25.32 | \$26.49 | \$27.73 | \$29.03 | \$30.39 | Current Non-Exempt |
| ADRC Director | \$48,155.00 | \$50,355.00 | \$52,664.00 | \$55,104.00 | \$57,674.00 | \$60,375.00 | \$63,207.00 | Exempt |

WHEREAS, the Pepin County Department of Human Services is fully reimbursed by the ADRC lead county of Buffalo for the ADRC Director position and does not impact Pepin/Buffalo County tax levy, and

WHEREAS, the related revenue and expense were not provided for in the original adopted 2018 Pepin County Budget.

THEREFORE, IT BE RESOLVED that Pepin County Board of Supervisors authorize the wage scale conversion of the ADRC Director salary schedule as listed above to be effective on the 1st day of January 2018.

BE IT FURTHER RESOLVED that Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|---------------------------|-----------------------|
| | Human Services Fund | | | |
| 211-00-43561-109 | ADRC Contract | \$214,188 | \$4,260 | \$218,448 |
| 211-00-54409-000 | ADRC - Expense | \$214,189 | \$4,260 | \$218,449 |

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

/s/ Irene Wolf
Human Services Chair

COMMITTEE MEMBERS VOTE
 7 0 0 0
 In favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

/s/ Steven Anderson
Executive Committee Chair

COMMITTEE MEMBERS VOTE
 5 0 0 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The ADRC Director salary and fringe increases will be reimbursed via the ADRC contract. The ADRC wage scale should have been completed in 2017 with the position reclassification to be effective Jan 1st and included in the 2018 budget. Thus, this change should be completed at this time.

/s/ Pamela DeWitt
Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018
 DEFEATED
 TABLED

In favor - 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven Anderson
County Board Chair

Personnel Director Michelle Weiss explained to the Board that when this job description was changed last year, the need to change the wage schedule was missed. This Resolution is asking to change the Aging and Disability Resource Center Director’s hourly wage to an Exempt Salaried wage and to retroactive back to 1st day of January 2018. Motion made by Supervisor Andrews, seconded by Supervisor Dougherty, to approve Resolution 09-18 titled, “Resolution to Convert the Aging and Disability Resource Center(ADRC) Director’s Hourly Wage Schedule to Exempt Salaried Wage Schedule and 2018 Budget Modification”. Roll call vote taken, eleven votes yes, with one Supervisor absent. Motion passed.

**RESOLUTION NO. 10-18
AMENDMENT NO. 26 TO
PEPIN COUNTY EMPLOYEE HANDBOOK – VACATION DONATION POLICY**

WHEREAS, the Pepin County Executive Committee recommends the following changes to the Employee Handbook:

Section 4.11 Vacation Donation Policy:

PURPOSE: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued vacation leave balance to assist another employee who has exhausted sick leave and vacation hours due to his/her extended illness or disability.

POLICY: All Vacation eligible employees who have completed the probation period will be considered eligible to participate in this program.

PROCEDURES:

1. Donations of accrued vacation leave must be in whole hours, with a minimum of one hour per donation.
2. The donating employee shall specify the employee to receive the value of the donation.
3. Prior to proceeding the first donation(s) to an employee, the County will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid sick leave) and request the individual's consent to receive donations. No donations will be processed until this authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.
4. Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payments will be

included in the annual Form W-2 prepared for the recipient and State and Federal income tax and FICA/Medicare tax and Retirement contributions depending on the eligibility of the recipient, will be withheld by the County at the time of payment. The IRS III has also ruled that the donating employee realizes no income and incurs no tax-deductible expense or loss, either upon donation or payment to the recipient.

5. The County will not inform the recipient of the names of those donating hours or the number of hours donated.
6. The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her schedule hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.
7. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been paid.

ADMINISTRATIVE RESPONSIBILITY: The Personnel Department shall be responsible for implementing and maintaining this program.

**PEPIN COUNTY
VACATION LEAVE DONATION PROGRAM
Vacation Leave Waiver & Donation Authorization Form**

Having read and understood the Pepin County Vacation Leave Donation Program on the back of this form, and subject to the terms and conditions set forth therein, I hereby voluntarily waive my entitlement to and donate _____hour(s) of my accrued vacation. This donation is paid by the County of Pepin to the employee I have identified below:

EMPLOYEE TO RECEIVE DONATION:

Print name: _____ Department: _____
(Last) (First)

I understand that, upon submission of this form, I cannot control the timing of the deduction of the donated hour(s) from my vacation leave balance and that, while I will not be specifically notified when the donation is processed, I may determine this by monitoring the vacation leave balance reported on my earnings statement.

Donor's Name (print): _____

Donor's Social Security Number: _____

Donor's Department Name: _____

Donor's Work Phone Number: _____

Donor's Signature: _____

Date: _____

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven Anderson

Executive Committee Chair

5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No fiscal impact is foreseen as long as the duties of staff on leave can be covered without incurring excess expense.

Pamela DeWitt

Finance Director

X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018

____ DEFEATED

____ TABLED

In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer

County Clerk

/s/ Steven Anderson

County Board Chair

Personnel Director Michelle Weiss informed the County Board that if certain situations came up and an employee had exhausted their vacation, another person could donate their vacation to the employee that needs time off. Adding this donation policy would allow this to happen. Motion made by Supervisor Peterson, seconded by Supervisor Kees Winkler, to approve Resolution 10-18 titled, “Amendment No.26 to Pepin County Employee Handbook-Vacation Donation Policy”. Voice vote taken, all in favor with one Supervisor absent. Motion passed.

**RESOLUTION NO. 11-18
AMENDMENT NO. 27 TO PEPIN COUNTY EMPLOYEE HANDBOOK –
VACATION BENEFIT**

WHEREAS, the Pepin County Executive Committee recommends the following changes to the Employee Handbook:

3.2.9 PROBATIONARY PERIOD

1. A new employee employed in a regular position shall serve a probationary period of one (1) year. New employees may use accrued vacation time ~~after six (6) months of employment~~, and shall be entitled to all fringe benefits, for which they are eligible, ~~after six (6) months of employment, retroactive to the original date of employment~~, ~~except~~ **including** sick leave days and holidays, which will be taken as they occur. New eligible employees may participate in the group health insurance provided these employees make application for coverage within thirty (30) days of initial employment, and their coverage will be effective on the first of the month following thirty (30) days

of employment. New employees making application for coverage after thirty (30) days from their initial employment shall be subject to a coverage determination by the insurance company.

2. A regular County employee promoted to another regular position shall serve a probationary period of sixty (60) days and may be returned to their former position, or an alternative position, at the discretion of the County.

4.4 PAID VACATION

1. The following shall apply:

| <u>Years of Service</u> | <u>Amount of Paid Vacation</u> |
|-------------------------|--------------------------------|
| Up to 1 year | 1/2 day/month |
| After 1 year | 1 day/month |
| After 5 years | 1-1/4 days/month |
| After 10 years | 1-1/2 days/month |
| After 15 years | 1-3/4 days/month |
| After 20 years | 23 days/year |
| After 25 years | 25 days/year |

2. New employees shall accrue, ~~but~~ and may ~~not~~ use, **prorated** vacation benefits during the first ~~six months~~ **year** of their employment **as it is accrued**.
3. An employee on vacation who subsequently becomes ill may transfer vacation days to sick leave days. Medical verification may be requested; when a holiday falls in a vacation week, the employee will receive an additional day of vacation.
4. A maximum of 10 days may be carried over from year to year and shall be used in the carryover year or forfeited.
5. Vacation accruals shall be computed to December 31 of each year. Employees may use vacation any time in the year during which it will accrue. Regular County employees who are in good standing who terminate employment with the County shall receive payment for unused vacation provided that the required termination notice has been given as set forth in Section 3.2.10. Such payment shall be calculated based on accrual through the last date actually physically present for work. Employees who are terminated by the County for reasons other than discipline shall receive payment of unused vacation. Employees terminated for disciplinary reasons shall not be entitled to any accrued fringe benefits. Upon termination, the County shall withhold from the final check the amount owed for unaccrued vacation which has been used.
6. All vacation requests, by all employees other than department heads, **must be submitted to their department head or his/her designee in writing**. The department head or his/her designee shall either approve or disapprove of the vacation **request in writing within ten working days**. Reasons for disapproving a request must be given by the department head or his/her designee.
7. Employees hired as salaried **Department Heads** shall be placed on the vacation schedule equivalent to the year of placement on the salary schedule.

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

/s/ Steven Anderson
Executive Committee Chair

COMMITTEE MEMBERS VOTE
5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No impact as no change in employee wage expenses will be incurred.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018
_____ DEFEATED
_____ TABLED In favor – 11 Oppose - 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Board that currently our handbook states that vacation benefits may not be used during the first 6 months of employment. This amendment would allow new employees to accrue and use the prorated vacation benefits during the first year of employment. The Executive Committee did recommend that this be approved. Motion made by Supervisor J. King, seconded by Supervisor Peterson, to approve Resolution 11-18 titled, “Amendment No.27 to Pepin County Employment Handbook-Vacation Benefit”. Voice vote taken, all in favor with one Supervisor absent. Motion passed.

**RESOLUTION NO. 12-18
AMENDMENT NO. 28 TO PEPIN COUNTY EMPLOYEE HANDBOOK –
TEMPORARY WORK FROM HOME ASSIGNMENT**

WHEREAS, Resolution No. 21-17 allowed for a one-year trial period to test the Temporary Work from Home Assignment Policy;

WHEREAS, the Pepin County Executive Committee recommends the following changes to the Employee Handbook:

Section 3.1.1 HOURS OF WORK/WORK SCHEDULES

5. Temporary work from home assignments

On an infrequent basis to increase employee efficiency and respond to unusual scheduling needs employees may be asked to work from home by the department head or the employee may request on their own behalf. The determination that a position may or may not be appropriate for a temporary work from home assignment will be determined on a case-by-case basis. Department Head approval is required prior to working from home. Department Heads will comply to the policy outlined below when working from home. Under such conditions the following expectations apply:

- Compensation & Work Hours-the employee’s compensation, benefits, work status and work responsibilities will not change. Employees are required to track and turn in time worked from home. Work from home hours will be noted on time sheets. (Department heads will indicate working from home when time exceeds ½ day of work.)
- Eligibility-Employees will be selected based on the suitability of their jobs.
- Employees must comply with all Pepin County policies and work rules.
- Working from home is not intended to permit staff to work at other jobs, provide dependent care during work hours, or run their own business.
- Pepin County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee’s residence.
- Employees must comply with all Pepin County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet and email. (HIPAA)
- Employees will be required and responsible for maintaining a safe working environment.
- Pepin County will not be liable for damages to the employee’s property resulting from working from home.
- Employees will not meet with clients and or visitors from their home while conducting County business.
- Employees will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. All equipment provided by Pepin County will remain the property of Pepin County.
- Injuries sustained by the employee while at his or her work from home location and in conjunction with his or her regular work duties are normally covered under Pepin County’s Worker’s Compensation policy.
- Employees must follow all confidentiality and ethics agreements along with following all applicable computer, network and telecommunications laws, rules and permissions.
- Any work-related document that is generated on any employee’s home computer/device is a public record.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per changes stated above, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

| | | | | |
|----------------------------|------------------------|----------|----------|----------|
| | COMMITTEE MEMBERS VOTE | | | |
| <u>/s/ Steven Anderson</u> | <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Executive Committee Chair | In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – No additional employee expenses will be incurred as a result of this policy.

| | | |
|--------------------------|------------------|-----------------------------|
| <u>/s/ Pamela DeWitt</u> | <u> X </u> | <u> </u> |
| Finance Director | Recommend | Not Recommended |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 1 Absent - 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Board that last year a trial period was set to try a temporary work from home assignment. Not a lot of requests were made during the trial period. Concerns of misuse was discussed among the Board. Motion made by Supervisor Andrews, seconded by Supervisor Peterson, to approve Resolution 12-18 titled, “Amendment No.28 to Pepin County Employee Handbook – Temporary Work from Home Assignment”. Voice vote taken, with one negative vote by Supervisor Mueller and one Supervisor absent. Motion passed.

**RESOLUTION NO. 13-18
AMENDMENT NO. 29 TO PEPIN COUNTY EMPLOYEE HANDBOOK –
ALTERNATE WORK SCHEDULES**

WHEREAS, Resolution No. 22-17 allowed for a one-year trial period to test the Alternative Working Schedule;

WHEREAS, the Pepin County Executive Committee recommends the following changes to the Employee Handbook:

3.1.1 HOURS OF WORK / WORK SCHEDULES

4. Alternative Working Schedule-i.e. Flex Schedule Policy

To enhance the ability of Pepin County to fulfill its responsibilities, to render services to the public and to enhance employee morale alternative working arrangements may be granted. In certain instances, it may be advantageous for a department to offer an employee alternative, regular work hours which differ from the normal established workplace hours of operation. The determination that a position may or may not be appropriate for Alternative Working Schedule (AWS) will be determined on a case-by-case basis.

An Alternative Working Schedule (AWS) shall be initiated by an employee request. The request will be considered for approval by the Department Head, Administrative Coordinator and Personnel Director. In the event a Department Head is requesting an Alternative Working Schedule, approval from direct Oversight Committee is also required.

Departments shall maintain normal working hours of operation. Alternative working hours are allowed as approved by departments within the 6:00 a.m. through 6:00 p.m. time frame. Alternative Work Schedules will not create overtime/comp time or create the inability to use accrued vacation hours.

In all instances, the employee requesting the repeating alteration of regularly scheduled hours of work (more than one week) must complete an Alternative Work Schedule Request form. The only week days allowed to take a day or half day off are Tuesday, Wednesday, and Thursday.

Alternative Working Schedule will be reviewed at least annually during the employee performance evaluation. Alternative Working Schedules are subject to review due to performance issues or department needs/issues. Pepin County reserves the right to rescind all Alternative Working Schedules at any time.

Prior to an Alternative Work Schedule being granted the AWS Request form shall:

- Be completed by the employee in advance of any schedule change and fully document the specific reasons for the requested alteration of scheduled work hours, and the specific schedule of work hours requested.
- Be submitted to the Department Head by the employee for review and approval.
- Be submitted to the Administrative Coordinator by the Department Head for approval.
- Be submitted to the Personnel Director for review, monitoring for compliance to wage and hour regulations. If the requesting employee is a Department Head, the Personnel Director shall submit the request to the corresponding oversight committee for approval.

A copy of the form shall be returned to the Department Head to be shared with the employee of the approval or denial with a copy retained in the personnel office.

The Department Head shall monitor the AWS to assure the needs of the department are met.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per changes stated above, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

/s/ Steven Anderson
Executive Committee Chair

COMMITTEE MEMBERS VOTE
5 0 0 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No additional employee expenses will be incurred as a result of this policy.

/s/ Pamela DeWitt
Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018
 _____ DEFEATED
 _____ TABLED In favor -11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Board that last year a trial period was set to try an Alternate work schedule. One person is using this currently, coming in one hour later and staying one hour later to work. Motion made Supervisor Peterson, seconded by Supervisor Kees Winkler, to approve Resolution 13-18 titled, “Amendment No. 29 to Pepin County Employee Handbook-Alternate Work Schedules”. Voice vote taken, with no negative votes with one Supervisor absent. Motion passed.

RESOLUTION NO. 14-18
AMENDMENT NO. 30 TO PEPIN COUNTY EMPLOYEE HANDBOOK –
POLICY FOR SUPPORTING NURSING MOTHERS

WHEREAS, the Pepin County Executive Committee recommends the following changes to the Employee Handbook:

3.2.15 POLICY FOR SUPPORTING NURSING MOTHERS.

In recognition of the health advantages of breastfeeding for infants and mothers and in compliance with provisions of Section 7 of the Fair Labor Standards Act, Pepin County provides a supportive environment to enable breastfeeding employees to express their milk for up to one year after the child's birth during work hours.

1. PEPIN COUNTY RESPONSIBILITIES

- (a) **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed or express milk during work hours. ~~using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use accrued benefit time, leave without pay or may make up the time as determined by their supervisors.~~
- (b) **A Place to Express Milk:** A private room (not a restroom) shall be available for employees to breastfeed or express milk. The room will be private, with an electrical outlet, located near a sink with running water for washing hands and rinsing breast pump parts. Employees may use their own cooler packs to store expressed breast milk or may store milk in the Health Department or Employee's department designated refrigerator/freezer.
- (c) **Education:** Breastfeeding information is available from the Health Department.
- (d) **Staff Support:** Department heads are responsible for alerting pregnant and breastfeeding employees about the worksite lactation policy and for implementing practices that support each employee's infant feeding goals. The policy will be communicated to current staff and included in employee orientation.

2. EMPLOYEE RESPONSIBILITIES

- (a) **Communication with Department Heads:** Employees who wish to express milk during the work period shall keep Department Heads informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the county.
- (b) **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the area, making it ready for the next user.
- (c) **Milk Storage:** Employees are responsible for proper storage of their milk, providing their own containers, labeling all milk with name and date.
- (d) **Use of Break Times to Express Milk:** When more than one breastfeeding employee needs to use the designated lactation room, employees may need to work together to allow each employee the opportunity for milk expression times which best meet their needs.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per changes stated above, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

/s/ Steven Anderson
Executive Committee Chair

COMMITTEE MEMBERS VOTE
5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No financial impact as utilizing existing and available facility resources.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED - with amendment made under 1(a)
_____ DEFEATED by the Pepin County Board of Supervisors on this 6th day of May 2018
_____ TABLED In favor – 11 Oppose - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Board that the Health Department has brought to our attention the need to support nursing mothers in Pepin County and to be in compliance with provisions of Section 7 of the Fair Labor Standards. The Executive Committee did review this and did recommend this amendment. Motion made by Supervisor Andrews to strike areas under 1a –titled, “Milk Expression Breaks”. Supervisor Andrews suggested to change it to- Leave this up to the Supervisor and the employees when the breaks would take place. Supervisor Andrews made an amendment to change his motion to state, “Milk Expression Breaks: Breastfeeding employees are allowed to breastfeed or express milk during work hours.” Striking out the remainder of the paragraph. Seconded by Supervisor T. Milliren. All in favor with no negative votes to approve the amended motion to the Amendment made by Supervisor Andrews. Voice vote taken, with no negative votes. Amending of the Amendment motion passed. Motion made by Supervisor Kees Winkler, seconded by Supervisor Andrews, to approve the Amended Resolution 14-18 titled, “Amendment No. 30 to Pepin County Employee Handbook-Policy for Supporting Nursing Mothers” as noted above. Voice vote taken, with no negative votes. Motion passed.

Ordinance:

**AMENDMENT NO. 115 TO ORDINANCE NO. 179
CHAPTER 2 THE GOVERNING BODY**

BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS OF PEPIN COUNTY:

Section 1. Authority and Purpose. This ordinance is enacted under authority of Chapter 59 Wis. Statutes.

Section 2. That the Code of Ordinances of the County of Pepin be amended by rescinding and replacing all of Chapter 2 to read as follows:

2.01 **GOVERNING BODY TITLE. (Ord. No. 179, Am. #108, 03-16-16)** The governing body of Pepin County as constituted by law shall be known as the “Pepin County Board of Supervisors” (County Board).

2.02 **SUPERVISORY DISTRICTS ESTABLISHED. (Ord. No. 179, Am. #108 , 03-16-16)**

1. **AUTHORITY AND PURPOSE.** This section is enacted under authority of Section 59.10(3)(b)2., Wis. Stats.
2. **NUMBER OF SUPERVISORS.** Twelve
3. **DESCRIPTION OF DISTRICTS.** The Supervisory districts within the County are described as follows:

| | |
|-------------|---|
| District 1 | Town of Albany |
| District 2 | Town of Lima – Ward 1 |
| District 3 | Town of Durand – Ward 1, Town of Lima – Ward 2 |
| District 4 | City of Durand – Ward 1 |
| District 5 | City of Durand – Ward 2 |
| District 6 | City of Durand – Ward 3 |
| District 7 | Town of Waubeek, Town of Durand – Ward 2 |
| District 8 | Town of Waterville – Ward 1 |
| District 9 | Town of Frankfort, Town of Waterville – Ward 2 |
| District 10 | Town of Pepin – Ward 1, Village of Pepin – Ward 2 |
| District 11 | Village of Pepin – Ward 1 |
| District 12 | Village of Stockholm, Town of Stockholm, Town of Pepin – Ward 2 |

2.03 **RULES OF THE COUNTY BOARD. (Ord. No. 179, Am. #108, 03-16-16, Am. #115, 05-16-18)**

1. **ORGANIZATIONAL MEETING.** The County Board shall meet on the 3rd Tuesday of April following the election of the Board, for the purpose of organizing and other general business of the Board. See Sec. 59.11(1)(c), Wis. Stats.
2. **ANNUAL MEETING.** The Board shall meet on the Tuesday after the 2nd Monday of November in each year for the purpose of passing upon the budget and transacting general business of the Board. See Sec. 59.11(1)(a), Wis. Stats.
3. **MONTHLY MEETING.** In addition to the meetings prescribed above, the Board shall meet on the 3rd Wednesday of each month, except April and November, for the purpose of transacting general business of the County Board. This date may be changed or the County Board Chairperson may cancel the monthly meeting provided notice of the change or cancellation is provided at least one (1) week prior to the date and time of the scheduled meeting.

4. ANNUAL DEPARTMENT HEAD REPORTS. Department Heads shall make reasonable efforts to present to the County Board reports of departments at one of the monthly county board meetings during the months of March through July. It is the request and recommendation of the County Board that all department reports follow a standardized format established by the Administrative Coordinator which shall include the following:
 - a. A financial summary of the department.
 - b. A concise statement of any changes in the policy or activity of the department that materially affects the operation of the department compared with previous reports.
5. SPECIAL MEETINGS. A special meeting of the Board may be called by written request of the County Board Chairperson or upon written request of a majority of the members of the entire County Board. Such written request shall be delivered to the County Clerk and shall specify the purposes, date and time of the meeting. The date of the special meeting shall not be less than 48 hours from the date of the delivery of the written request to the County Clerk. Upon receiving the request, the Clerk shall immediately notify each supervisor of the time and place of the meeting. In the event of an emergency, the County Board Chairperson may, by written notice to the Clerk, convene an emergency meeting of the County Board. The notice shall specify the meeting time and place and subjects to be considered. The time of the meeting shall not be less than 12 hours from the filing of the notice. The Clerk or, if not possible, the Administrative Coordinator, shall immediately notify the media and each supervisor in person or by telephone of the time, place and purpose of the meeting.
6. MEETING TIME. The organizational and annual meetings generally shall be held at 9:30 a.m. and monthly meetings generally shall be held at 7:00 p.m., with all times at the discretion of the County Board Chairperson.
7. PUBLIC NOTICES. In addition to the requirements of Wis. Stats 19.84, notice of all meetings of all county governmental bodies shall be filed with the county clerk's office. The clerk's office will then post them on the notice board located in the main lobby outside their office and on the county website, in addition to providing them to members of the news media that have requested notice and all members of the county board, committee or commission that is meeting.
8. COUNTY BOARD CHAIRPERSON.
 - a. Election. At the organizational meeting the Board shall elect one of its members to serve as Chairperson for a term of 2 years. The Chairperson shall be elected by written ballot after nominations from the floor. The selection shall be by a majority vote. In the case of a tie vote, additional votes shall be taken until a majority occurs and no nominee shall be removed from consideration.
 - b. General Duties.
 1. The Board Chairperson shall have the powers and duties under Wis. Stats. sec. 59.12. The chair shall preside over all meetings of the County Board, preserve order and decide questions of order subject to an appeal of the County Board and shall vote on all questions taken by ayes and nays, except on appeal of the Board. The chairperson may administer oaths to persons required to be sworn concerning any

matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board. The chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The chair shall be a member of all standing committees and may meet and deliberate in the meetings. The chairperson shall have the power to vote in a committee meeting only when present in order to form a quorum and only until such time as a quorum of the other committee members is present.

- c. **Death, Disability or Removal of the County Board Chair.** The County Board Chairperson can be removed by a majority vote of the entire membership of the county board. The removed County Board Chair would assume the role of a County Board supervisor. In the event of the death, disability or removal of the County Board Chairperson, the County Board shall endeavor to elect a new Chairperson following the election procedure set forth herein. Upon election of a new Chairperson, the Vice-Chairpersons shall resume their respective roles as Vice-Chairpersons to extent such person(s) perform or performed the duties of the Chairperson.
9. **OFFICERS.** Immediately following election of the County Board Chairperson, the County Board shall elect one of its members to serve as 1st Vice-Chairperson for a term of 2 years. In the absence of the County Board Chairperson, the 1st Vice Chairperson shall perform all duties of the County Board Chairperson. The County Board shall also elect one of its members to serve as 2nd Vice Chairperson for a term of 2 years. The 2nd Vice-Chairperson shall perform the duties of the County Board Chairperson if both the County Board Chairperson and the 1st Vice-Chairperson are absent. The 1st Vice-Chairperson and 2nd Chairperson shall each be elected in the same manner as the Chairperson is elected. Vacancies in office shall be filled by election consistent with the procedure set forth herein.
10. **REFERRAL TO COMMITTEE.** Every subject matter, from a source other than a committee of the County Board, that comes before the County Board shall be referred to its appropriate committee by the County Board Chairperson without motion unless otherwise directed by 2/3 vote of the entire County Board. Every committee shall report upon all items referred to it by the County Board by the 3rd meeting following the meeting of reference unless otherwise directed by the County Board. Subject matters before a committee of the County Board, which will require further action by another committee or the County Board, must first receive approval from the committee responsible for the subject matter. A tie vote in committee is considered a loss, but may be appealed to the County Board by at least two County Board members of the oversight committee requesting placement on the County Board agenda. The County Board Chairperson can decide if the matter shall be included on the County Board agenda. If the County Board Chairperson denies the request, the matter can be appealed by coming before the county board for a vote and obtaining 2/3 vote of all supervisors agreeing that the matter be placed on the agenda for the next county board

meeting.

11. ORDER OF BUSINESS. The order of business at regular meetings shall be as follows, except that the Chairperson may modify the order of business, consistent with the Open Meetings Law, as necessary:
 - a. Call to order.
 - b. Call of the roll.
 - c. Pledge of allegiance to the flag.
 - d. Approve the agenda.
 - e. Public Comments. **All comments from the public must be made at this time. At the discretion of the County Chair, public comments may be allowed during the discussion of the specific agenda item.**
 - f. Comments will be limited to 5 minutes per speaker unless otherwise given permission by the County Board Chairperson. **No accumulating of time from others allowed.** The Board may, from time to time, adopt rules applicable to public comment.
 - g. Consent Agenda Items
 - h. Reports
 1. Committee Reports
 2. Other Reports
 - i. Business Items.
 1. Resolutions
 - a. Policies
 - b. Other
 2. Ordinances
 - j. Communication.
 1. Petitions, claims, and announcements
 2. Correspondence items
 - k. Future agenda items and next meeting date
 1. Adjournment.
12. RULES OF PROCEDURE. The rules of parliamentary procedure set forth in Roberts Rules of Order, latest edition, shall govern the proceedings of the Board subject only to State laws and these rules.
13. DETERMINATION OF QUESTIONS. All questions presented to the Board shall be determined by a majority of the supervisors present unless otherwise required by State law or this chapter. The Chairperson shall vote on all matters, except appeals from his/her procedural decisions. All proposed resolutions on the agenda that are submitted with approval from a committee shall be considered for approval. ~~A motion and second are not necessary to bring the resolution before the County Board. However, there is no prohibition on a Supervisor voting "no" or "abstain" on any matter brought before the County Board including, without limitation, any resolution nor is there any prohibition on a Supervisor offering a motion or amendment in relation to the resolution.~~
14. QUORUM. A majority of the supervisors entitled to a seat on the County Board shall constitute a quorum for County Board meetings. For four and five member committees of the County Board, three members of a committee shall constitute a quorum. For all other committees of the County Board, a majority of the appointed

members of the committee shall constitute a quorum.

15. **ACKNOWLEDGMENT TO ADDRESS THE BOARD.** Before any member makes a motion or addresses the County Board in any debate, they shall address the County Board Chairperson and receive acknowledgment that they have been given the floor.
16. **STATE OF MOTION.** When a motion is made and seconded, it shall be stated by the County Board Chairperson previous to debate.
17. **MOTIONS ALLOWED.** When a question is under debate, only the following motions are in order, which motions shall have precedence in the order listed below:
 - a. To adjourn.
 - b. To move the previous question.
 - c. To lay on the table.
 - d. To postpone indefinitely.
 - e. To amend or refer.
18. **SPEAKING TIME LIMIT.** No supervisor shall speak more than twice on any question and shall not exceed ~~45~~ fifteen minutes in speaking, per turn, unless granted permission by the County Board Chairperson. An amendment to a motion is considered a new question.
19. **TERMINATION OF DEBATE.** Any supervisor may terminate debate by moving the previous question. The motion will be disposed of in accordance with the then-current edition of Robert's Rules of Order, Newly Revised.
20. **ROLL CALL VOTES.** All resolutions or ordinances involving an unbudgeted appropriation or transfer of funds shall be decided by roll call vote with 2/3 vote of the entire membership of the County Board necessary for approval. All roll call votes shall be called in a one-member district rotation from the previous roll call vote. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in the Open Meetings Law.
21. **TIE VOTES.** In case of a tie vote, the question is lost.
22. **OPEN MEETINGS LAW.** The County Board and Committees referenced in section 2.04 shall sit with open doors and all persons conducting themselves in an orderly manner may attend, except that the Board or Committee's may convene in closed session for the purposes authorized under Subch. V of Chapter 19, Wis. Stats. Only members of the County Board or particular committee are allowed to remain in any closed sessions, except as authorized by County Board Chairperson or committee chair. A County Board Supervisor may be excluded from a closed session portion of a committee meeting upon majority vote of the committee.
23. **CONDUCT.** County Board members, visitors, staff and others shall at all times conduct themselves and dress in a professional and respectful manner. Any inappropriate conduct will be recognized and addressed by the County Board Chair or Committee Chair. The County Board Chairperson at a County Board meeting or the Committee Chairperson at a committee meeting shall have the power to direct a member's removal from a meeting. Committees shall not meet when the board is in session. There shall be no conversation on the board floor or in the visitor's section except as part of debate or as authorized by the County Board Chairperson. All

electronic devices shall be kept in the silent mode. The Clerk shall distribute any literature to supervisors.

24. SESSION. The session of a County Board shall commence on the date of the biennial organizational meeting as set forth in Wis. Stat. sec. 59.11(1)(c) and end on the day immediately preceding the next biennial organizational meeting.

2.04 **COMMITTEES. (Ord. No. 179, Am. #108, 03-16-16, Am #115, 05-16-18)**

1. TYPES OF COMMITTEES. There shall be two types of County Board Committees: Special Committees and Standing Committees.
2. SPECIAL COMMITTEES.
 - a. Special committees may be created by resolution specifying the committee charge, number of members and termination date. Special committees shall consist solely of members of the County Board unless otherwise directed by the County Board Chairperson. Special committees created without a termination date shall expire at the end of the session of the County Board during which the Special Committee was created.
 - b. The Chairperson of the County Board shall make written announcements of his/her appointments to Special Committees. The committees so elected shall organize themselves. Vacancies shall be filled by written appointment of the County Board Chairperson for the unexpired portion of the respective terms of appointment.
3. APPOINTMENT TO STANDING COMMITTEES. The members of all standing committees shall be appointed by the County Board Chairperson in consultation with the 1st and 2nd Vice Chairpersons at the organizational meeting or at a meeting to be held no later than 14 days following the organizational meeting. These appointments shall be subject to the approval of the majority of the entire County Board membership and serve for a term of 2 years or until their successors have been appointed. Prior to such an appointment, the members of the County Board may submit in writing their preferences for committee appointments so that the County Board Chairperson may take them into consideration in making his/her appointments.
4. ROLE OF COUNTY BOARD CHAIRPERSON. In addition to being a member of the ~~Executive~~ **Administrative** Committee, the County Board Chairperson may be appointed to other committees, may be elected Chair of a standing committee and shall be a voting member of any standing committees of the County Board in the case of lack of a quorum on those committees when needed as a member to achieve a quorum.
5. STANDING COMMITTEES.
 - a. A County Board member is restricted to being a chairperson of just one standing committee if so elected, not including serving as the ~~Executive~~ **Administrative** Committee Chair.
 - b. Appointed citizen members on any committee shall be paid the same and have the same voting rights as other members of the committee.
 - c. The following shall be the standing committees of the County Board and shall be composed as follows with duties as listed:
 1. Highway. Five members of the County Board. The Committee shall:
 - a. Perform all functions and duties required under §

~~83.15~~ Wis. Stat 83.015.

- b. Provide oversight of the Highway Department.
 - c. Perform all duties prescribed by State law.
 - d. Provide oversight on all road and bridge construction.
 - e. Provide oversight on all matters related to the bike trails.
2. Land Conservation, Planning & UW Extension: ~~Land Conservation/UW Extension and Community Resources:~~ Four members of the County Board, ~~which are also members of the U.W. Extension Committee~~ and one designated member of the Farm Service Agency (FSA) Committee. The FSA member shall **also** participate and vote on U.W. Extension matters. This Committee shall:
- a. Perform all functions and duties required under Wis. Stats. 92.06.
 - b. Provide oversight for personnel and jurisdiction of all matters relating to parks and recreational facilities.
 - c. According to Sect. 59.56(3) Wis. Stats., administer the County extension programs jointly with the UW-Extension Area Extension Director in the following areas:
 - i. Provide oversight to the professional staff.
 - ii. Develop a program focus.
 - iii. Evaluate program direction and outcome.
 - d. Provide oversight to County-owned forests and any County-owned cemetery.
 - e. Provide oversight to the Recycling Solid Waste and Economic Development ~~Department(s)~~ Programs.
 - f. ~~Provide oversight for the County's Land Information Records Modernization Program.~~
 - f. Advise and review in the administration of the following areas:
 - i. Zoning
 - ii. Surveyor
 - iii. **Land Information**
 - iv. **Review pending charters and ordinances affecting areas of jurisdiction.**
3. Human Services Board. Four members of the County Board and three appointed citizen members each for three-year terms that are set up as staggered terms. The County Board of Supervisors shall appoint the citizen members upon the recommendation of the Human Services Board.
- a. The four County Board members appointed to the Human Services Board will have jurisdiction regarding all matters relating to the Veteran's Service Office.
 - b. The Human Services Board shall provide oversight to the Human Services Department as outlined in Section 46.23(5) of the Wisconsin Statutes, "Powers and Duties of County Human Services Board".
 - c. Perform all functions and duties required under Wis. Stats. 51.42 and 46.23.

4. ~~Administrative Executive~~: A minimum of five members of the County Board, one of whom is the County Board Chairperson and the other members shall each be the chairperson of the following standing committees: Highway, **Land Conservation, Planning & UW Extension**, Human Services, Law Enforcement, and the Board of Health.

In the absence of a Committee chairperson at an ~~Executive Administrative~~ Committee meeting, the Vice Chair is the only Supervisor that may attend as an alternate at the meeting as a voting Committee member is available.

5. This Committee shall:
 - a. Advise and review the administration of the following Elected Officials:
 - i. County Clerk
 - ii. County Treasurer
 - iii. Register of Deeds
 - b. Provide oversight to the County Administrative Coordinator.
 - c. Provide oversight to the County Finance Director.
 - d. **Provide oversight to the Personnel Director**
 - e. **Recommend to the County Board any amendments to the Employee Handbook.**
 - f. **Be responsible to the interpretation, administration and enforcement of the Employee Handbook.**
 - g. Review the County Board Rules as needed.
 - h. Have jurisdiction over the acquisition and disposal of all county property consistent with law.
 - i. Collaborate on implementing changes in mandated State statutes with the Elected Officials.
 - j. Approval of all County vouchers.
 - k. Provide oversight for the construction of any new buildings and building renovations.
 - l. Analyze on an ongoing basis the facility needs of the County and report to the County Board at least annually.
 - m. Direct the loss control, risk management and insurance effort for the County.
 - n. Negotiate all wages, salaries, terms and conditions of employment and all grievances for all County employees.
 - o. Periodically review wages and salaries.
 - p. Recommend changes in the affirmative action plan to comply with State and federal regulations.
 - q. Insure that annual performance evaluations are being carried out by department heads.
 - r. Monitor and implement Ch. 2 of this Code of Ordinances and make recommendations of changes in the chapter as needed.
 - s. Approve requests for personnel additions and deletions **and FTE changes** for all County departments.

6. Pepin County Board of Health. Four members of the County Board, and 3 other members who are not elected officials or employees of the County (in appointing these three members a good faith effort shall be made to appoint a physician and a registered nurse). The Board of Health shall:
 - a. Perform all functions and duties required under Wis. Stats. 251.04.
 - b. Provide oversight to the Pepin County Health Department.
 - c. Have jurisdiction of all matters relating to public health in Pepin County.
 7. Law Enforcement/Emergency Management. Five members of the County Board. This Committee shall:
 - a. Insure all functions and duties required under Wis. Stats. 323.14 ~~are executed~~.
 - b. Advise and review in the administration of the following departments:
 - i. Sheriff,
 - ii. District Attorney,
 - iii. Clerk of Courts,
 - iv. Register in Probate,
 - v. Circuit Court,
 - vi. Coroner, ~~Surveyor~~
 - vii. Family Court Commissioner
 - viii. Emergency Management ~~Zoning~~
 - c. Advise and review in the administration of the law library and jail.
 - d. ~~Provide oversight for the County's Land Records Modernization Program.~~
 - d. Draft ordinances in area of jurisdiction for consideration by the County Board.
 - e. Have jurisdiction of all matters relating to emergency government ~~and zoning management~~.
 - f. Review pending charters and ordinances affecting areas of jurisdiction.
 8. Loan Review. The members of the ~~Administrative Executive~~ Committee, the Finance Director, the Revolving Loan Fund Administrator, a member of the local banking community, and a local business law attorney. The chairperson of the ~~Administrative Executive~~ Committee shall be the chairperson of the Loan Review Committee. This committee shall:
 - a. Review, select and recommend loan applications to the County Board for final approval.
 - b. Make policy recommendations for the administration of the revolving loan program.
6. GENERAL DUTIES. All standing committees shall have the following duties:
- a. Focus on policy issues. Refrain from micro-managing the professional staff.

- b. Report to the County Board in all major developments within their respective departments at the time that the respective annual reports are given.
- c. Insure each department complies fully with all directives of the County Board and requirements of state law.
- d. Counsel with department heads, in an advisory capacity, to help effect necessary improvements.
- e. Assist each department in preparing its annual budget.
- f. Insure that funds are spent for the purpose for which they were appropriated.
- g. Examine major department purchases and contracts.
- h. Perform such other duties as the County Board may direct.

7. CONDUCT OF BUSINESS. Conduct of committee business shall be as follows:

a. Meetings.

- 1. Within 30 days after the organizational meeting, all standing committees shall meet and elect one of its members as chairperson and one as vice-chairperson by majority vote of all committee members. Minutes shall be kept of all committee meetings by the County Clerk or a person designated by the County Clerk. These minutes shall be the responsibility of the County Clerk and become part of the permanent record of the County Board. A copy of all committee-meeting minutes shall be made available all supervisors.
- 2. All committee meetings shall be scheduled in advance by entering the date and time upon the calendar outside the County Board room.
- 3. The County Clerk shall be given a written notice of committee meetings, post notices in designated areas and shall give such written notice to the official County newspaper stating time and place.

b. Order of Business. The order of business at committee meetings shall be as follows, except that the Chairperson may modify the order of business as necessary:

- 1. Call to order
- 2. Call of the roll
- 3. Public Comments
- 4. Approval of the agenda
- 5. Approval of the minutes
- 6. Consent Agenda Items
- 7. Reports
- 8. Business Items
- 9. Future Agenda items and next meeting date
- 10. Adjournment

c. Legislation.

- 1. *Introduction.* Members of committees of the County Board introducing resolutions or ordinances shall advise the County Clerk of the general contents thereof. Thereupon, the County Clerk shall assign a number to the document, which shall be incorporated for reference purposes as a part of the resolution or ordinance. In addition, all resolutions or ordinances shall be prefaced by a title and the name and be signed by the members of the committee introducing the same.

Each resolution shall provide a short identifying statement of its purpose and provide a space for confirming that the resolution has been reviewed by the Finance Director to determine fiscal impact. No resolution may be introduced without the signature or initials of the Finance Director and the Finance Director's notation as to fiscal impact. In the event that a majority of committee members do not approve introducing the resolution or ordinance, see Referral To Committee process for appeal and it would then be signed by the County Board members appealing to the County Board Chairperson.

2. **Submission Time Limit.** Every resolution or ordinance shall be submitted to the County Clerk by noon on the Monday that is at least 10 days prior to the Board meeting. The County Board Chairperson can make an exception to a late submission of a resolution in an emergency. The County Clerk shall use his/her reasonable best efforts to mail agendas to all Board members at least 7 days prior to each meeting.

8. OTHER APPOINTMENTS. The County Board of Supervisors shall appoint the following:

- a. Mississippi River Parkway Commission. One member that is appointed by the Governor. Assist in coordinating the development and preservation of the Great River Road. This commission shall perform all functions and duties required under Wis. Stats. 14.85.
- b. Mississippi River Regional Planning Commission. Three members (one Board appointment, one Governor appointment, one joint appointment).
- c. County Housing Authority. Five citizens for five-year terms.
- d. Indianhead Library Advisory Council. One member (a librarian, if possible).
- e. West Cap. One County Board member that is on the Human Services Board.
- f. Veterans Service Commission. Three veteran citizen members each selected for a three-year term. This commission shall perform all functions and duties required under Wis. Stats. 45.81.
- g. Local Emergency Planning Committee. This Committee shall perform all functions and duties required under Wis. Stat. sec. 59.54(8).
- h. ~~Aging Advisory Committee. This committee shall perform all functions and duties required under Wis. Stats. 46.82.~~
- h. Board of Adjustment. Five citizen members, each serving for a term of three years beginning July 1. Two alternate members shall also be appointed and designated as the first alternate and the other a second alternate. The members of the Board of Adjustment, including alternate members, shall all reside within the county and outside of the limits of incorporated cities and villages; provided, however that no two members shall reside in the same town. The Board of Adjustment shall exercise all powers granted the Board of Adjustment under Section 59.694 of the Wisconsin State Statutes and as elsewhere provided in the County's Ordinances.
- i. ADRC (Aging and Disability Resource Center) of Buffalo and Pepin County Government Body. This eight - person Governing Board that is responsible for oversight of the ADRC. It includes one County Board Supervisor from each County, and the remaining six citizen members must be consumers, family

members/guardians or advocates of the following groups: Four representing older persons, age 60 and above, One representing adult persons with physical disabilities, and one representing adult persons with intellectual/developmental disabilities. Citizen members appointed by the County Board for a three - year term and County Board Supervisors are appointed by their respective County Board Chairperson for a two-year term.

1. Aging Advisory Committee – This committee shall perform all functions and duties required under Wis. Stats. 46.82

9. REMOVAL OF COMMITTEE OFFICERS AND MEMBERS. A chairperson of a committee can be removed by majority vote of all members of a committee. The removed chairperson would remain on the committee and the vice-chairperson of the committee would assume the role of chairperson until a new chairperson is elected. A committee member can be removed by the County Board chairperson at the request of the individual or by a majority vote of all members of a committee. The County Board chairperson may reassign the removed member to another committee.

2.05 **SMOKING PROHIBITED. (Ord. No. 179, Am. #108, 03-16-16)** No smoking shall be allowed in the government center.

2.06 **COMPENSATION. (Ord. No. 179, Am. #108, 03-16-16, Am. #115, 05-16-18)**

1. All County Board Members shall be compensated in accordance with the current resolution setting per diem rates, meal allowances and mileage for an individual who drives to the meeting.
2. The County Board Chairperson and other officers of the Board shall receive an additional salary as set by resolution of the County Board. Any Board member appointed to a committee may attend as many committee meetings as are necessary to efficiently conduct County business and shall receive compensation and mileage for such meetings in accordance with the current resolution setting forth per diems.
3. Per Diem limitation. Per diem compensation to supervisors shall be limited as follows: Supervisors attending any committee meetings of which they are not members shall not be entitled to per diem unless the attendance is as Chairperson of the County Board, requested by the County Board Chairperson. ~~chairperson of an interested County Board committee, or the interested committee chair's designee.~~
4. The 1st Vice Chair of the County Board shall receive the salary of the County Board Chairperson if the duties of the County Board Chair are assumed more than 30 days and shall cease when the County Board Chair resumes responsibilities. The County Board Chairperson shall not receive the additional salary if the 1st Vice Chair is receiving the additional salary.

Section 3. Effective Date. This amendment shall take effect 05-24-2018.

ADOPTED: 05-16-2018

RECOMMENDED BY THE PEPIN COUNTY EXECUTIVE COMMITTEE:

/s/ Steven L Anderson
Executive Committee Chair

| | | | |
|------------------------|----------|----------|----------|
| COMMITTEE MEMBERS VOTE | | | |
| <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| In favor | Oppose | Absent | Abstain |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of May 2018
 DEFEATED
 TABLED In favor -10 Oppose – 1 Absent - 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L Anderson
County Board Chair

Personnel Director Micci Weiss presented the Amendment of Ordinance 179, Chapter 2- The Governing Body. The County Board members reviewed and discussed the changes that were made on each page. Motion made by Supervisor F. Milliren, seconded by Supervisor T. King, to approve Amendment 115 to Ordinance 179- Chapter 2, The Governing Body. Voice vote taken, with one negative vote by Supervisor Kees Winkler. Motion passed.

Future agenda items and next meeting date

Chair Anderson informed everyone that we are looking to appoint someone to the Pepin County Housing Authority at the June County Board meeting. Larry Kermar has no interest to be reappointed for this position. Contact Supervisor Wolf or Chair Anderson if someone knows a citizen member that would like to be appointed for this position.

Other agenda items included:

- *Resolution -Order Issuance of Deed to Pepin County of Properties Subject to Tax Certificate
- *Discussion with possible approval of the cell phone policy and procedures.

Next County Board of Supervisor’s meeting will be the held on Wednesday, June 20, 2018 at 7:00 pm in the County Board room.

Adjournment

Meeting adjourned by Chairman Anderson at 8:40 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk’s office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on June 20, 2018.

/s/ Steven L. Anderson
Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

June 20, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 P.M. on Wednesday, June 20, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | absent | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had eleven members present and one Supervisor absent.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

The Communication agenda item was moved to the beginning meeting. There were no objections.

COMMUNICATION:

Recognition of Terri Reiland, Retiring from the Health Department as Public Health Nurse

A plaque was presented to Terri Reiland in appreciation of her many years of service to the Pepin County Health Department.

Recognition of Mary Borchardt, Retiring from Her Position as the Pepin Meal Site Manager

A plaque was presented to Mary Borchardt for her many years of serving the Pepin County community as a meal site manager.

PUBLIC COMMENTS

Several people were present to comment on the All Terrain/Utility Task Vehicle Ordinance. They can comment on that subject when the agenda item is discussed.

CONSENT AGENDA

Approval of the May 16, 2018 County Board Minutes

Motion was made by Supervisor T. Milliren, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs gave their reports: Highway, Health, Land Conservation/UW Extension and Community Resources Committee, Human Services, Law Enforcement and Executive Committee.

Sheriff's Office 2017 Annual Report

Sheriff Wener presented the 2017 Annual Report for the Sheriff's Office to the Board.

Human Services 2017 Annual Report

Human Services Director Paula Winter presented the 2017 Annual Report for the Human Services Department.

Land Conservation and Planning 2017 Annual Reports

Land Conservation Programs

Land Conservation and Planning Director Chase Cummings presented the 2017 Annual Report for the Land Conservation Department.

Land Management Programs

Emergency Management Programs

Recycling/Solid Waste and Economic Development Programs

Emergency Management Director, Zoning Administrator and Land Information Officer Maria Nelson presented the 2017 Annual Reports for the Land Management, Emergency Management and Recycling/Solid Waste and Economic Development Programs.

BUSINESS ITEMS:

Approval – Cell Phone Policy and Procedures

Personnel Director Michelle Weiss presented the information on the proposed policy and procedure for use of County provided cell phone and personal cell phones while at work. Motion made by Supervisor Andrews, seconded by Supervisor Dougherty, to approve the cell phone policy. Motion carried with no negative votes.

Approval – Bulletin Board Policy and Procedures

County Clerk Audrey Bauer presented the information on the proposed public bulletin boards and literature display racks in the Government Center.

Motion made by Supervisor T. Milliren, seconded by Supervisor Andrews, to approve the bulletin board and display rack policy. Motion carried by voice vote with no negative votes.

Resolutions

RESOLUTION NO. 15-18

2018 BUDGET MODIFICATION-Snowmobile Trails Program

WHEREAS, the Pepin County Land Conservation & Planning Department administers the Snowmobile Trail Grant Program, and

WHEREAS, in 2017 Pepin County was awarded a Snowmobile Trail Aids – Bridge Grant, for \$134,000, through the Department of Natural Resources to replace a snowmobile bridge on Corridor 37 over the Eau Galle River, and

WHEREAS, the Pepin County Land Conservation & Planning Department included the \$134,000 as a part of their 2017 Snowmobile Trails budget, and

WHEREAS, the construction of the bridge and the associated expenses did not occur in 2017 due to the engineering and permitting process, and

WHEREAS, the construction of the bridge and the remaining expenses are anticipated to be completed in 2018, and

WHEREAS, neither the Snowmobile Trail Aids Grant revenue nor its related expenses were provided for in the original 2018 budget.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|---------------------------|-----------------------|
| <i>General Fund:</i> | | | | |
| <i>Revenues:</i> | | | | |
| 100-00-43573-000 | S/A- Snowmobile Trails | \$ 29,925 | \$ 133,888 | \$ 163,813 |
| <i>Expenditures:</i> | | | | |
| 100-00-55320-000 | Snowmobile Trails | \$ 29,925 | \$ 133,888 | \$ 163,813 |

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING / UW-EXTENSION COMMITTEE:

| | | | | |
|------------------------------------|-------------------------------|----------|----------|----------|
| | COMMITTEE MEMBERS VOTE | | | |
| <u>/s/ Tom Milliren</u> | <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Land Conservation & Planning Chair | In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – As noted above.

| | | |
|--------------------------|------------------|-----------------------------|
| <u>/s/ Pamela DeWitt</u> | <u> X </u> | <u> </u> |
| Finance Director | Recommend | Not Recommended |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of June 2018
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

| | |
|-------------------------|---------------------------|
| <u>/s/ Audrey Bauer</u> | <u>/s/ Steve Anderson</u> |
| County Clerk | County Board Chair |

Land Conservation and Planning Director Chase Cummings presented information about this resolution stating that the Snowmobile Trail Grant Program awarded Pepin County \$134,000.00 in 2017 to replace a snowmobile bridge across the Eau Galle River. The bridge was not constructed in 2017 due to permitting and engineering processes. The resolution would move the unused portion of the grant money into the 2018 budget.

Motion made by Supervisor Andrews, seconded by Supervisor F. Milliren, to approve Resolution 15-18 titled, "2018 Budget Modification-Snowmobile Trails Program". A roll call vote was taken with eleven saying yes and no negative votes. The motion carried.

RESOLUTION NO. 16-18
ORDER ISSUANCE OF DEED TO PEPIN COUNTY ON PROPERTIES
SUBJECT TO TAX CERTIFICATE

WHEREAS, pursuant to WI STATS 75.14 (1) the following described real property has been subject to tax certificate for unpaid real estate taxes:

TOWN OF ALBANY

RICY & DEBRA WEST

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 002-00727-0000 PRT OF SW ¼ OF NW ¼ SEC. 36-25-11 | 2015 | 2016 | 9/1/2016 | #10 |

TOWN OF FRANKFORT

LA VERNE & RANDY NELSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-------------------------|----------|--------------|-----------|-------------|
| Parcel 006-00043-0002 | 2009 | 2010 | 9/1/2010 | #17 |
| PRT OF SW 1/4 OF SW 1/4 | 2010 | 2011 | 9/6/2011 | #27 |
| SEC. 2-24-14 | 2011 | 2012 | 9/4/2012 | #20 |
| | 2012 | 2013 | 9/3/2018 | #24 |
| | 2013 | 2014 | 9/3/2018 | #16 |
| | 2014 | 2015 | 9/1/2015 | #17 |

LA VERNE & RANDY NELSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-----------------------|----------|--------------|-----------|-------------|
| Parcel 006-00046-0000 | 2009 | 2010 | 9/1/2010 | #18 |
| PRT OF S 1/2 G.L.3 | 2010 | 2011 | 9/6/2011 | #29 |
| SEC. 2-24-14 | 2011 | 2012 | 9/4/2012 | #21 |
| | 2012 | 2013 | 9/3/2013 | #25 |
| | 2013 | 2014 | 9/3/2014 | #17 |
| | 2014 | 2015 | 9/1/2015 | #19 |

RANDY NELSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 006-00246-0000 PRT OF G.L.9 SEC. 11-24-14 | 2014 | 2015 | 9/1/2015 | #20 |

RANDY NELSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 006-00246-0002 PRT OF G.L.9 SEC. 11-24-14 | 2014 | 2015 | 9/1/2015 | #22 |

TOWN OF LIMA**BRIAN FAHNEL**

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 008-00497-0000 PRT OF SE ¼ OF NW ¼ SEC. 22-25-12 | 2015 | 2016 | 9/1/2016 | #26 |

TOWN OF PEPIN**ROBERT JOHNSON**

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 010-00063-0000 PRT OF NW ¼ OF NE ¼ SEC. 28-24-15 | 2015 | 2016 | 9/1/2016 | #30 |
| Parcel 010-00062-0000 PRT OF NW 1/4 OF NE ¼ SEC 28-24-15 | 2015 | 2016 | 9/1/2016 | #29 |
| Parcel 010-0065-0000 PRT OF NW 1/4 OF NE ¼ SEC 28-24-15 | 2015 | 2016 | 9/1/2016 | #31 |

JON MAUER

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 010-00567-0012 | 2014 | 2015 | 9/1/2016 | #53 |
| LOT 5 OF C.S.M. #226 VOL.2 SEC. 23-23-15 | 2015 | 2016 | 9/1/2016 | #45 |

RONALD KING

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 010-00849-0000 NE 1/4 OF SW 1/4 OF NW 1/4 SEC. 10-23-14 | 2015 | 2016 | 9/1/2016 | #46 |

TOWN OF WATERVILLE**STEPHEN A SEIPEL**

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-----------------------|----------|--------------|-----------|-------------|
| Parcel 014-00639-0000 | 2007 | 2008 | 9/2/2008 | #136 |
| LOT 1 & 2, BLK 7 | 2008 | 2009 | 9/2/2009 | #146 |
| VILLAGE OF ARKANSAW | 2009 | 2010 | 9/1/2010 | #148 |
| | 2010 | 2011 | 9/6/2011 | #139 |
| | 2011 | 2012 | 9/4/2012 | #113 |
| | 2012 | 2013 | 9/3/2013 | #112 |
| | 2013 | 2014 | 9/3/2014 | #90 |
| | 2014 | 2015 | 9/1/2015 | #87 |
| | 2015 | 2016 | 9/1/2016 | #82 |

NELSON FAMILY TRUST/YVONNE FREDRICKSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-----------------------|----------|--------------|-----------|-------------|
| Parcel 014-00646-0000 | 2015 | 2016 | 9/1/2016 | #83 |

S 30' OF W 87' OF L.3 & W 87'
 OF L.4 BLK.8
 VILLAGE OF ARKANSAW

BRIAN A FAHNEL

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 014-00939-0000 PRT OF SW 1/4 OF SE 1/4 SEC 20-25-13 | 2015 | 2016 | 9/1/2016 | #87 |

BRIAN A FAHNEL

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-----------------------|----------|--------------|-----------|-------------|
| Parcel 014-00944-0000 | 2013 | 2014 | 9/3/2014 | #98 |
| PRT OF G.L.1 | 2014 | 2015 | 9/1/2015 | #96 |
| SEC 20-25-13 | 2015 | 2016 | 9/1/2016 | #89 |

DURAND AUTO SALVAGE & RECYCLING, INC

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|-------------------------|----------|--------------|-----------|-------------|
| Parcel 014-00942-0000 | 2013 | 2014 | 9/3/2014 | #97 |
| PRT OF SW 1/4 OF SE 1/4 | 2014 | 2015 | 9/1/2016 | #95 |
| SEC 20-25-13 | 2015 | 2016 | 9/1/2016 | #88 |

CONNIE ANN KRYZER

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 171-00475-0021 UNIT 21 & GARAGE UNIT 119 & COMMON ELEMENTS PEPIN SHORES CONDOMINIUMS VILLAGE OF PEPIN | 2015 | 2016 | 9/1/2016 | #115 |

CITY OF DURAND

RANDALL & CAROLYN TRYA

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 216-00160-0000 S'LY 1/2 OF L.1 & 2 BLK.7 R.4W OF BASE LN CITY OF DURAND | 2015 | 2016 | 9/1/2016 | #132 |

ALEX & NICOLE PROCK

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 216-00381-0000 | 2014 | 2015 | 9/1/2015 | #155 |
| 2 RDS OFF ELY SD OF L.9 & L.10 BLK.2 R.6E OF BASE LN CITY OF DURAND | 2015 | 2016 | 9/1/2016 | #142 |

KEVIN & KERI DORSCHNER

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|--|----------|--------------|-----------|-------------|
| Parcel 216-00589-0000 S 1 RD OF L.61 & N 4 RDS OF L.62 CITY ADDITION CITY OF DURAND | 2015 | 2016 | 9/1/2016 | #154 |

SHERRY L COLLITON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 216-00714-0000 ELY 60' OF SLY 150' OF L.99 CITY ADDITION CITY OF DURAND | 2015 | 2016 | 9/1/2016 | #159 |

WILLIAM E ANDERSON

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 216-00717-0000 | 2014 | 2015 | 9/1/2015 | #168 |
| PRT OF L.101 COM @ NW COR TH ELY ALG NLY LN 112.2', TH IN SLY DIR ALG ELY BDY OF SD L. 36.65' TO POB, TH SLY ON ELY BDY 163.35', WLY 79.2', NWLY PARA W/ ELY BDY LN 163.35', ELY TO POB | 2015 | 2016 | 9/1/2016 | #160 |

BRIAN & KATHLEEN MITTELSTADT

| DESCRIPTION | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER |
|---|----------|--------------|-----------|-------------|
| Parcel 216-00782-0000 L.144 & PRT OF L.145 BNG ELY 27 1/2' EX PCL TO STATE OF WI CITY ADDITION CITY OF DURAND | 2015 | 2016 | 9/1/2016 | #162 |

WHEREAS, the redemption period is two years from the date that said Tax Certificates were issued listing all of the tax years identified above as being unpaid;

WHEREAS, the county is entitled to take a tax deed to said properties on or after September 1st, two years after issuance of said Tax Certificates, if all of the procedures of WI STATS Chapters 74 and 75 are followed;

WHEREAS; WI STATS 75.14 (1) requires that the County Board order issuance of Deeds;

NOW THEREFORE BE IT RESOLVED, that the Pepin County Board of Supervisors hereby grants authorization to the County Clerk of Pepin County to issue Tax Deeds in favor of the County after approval by the Pepin County Administrative Committee and the Pepin County Treasurer.

FISCAL IMPACT REVIEWED – No financial impact

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of June 2018
_____ DEFEATED
_____ TABLED In favor -11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss explained that this resolution changes the name of the Executive Committee to Administrative Committee throughout the Employee Handbook. Motion made by Supervisor Wolf, seconded by Supervisor T. Milliren, to approve Resolution 17-18 titled, “Amendment No.31 to Pepin County Employment Handbook”. Motion carried by voice vote with no negative votes.

Ordinance

**AMENDMENT NO. 116 TO PEPIN COUNTY ORDINANCE 179
CHAPTER 7.07 – ALL TERRAIN/ UTILITY TASK VEHICLE ROUTES (ATV/UTV)**

BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS OF PEPIN COUNTY:

7.07 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE

- (1) STATUTORY AUTHORIZATION. This ordinance is adopted pursuant to the authority of §§ 23.33(8)(b), 23.33(11) and 59.02, Wis. Stats., as amended. In addition, the provisions of § 23.33, Wis. Stats., and the provisions of Wisconsin Administrative Code NR 64 regulating ATV operations are hereby adopted.
- (2) PURPOSE AND INTENT. Pepin County adopts the following ATV/UTV routes for the operation of ATV/UTV’s upon the roadways listed in Section 3. Following consideration of the recreational value of ATV/UTV use to Pepin County and the potential impacts to the public’s health, safety, and welfare, this Ordinance is created and adopted. A copy of a map showing the location of the ATV/UTV routes shall be kept on file at the Pepin County Highway Department.
- (3) ROUTES. The following roads are designated as ATV/UTV routes.
 - A. County Road CC from intersection of Lost Creek Road to Elberg Road. (1.0 miles)
 - B. County Road CC from Intersection of County Road I to SS Road. (1.9 miles)
 - C. County Road I in its entirety. (4.3 miles)
 - D. County Road N from Trail Road into the Village of Pepin. (0.1 miles)
 - E. County Road N from intersection of County Road I to Pepin Hill Road. (0.3 miles)

- F. County Road N from Back Valley Road to Big Hill Road (0.7 miles)
- G. County Road SS from County Road CC to Pierce County. (0.6 miles)
- H. County Road D from Holden Road to County Road Y (0.6 miles)
- I. County Road D from County Road Y to Semple Road. (2.5 miles)
- J. County Road Y in its entirety. (2.0 miles)
- K. County Road T from intersection of Brantner Road to L Poeschel Road. (0.5 miles)
- L. County Road T from intersection of Albany E to County Road H. (2.8 miles)
- M. County Road R from intersection of L Poeschel Road to County Rd BB (1.0 miles)
- N. County Road BB from intersection of County Road R to Prissel Road. (2.4 miles)
- O. County Road W from intersection of County Road R to Albany Y (4.1 miles)
- P. County Rd R from intersection County Rd W to Albany E. (0.3 mile)
- Q. County Rd H from County Rd T to Albany I. (0.8 mile)
- R. County Rd M from intersection West County Line Rd to Rustic Rd. (0.4 mile)

(4) CONDITIONS. The operation of ATV's and UTV's on any portion of a Pepin County Trunk Highway designated as an ATV/UTV route shall be subject to the following:

- A. Operation shall be subject to all provisions of § 23.33, Wis. Stats., which is adopted as part of this ordinance by reference to § 23.33(11), Wis. Stats.
- B. All ATV/UTV operators shall observe a speed limit of not more than 35 MPH or the posted roadway speed limit, whichever is lower.
- C. All ATV/UTV operators shall ride single file on the extreme righthand portion of road. (Not the ditch)
- D. All ATV/UTV operators shall maintain liability insurance for their ATV/UTV in the amount established by the State of Wisconsin for motor vehicle operation and by utilizing any ATV/UTV, agrees to fully indemnify and hold harmless Pepin County for all liability arising from use or non-use of ATV and/or UTVs on Pepin County Trunk Highways.
- E. All ATV/UTV operating on town or county roads must be equipped with a functioning headlamp and tail lamp which must be turned on at all times when operating.
- F. All ATV/UTV operators born on or after January 1, 1988 shall possess a valid DNR issued ATV Safety Certificate.
- G. All ATV/UTV operators shall observe a night time curfew and shall not operate their ATV/UTV for the period of 60 minutes after sunset to 60 minutes before sunrise.
- H. ATV/UTV routes will be open for use from April 1 through December 1.
- I. On all roads shared with another jurisdiction the most restrictive ordinance shall apply.
- J. All ATV/UTV drivers must have valid driver license.
- K. The Pepin Co. ATV/UTV Club is responsible for purchasing and paying for maintenance of signage. Pepin County is responsible for installing signs at the Club's expense.
- L. All operators under the age of 18 must wear helmets as required by § 23.33, Wis. Stats.

The County, as the unit of government that designates the routes, is responsible by statute to post the proper route signs. Route signage must be clearly understandable. The Pepin County

Highway Dept., as the maintaining authority of the highway's designated ATV/UTV routes, shall initially install the legally required signage.

- (5) **ENFORCEMENT.** This ordinance shall be enforced by any law enforcement officer authorized to enforce the laws of the State of Wisconsin.

This ordinance or designated routes may be cancelled at any time by a majority decision of the Pepin County Board. The Pepin County Highway Committee will annually review each November the addition or deletion of any ATV/UTV routes if requested by any individual.

- (6) **PENALTIES.** The State of Wisconsin All-Terrain Vehicle penalties as found in § 23.33 (13) (a) Wis. Stats., are adopted by reference.

- (7) **SEVERABILITY.** The provision of this ordinance shall be deemed severable and it is expressly declared that the County would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other person's circumstances shall not be deemed affected.

- (8) **EFFECTIVE DATE.** This ordinance becomes effective upon the passage by the County Board of Supervisors and publication by the County Clerk as required by § 59.14, Wis. Stats.

RECOMMENDED BY THE PEPIN COUNTY HIGHWAY COMMITTEE:

/s/ Bruce Peterson
Pepin County Highway Committee Chair

COMMITTEE MEMBERS VOTE
 3 1 0 1
In favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of June 2018
 DEFEATED
 TABLED In favor – 9 Oppose – 2 Absent - 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

The Chair opened the floor to citizen's comments. Dustin Gold, Darrell Komro, Greg Olson and Even Mercer, all affiliated with local ATV/UTV Clubs or associations spoke about their organizations' commitment to safety, self-enforcement and community outreach.

Motion by Supervisor T. Milliren, seconded by Supervisor Andrews, to adopt the Amendment to County Ordinance 179 Chapter 7.07 – All Terrain/Utility Task Vehicle Routes. Discussion by the Board followed which included reported incidents, safety certificates and passengers.

Motion by Supervisor Peterson, seconded by Supervisor Kees Winkler, to include an amendment to add language to Section 2, end of the last sentence, "and updated by one or both of the County's current ATV/UTV Clubs and reviewed by the Highway Commissioner before filing"; and Section 4D after last sentence "and shall have in his or her possession at the time while operating the vehicle proof of said insurance and shall display this proof upon demand by a law enforcement officer"; and Section 5 Enforcement, second paragraph, "Every two years in November review the addition or deletion ATV/UTV routes if requested by any individual and

bring to the full County Board for approval”. The Board discussion of this amendment included requirements already listed in state statutes and the ordinance.

A vote by show of hands was called for. Motion failed with three yes votes and eight no votes. Addition discussion on original motion included added liability to the County and wear on the road shoulders.

A vote by show of hands was called for on the original motion on Amendment 116. Motion carried with nine yes votes and two no votes.

APPOINTMENTS:

Appointment of the Pepin County Housing Authority Board Citizen Member Term Ending June 30, 2023

No appointment was made at this time.

Re-appoint Board of Adjustment Citizen Member – Larry Dekan, for a Three-Year Term Ending June 30, 2021

Motion by Supervisor Peterson, seconded by Supervisor Wolf, to re-appoint Larry Dekan to the Board of Adjustment for a three-year term. Motion carried by voice vote with no negative votes.

County Board of Supervisors Group Picture

The picture was not taken due to an absent Board member.

Future agenda items and next meeting date

*Appoint Pepin County Housing Authority Board Citizen Member

*Appoint Board of Adjustment Member

Next County Board of Supervisor’s meeting will be the held on Wednesday, July 18, 2018 at 7:00 pm in the County Board room.

Adjournment

Meeting adjourned by Chair Anderson at 9:12 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk’s office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on July 18, 2018.

/s/ Steven L. Anderson

Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

July 18, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:09 P.M. on Wednesday, July 18, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | absent | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | absent |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | absent |
| District #5 | Jamey King | present | District #11 | Irene Wolf | absent |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had eight members present and four Supervisors absent.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Chairman Anderson decided to move the Judge's Annual report until the end of the Annual reports. There were no objections.

PUBLIC COMMENTS

No public comments at this meeting.

CONSENT AGENDA

Approval of the June 20, 2018 County Board Minutes

Motion was made by Supervisor J. King, seconded by Supervisor T. Milliren, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs gave their reports: Highway, Health, Land Conservation/UW Extension and Community Resources Committee, Human Services, Law Enforcement and Executive Committee.

Health Department 2017 Annual Report

Health Director Heidi Stewart presented the 2017 Annual Report for the Health Department to the County Board of Supervisors.

Personnel Department 2017 Annual Report

Personnel Director Michelle Weiss presented the 2017 Annual Report for the Personnel Department to the County Board of Supervisors.

Judge Office 2017 Annual Report

Judge James Duvall presented the 2017 Annual Report for the Judge's Office. Also Brenda Berning presented the Buffalo/Pepin County Criminal Justice Services 2017 Annual Report to the County Board of Supervisors.

BUSINESS ITEMS:

Communication:

Recognition of Judge James J. Duvall, retiring as the Pepin County Circuit Judge from 2005-2018

A recognition clock was presented to Judge James J. Duvall by Chair Anderson for his many years of serving as Pepin County Circuit Judge.

APPOINTMENTS:

Appointment of the Pepin County Housing Authority Board Citizen Member Term Ending June 30, 2023

Motion made by Supervisor Kees Winkler, seconded by Supervisor Ingram to appoint Kristin Smith Procter as a citizen member of the Pepin County Housing Authority for a term ending June 30, 2023. Motion carried by voice vote with no negative votes.

Appoint Board of Adjustment Citizen Member – Randy Weiss, for a Three-Year Term Ending June 30, 2021

Motion by Supervisor F. Milliren, seconded by Supervisor Ingram, to appoint Randy Weiss to the Board of Adjustment for a three-year term ending June 30, 2021. Motion carried by voice vote with no negative votes.

Next County Board of Supervisor's meeting will be the held-on Wednesday, August 15, 2018 at 7:00 pm in the County Board room.

Adjournment

Meeting adjourned by Chair Anderson at 8:10 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on August 15, 2018.

/s/ Steven L. Anderson

Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

August 15, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 P.M. on Wednesday, August 15, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | absent | District #7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | absent |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had ten members present and two Supervisors absent.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda as noted.

PUBLIC COMMENTS

No public comments at this meeting.

CONSENT AGENDA

Approval of the July 18, 2018 County Board Minutes

Motion was made by Supervisor T. Milliren, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Highway, Health, Land Conservation/UW Extension and Community Resources Committee, Human Services, Law Enforcement and Executive Committee.

Pepin County UW-Extension 2017 Annual Report

Area Extension Director Patricia Malone presented the 2017 Annual Report for the Pepin County UW-Extension to the County Board of Supervisors.

2019 Budget Timeline and Goals

Financial Director, Pam DeWitt, presented the 2019 Budget timeline and goal calendar. Detailed timeline is on file at the County Clerk’s office. The County Board needs go look for goals for 2019 and bring back to the next meeting.

BUSINESS ITEMS:

Resolutions:

RESOLUTION NO. 18-18

RESOLUTION TO CHANGE THE ELDER BENEFIT POSITION WAGE SCALE

WHEREAS, the Aging and Disability Resource Center Contract (2018 Scope of Services) through the State of Wisconsin mandates that the Elder Benefit Specialist shall meet the education and experience requirements of a Bachelors of Arts or Science degree preferably in a health or human services field or a license to practice as a registered nurse in Wisconsin and the equivalent of a least one year of full-time experience in a health or human services field, working with one or more of the client populations served by the ADRC, and

WHEREAS, the Scope of Service Contract was not in effect when Pepin County filled the Elder Benefit Specialist Position in 1996 with the wage established as a non-degree position, and

WHEREAS, the Elder Benefit Specialist position will be vacant as of December 15, 2018 and the position will need to be filled with an individual that meets the 2018 Scope of Services contract, and

WHEREAS, the Aging and Disability Resource Center Disability Benefit Specialist (DBS) has the same requirements as the Elder Benefit Specialist (EBS) and a wage scale has already been established by Pepin County, and

WHEREAS, Pepin County Human Services Committee recommends that the Elder Benefit Specialist wage scale be comparable to the Disability Benefit Specialist wage scale as listed below, effective January 1, 2019, and

| | Start | Six Months | One year | Eighteen Months | Two Years | Four Years | Six Years |
|---------------------|---------|------------|----------|-----------------|-----------|------------|-----------|
| 2018 EBS wage scale | \$13.63 | \$14.36 | \$15.11 | \$ 15.91 | \$ 16.74 | \$17.62 | \$18.56 |
| 2018 DBS wage scale | \$17.02 | \$17.92 | \$18.86 | \$19.86 | \$20.90 | \$22.00 | \$ 23.16 |

WHEREAS, the modification of the wage scale to be consistent with the DBS wage scale was approved in the 2019 adopted budget and that the wage scale is based on 2018 wages and would be subject to any COLA effective 1/1/2019.

THEREFORE, IT BE RESOLVED that Pepin County Board of Supervisors authorized the Pepin County Elder Benefit Specialist wage scale to be modified as following:

| | Start | Six Months | One year | Eighteen Months | Two Years | Four Years | Six Years |
|----------------|---------|------------|----------|-----------------|-----------|------------|-----------|
| EBS wage scale | \$17.02 | \$ 17.92 | \$ 18.86 | \$ 19.86 | \$ 20.90 | \$ 22.00 | \$23.16 |

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ John Andrews

John Andrews, Vice-Chair

 5 0 2 0
 In favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson

Steven L. Anderson, Chair

 4 0 1 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Approximately \$11,000.00 in annual fiscal impact at top wage scale with benefits.

/s/ Pamela DeWitt

Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 15th day of August 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer

County Clerk

/s/ Steven L. Anderson

County Board Chair

Aging and Disability Resource Center Director Paul Hoch informed the County Board members that the current Elder Benefit Specialist is going to be retiring at the middle of December making this position mandated to meet the 2018 Scope of service contracts. The Pepin County Human Services Committee recommends that the Elder Benefit Specialist Wage scale be comparable to the Disability Benefit Specialist wage. The Administrative Committee did also recommend the approval of the wage scale as presented. No budget modification is needed as it will be adjusted in the 2019 budget.

Motion made by Supervisor T. King, seconded by Supervisor Andrews, to adopt Resolution 18-18 titled, "Resolution to Change the Elder Benefit Position Wage Scale". Voice vote was taken, all in favor. Motion carried.

**RESOLUTION NO. 19-18
APPROVAL OF THE TOWN OF WATERVILLE ZONING ORDINANCE**

WHEREAS, the Town of Waterville initiated a process to develop zoning consistent with their comprehensive plan,

WHEREAS, the Town of Waterville corresponded with the Pepin County Zoning Administrator for guidance on developing zoning districts that accommodate existing uses and patterns of development in the Town of Waterville, and

WHEREAS, the Town of Waterville worked with the Land Conservationist and the Department of Agriculture, Trade and Consumer Protection to develop an exclusive agriculture zone which aligns with the Pepin County Farmland Preservation Plan, and

WHEREAS, the Town of Waterville adopted a Zoning Ordinance on February 22, 2017, and

WHEREAS, the Pepin County Land Conservation & Planning Committee has approved the ordinance and recommends that the Pepin County Board approve the ordinance as provided in Wisconsin Statutes Section 60.62(3).

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors does hereby approve the Town of Waterville's Zoning Ordinance, that was adopted on February 22, 2017.

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING COMMITTEE:

/s/ Tom Milliren
Tom Milliren, Chair

COMMITTEE MEMBERS VOTE
 3 0 2 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No fiscal impact

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 15th day of August 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Health Director Heidi Stewart presented this resolution to the County Board. She informed the Board of the need to support this Act which is intended to provide grant funding to rural Emergency Medical Service (EMS) recruitment, training of EMS personnel, the purchase of EMS equipment and to acquire personal protective equipment as required by Occupational Safety and health Administration.

Motion made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 20-18, titled, "Support for the HR 54.29-SIREN Act of 2018". Voice vote was taken, all in favor. Motion carried.

Ordinance:

ORDINANCE NO. 183
ORDINANCE ESTABLISHING CUTOFF TIME FOR FILING AND RECORDING
DOCUMENTS IN THE REGISTER OF DEEDS OFFICE

PEPIN COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. AUTHORITY AND PURPOSE. The Pepin County Administrative Committee has reviewed at the request of the Register of Deeds, and supports instituting, pursuant to the authority set forth in Wisconsin Statute 59.20(3)(c), a cutoff reception time for the filing and recording of documents with the Office of the Register of Deeds in order to assure the complete processing, recording and indexing of documents to conform to the day of reception.

SECTION II. CUT-OFF TIME FOR FILING AND RECORDING DOCUMENTS. This will allow the Register of Deeds Office sufficient time in which to complete processing, recording and indexing of documents on the same day they are received. The Register of Deeds Office must receive a document no later than 3:30 p.m., Monday through Friday, excluding legal holidays. Documents shall be accepted up until the end of the business day but processed the next business day if received after the cutoff time. For all other purposes, the office shall remain open to the public during normal business hours.

SECTION III. EFFECTIVE DATE.

This ordinance shall take effect upon passage and publication as provided by law.

Enacted by the Pepin County Board of Supervisors this 15th day of August 2018

Enacted on: August 15, 2018
COMMITTEE:

OFFERED BY THE ADMINISTRATIVE

Published on: August 23, 2018

/s/ Steven L. Anderson
Steven L. Anderson, Administrative Chair

ATTEST:
/s/ Audrey Bauer
Audrey Bauer, County Clerk

COUNTERSIGNED:
/s/ Steven L. Anderson
Chair, Pepin County Board of Supervisors

Register of Deeds Monica J. Bauer presented this Ordinance to the County Board for adoption. She informed them that she would like to establish a cutoff time for filing and recording of documents in the Register of Deeds office. The Register of Deeds office must receive a document no later than 3:30 pm., Monday through Friday, excluding legal holidays. Documents shall be accepted up until the end of the day but processed the next business day if received after the cutoff time.

Motion made by Supervisor J. King, seconded by Supervisor Kees-Winkler, to adopt the Ordinance 183 titled, "Ordinance Establishing Cutoff Time for Filing and Recording Documents in the Register of Deeds office." Voice vote was taken, all in favor. Motion carried.

Next County Board of Supervisor's meeting will be the held-on Wednesday, September 19, 2018 at 7:00 pm in the County Board room.

Adjournment

Meeting adjourned by Chair Anderson at 8:23 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk's office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on September 19, 2018.

/s/ Steven L. Anderson

Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

September 19, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 P.M. on Wednesday, September 19, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | absent | District # 7 | Bill Ingram | absent |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had ten members present and two Supervisors absent.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda as noted.

PUBLIC COMMENTS

Brian Winnekins, of WRDN, stated that the equipment needed to broadcast in FM was installed on September 17th and there is good coverage across the county. He thanked the County Board for their past support in achieving this goal.

CONSENT AGENDA

Approval of the August 14, 2018 County Board Minutes

Motion was made by Supervisor Peterson, seconded by Supervisor T. Milliren, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Highway, Land Conservation/UW Extension and Community Resources Committee, Human Services, and Executive Committee.

County Clerk 2017 Annual Report

Pepin County Clerk Audrey Bauer presented the 2017 Annual Report for the Pepin County Clerk's Office to the County Board of Supervisors.

Update 2019 Budget Timeline and Goals

Finance Director Pamela DeWitt went over budget items pertaining to Mississippi River Regional Planning Commission and area libraries.

BUSINESS ITEMS:

Durand Community Library 2017 Annual Report and 2019 Proposed Budget

Patti Blount presented the Durand Community Library 2017 Annual Report and 2019 proposed budget. The budget included a request for a 2% increase for a total of \$41,933.00.

Pepin Public Library 2017 Annual Report and 2019 Proposed Budget

Christy Rundquist presented the Pepin Public Library 2017 Annual Report and 2019 proposed budget. The budget included a request for an increase in funding from \$15,179.00 to \$18,000.00.

Resolutions:

RESOLUTION NO. 21-18

RESOLUTION TO CREATE A TRANSPORTATION COORDINATOR POSITION, ESTABLISH WAGE, AND BUDGET MODIFICATION

WHEREAS, the Aging and Disability Resource Center (ADRC) of Buffalo and Pepin Counties have begun the process of integrating the Aging Program Services into the two county ADRC, and

WHEREAS, Buffalo County has asked Pepin County to take the lead on the Transportation Program with the intent of creating a two county Transportation Program, and

WHEREAS, Buffalo County has committed to contracting with Pepin County to reimburse Pepin County for costs related to serving Buffalo County residents in the two-county program, and

WHEREAS, integrating the Buffalo County Transportation Program will not increase Pepin County's tax levy expense to the program, and

WHEREAS, Buffalo County has taken the lead on the Adult Protection Program serving Pepin County residents through the integration project, and

WHEREAS, Pepin County Department of Human Services had not included the revenue/expenses of the two-county program into the 2018 approved budget, and

WHEREAS, the Pepin County Human Services Committee recommends that a Full Time Transportation Coordinator Position be created to manage the coordination of the two-county Transportation Program, and

WHEREAS, the Pepin County Human Services Committee recommends that the Transportation Coordinator wage schedule for 2018 be established as below:

| | Start | Six Months | One year | Eighteen Months | Two Years | Four Years | Six Years |
|----------------------------|---------|------------|----------|-----------------|-----------|------------|-----------|
| Transportation Coordinator | \$15.48 | \$16.29 | \$17.15 | \$18.05 | \$19.01 | \$20.00 | \$21.05 |

WHEREAS, the Pepin County Human Services Committee recommends that the following budget modification be made to the Pepin County Dept. of Human Services Budget:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|----------------------------|-----------------------|
| | Revenues | | | |
| 211-00-46068-000 | Transportation Contract | \$0 | \$24,761 | \$24,761 |
| | Expenses | | | |
| 211-00-54605-000 | Transportation Program | \$294,268 | \$24,761 | \$319,029 |

BE IT FURTHER RESOLVED that Pepin County Board of Supervisors authorizes the creation of a Transportation Program Coordinator position, effective October 1, 2018, with the Wage Schedule and Budget Modification as listed above.

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:
COMMITTEE MEMBERS VOTE

/s/ Irene Wolf
Irene Wolf, Chairperson

5 0 2 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The net impact in 2018 is listed above. The 2019 annualized impact will be approximately \$100,000 in additional expense which will be covered from additional revenue from the transportation program and contract revenue from Buffalo County, thus no net financial impact to Pepin County.

/s/ Pamela DeWitt
Finance Director

X _____
 Recommend Not Recommended

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:
COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
Administrative Committee Chairperson

4 0 1 0
 In favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 19th day of September 2018
 _____ DEFEATED
 _____ TABLED In favor - 10 Oppose - 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Aging and Disability Resource Director Paul Hoch presented information on this resolution, summarizing that it was a request to integrate the Aging Program Services into Buffalo and Pepin County ADRC, create a two county Transportation Program and hire a Transportation Coordinator.

Motion by Supervisor Andrews, seconded by Supervisor Peterson, to approve Resolution 21-18 titled “Resolution to Create a Transportation Position, Establish Wage and Budget Modification”. A roll call vote was held, the results as follows: Supervisor J. King – Yes; Supervisor F. Milliren – Yes; Supervisor Ingram – absent; Supervisor T. Milliren – Yes; Supervisor Andrews – Yes; Supervisor Peterson – Yes; Supervisor Wolf – Yes; Chair Anderson – Yes; Supervisor Mueller – absent; Supervisor Dougherty – Yes; Supervisor Kees Winkler – Yes; Supervisor T. King – Yes. Motion carried.

RESOLUTION NO. 22-18
2018 BUDGET MODIFICATION – CAPITAL PROJECT FUND COMMUNICATION
PROJECT/FACILITY RENOVATION AND ADVANCE FROM THE GENERAL FUND

WHEREAS, on December 20th, 2017 the Pepin County Board of Supervisors adopted Resolution 51-17 to authorize an amount not to exceed \$6,000,000 for the public purpose of financing building improvement projects and communications facilities and equipment; and

WHEREAS, on March 21st, 2018 the Pepin County Board of Supervisors adopted Resolution 06-18 Providing for the Sale of \$5,000,000 General Obligation County Project Bonds; and

WHEREAS, the exact timing and scope of the two projects is being finalized as Pepin County works with the appropriate project consultants; and

WHEREAS, the projects were discussed at the time when the 2018 Budget was adopted, but due to the unknown timing and final scope of the two projects at the time the 2018 Pepin County budget was adopted, the Capital Projects Fund was not set up to track the project revenues and expenses and no loan proceeds or related expenses were included in the budget for either the Communications Project or Facility Renovation project; and

WHEREAS, due to expenses not being required to be incurred until this point in the projects, bonds have not been sold nor has any of the other remaining debt needed been incurred so as to minimize the overall project total debt service expense; and

WHEREAS, prior to the bond sale (which is tentatively planned for January of 2019) a few of the projects will have initial expenses that must be incurred and can be financed with a cash Advance from the General Fund in the amount of \$172,500; and

WHEREAS, the Advance from the General Fund will be reimbursed in 2019 with proceeds from the long-term borrowing.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes an Advance from the General Fund to the Capital Projects Fund in the amount of \$172,500 with timing as needed to pay the related expenses; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|-------------------------------|-----------------------|---------------------------|-----------------------|
| | <i>Capital Projects Fund:</i> | | | |
| | Revenues: | | | |
| 410-00-49300-000 | Surplus Applied | \$ 0 | \$ 172,500 | \$ 172,500 |
| | Expenditures: | | | |
| 410-00-57140-820 | Facility Renovation Expense | \$ 0 | \$ 42,500 | \$ 42,500 |
| 410-00-57210-820 | Communication Tower Expenses | \$ 0 | \$ 130,000 | \$ 130,000 |

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
 Steve Anderson, Chair

| | | | |
|----------|----------|----------|----------|
| <u>4</u> | <u>0</u> | <u>1</u> | <u>0</u> |
| In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – The Capital Projects fund will carry a negative designated fund balance until 2019 until the Loan Proceeds Revenue is recognized. It will not have a financial impact on any of the other Funds except on the total cash position of the General Fund.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 19th day of September 2018

DEFEATED

TABLED In favor - 10 Oppose - 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Finance Director Pamela DeWitt presented information on this resolution which is a request for an advance of \$172,500.00 from the General Fund to pay expenses related to the Communication Project and Facility Renovation Expense.

Motion by Supervisor F. Milliren, seconded by Supervisor J. King, to approve Resolution 22-18 titled “2018 Budget Modification – Capital Project Fund Communication Project/Facility Renovation and Advance from the General Fund”. A roll call vote was held, the results as follows: Supervisor F. Milliren – Yes; Supervisor Ingram – absent; Supervisor T. Milliren – Yes; Supervisor Andrews – Yes; Supervisor Peterson – Yes; Supervisor Wolf – Yes; Chair Anderson – Yes; Supervisor Mueller – absent; Supervisor Dougherty – Yes; Supervisor Kees Winkler – Yes; Supervisor T. King – Yes; Supervisor J. King – Yes. Motion carried.

Future Agenda Items and Next Meeting Date

There were no future agenda items suggested at this time.
Next County Board of Supervisor’s meeting will be the held-on Wednesday, October 17, 2018 at 7:00 pm in the County Board room.

Adjournment

Meeting adjourned by Chair Anderson at 8:30 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk’s office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on October 17, 2018.

/s/ Steven L. Anderson
Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

October 17, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 P.M. on Wednesday, October 17, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|----------------------|
| District #1 | Dustin Mueller | absent | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | arrived at 7:30 p.m. |
| District #5 | Jamey King | present | District #11 | Irene Wolf | absent |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had nine members present and three Supervisors absent at time of roll call.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

No public comments.

CONSENT AGENDA

Approval of the September 19, 2018 County Board Minutes

Motion was made by Supervisor Andrews, seconded by Supervisor T. Milliren, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Highway, Land Conservation/UW Extension and Community Resources Committee, Human Services, and Executive Committee.

Clerk of Circuit Court 2017 Annual Report

Pepin County Clerk of Circuit Court Audrey Lieffring presented her 2017 Annual Report to the County Board of Supervisors.

Appointment of the Veteran Service Officer

Personnel Director Michelle Weiss informed the County Board Supervisors that after interviews, Shari Peterson was recommend as the Veteran Service Officer. If approved at this County Board meeting, Shari Peterson would be starting on October 19, 2018 working full days, Mondays and Thursdays and the other half /three forth day would be for outreach & training in the future.

Motion made by Supervisor Ingram, seconded by Supervisor Andrews, to approve and appoint Shari Peterson as Pepin County Veteran Service Officer. Voice vote was taken, all in favor. Motion carried.

Supervisor Bruce Peterson arrived at the meeting at 7:30 p.m.

Resolutions:

**RESOLUTION NO. 23-18
2018 BUDGET MODIFICATION - HEALTH DEPARTMENT GRANT
AGREEMENTS**

WHEREAS, the Pepin County Board of Supervisors approved the 2018 Health Department Budget based on grant and contract information available in the Fall of 2017; and

WHEREAS, the Health Department is continually seeking additional resources to decrease tax levy expenses and support projects, programs and training opportunities related to the Community Health Improvement Process, non-funded mandates and other public health priorities; and

WHEREAS, it is understood that the need for tax levy supported non-funded mandates and public health priorities may present itself in future budgets and that the short-term limited funding opportunities are isolated relief for the tax levy expenses; and

WHEREAS, the Prevention funding allocation has been increased by \$6500 during the 2017-2018 Prevention grant cycle for assisting with a State Health Assessment Project and related training during 2018-2019; and

WHEREAS, additional funding has been received from the Northwoods Coalition, fiscal agent Marshfield Clinic, for the State Targeted Response to Opioids in the amount of \$3000 for the 2017-2018 cycle, and

WHEREAS, the WI Department of Health Services has established a base level of Communicable Disease funding for all Local Health Department, the Pepin County allocation is \$2800, and

WHEREAS, final grant and contract funding levels vary from the estimated amounts approved in the budget, specifically the GYT funding allocation will be \$800 instead of the \$2000 budgeted.

NOW THEREFORE BE IT RESOLVED that the County Board of Supervisors authorizes the 2018 Health Department Budget to be modified as follows:

| <u>ACCOUNT NUMBER</u> | <u>ACCOUNT DESCRIPTION</u> | <u>PRESENT BUDGET</u> | <u>INCREASE/ (DECREASE)</u> | <u>AMENDED BUDGET</u> |
|---------------------------|-------------------------------|-----------------------|-----------------------------|-----------------------|
| HEALTH DEPT. FUND: | | | | |
| 230-00-43555-000 | S/A Prevention | 3,756 | 6,500 | 10,256 |
| 230-00-43559-000 | S/A Northwoods Coalition AODA | 2,500 | 3,000 | 5,500 |
| 230-00-43547-000 | S/A Communicable Disease | - | 2,800 | 2,800 |
| 230-00-43562-000 | S/A GYT | 2,000 | (1,200) | 800 |
| 230-00-49300-000 | Surplus Applied | 0 | (11,100) | (11,100) |
| Total Revenues | | 8,256 | - | 8,256 |
| 230-00-54113-000 | Prevention | 3,756 | 6,500 | 10,256 |
| 230-00-54122-000 | Northwoods Coalition AODA | 3,431 | 2,069 | 5,500 |
| 230-00-54119-000 | Communicable Disease | - | 2,800 | 2,800 |
| 230-00-54130-000 | GYT | 2,015 | (1,215) | 800 |
| 230-00-54109-000 | Public Health | 201,637 | (10,154) | 191,483 |
| Total Expenses | | 210,839 | - | 210,839 |

RECOMMENDED BY THE PEPIN COUNTY BOARD OF HEALTH:

| | | | | |
|------------------------|-------------------------------|----------|----------|----------|
| | COMMITTEE MEMBERS VOTE | | | |
| <u>/s/ Bill Ingram</u> | <u>5</u> | <u>0</u> | <u>2</u> | <u>0</u> |
| Bill Ingram, Chair | In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – Entire impact as noted above.

| | | |
|--------------------------|-----------|-----------------|
| <u>/s/ Pamela DeWitt</u> | <u>X</u> | _____ |
| Finance Director | Recommend | Not Recommended |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

| | |
|-------------------------|-------------------------------|
| <u>/s/ Audrey Bauer</u> | <u>/s/ Steven L. Anderson</u> |
| County Clerk | County Board Chair |

Health Director Heidi Stewart informed the County Board Supervisors that a budget modification is needed due to final grant and contract funding level changes since the budget that was approved for 2018.

Motion made by Supervisor Ingram, seconded by Supervisor Dougherty, to adopt Resolution 23-18 titled “2018 Modification – Health Department Grant Agreement”. Roll call vote was taken. Voting yes were all members present. Motion carried.

RESOLUTION NO. 24-18
COUNTY AID FOR TOWN BRIDGES AND CULVERTS- SECTION 82.08 OF THE STATUTES

WHEREAS, under section 82.08 of the Statutes, the Towns hereinafter named, have filed the following petitions with the Pepin County Highway Commissioner pursuant to this Statue, and

| <u>TOWNSHIP</u> | <u>PROJECT</u> | <u>TOWN SHARE</u> | <u>COUNTY SHARE</u> | <u>TOTAL COST</u> |
|-----------------|-------------------------|-------------------|---------------------|-------------------|
| PEPIN | BACK VALLEY ROAD BRIDGE | \$6,250.00 | \$6,250.00 | \$12,500.00 |

WHEREAS, under section 82.08 (2), the Pepin County Board will levy a tax for the County's share of this appropriation, and

WHEREAS, under 82.08 (7), these petitions shall not authorize the levy of a tax upon the property in any city or village required to maintain its own bridges, and

NOW, THEREFORE, BE IT RESOLVED, that Pepin County Board of Supervisors does hereby levy this special tax to meet said appropriations.

RECOMMENDED BY THE PEPIN COUNTY HIGHWAY COMMITTEE:

/s/ Bruce Peterson
Committee Chair

COMMITTEE MEMBERS VOTE
4 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Special tax to be added to the 2018 Levy for the 2019 Budget as noted above.

/s/ Pamela DeWitt
Finance Director

X _____
Recommend Not Recommended

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Administrative Committee Chairperson

COMMITTEE MEMBER VOTE
5 0 0 0
In favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor - 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

County Clerk Audrey Bauer informed the County Board Supervisors that per Statutes when a township petitions the county for aid for town bridges and culverts, a special tax needs to be added to the 2018 Levy for the 2019 budget. The Town of Pepin requested funding of \$6,250.00 from the County, half of the total project of the Back-Valley Road bridge. Motion was made by Supervisor Peterson, seconded by Supervisor T. Milliren, to adopt Resolution 24-18 titled, "County Aid for Town Bridges and Culverts-Section 82.08 of the Statutes". Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 25-18
RESOLUTION TO MODIFY THE PEPIN COUNTY SHERIFF'S OFFICE CHIEF
DEPUTY WAGE SCALE AND CONVERT TO EXEMPT SALARIED WAGE
SCHEDULE

WHEREAS, the Pepin County Sheriff's Office Chief Deputy is a leadership position that supervises employees and most of the duties are management which meets the Federal Labor Standards Act (FLSA) requirements for Exempt positions, and

WHEREAS, Pepin County Sheriff's Office Chief Deputy current wage scale is lower than similar positions on wage scales in comparable counties based on 2017 data, and

WHEREAS, the Pepin County Law Enforcement Committee recommends that the Chief Deputies current non-exempt wage scale be converted to a salary schedule (Exempt Status). The Chief Deputy will continue placement at the 6-year step on the wage scale with no changes to fringe benefits to be effective with the first full payroll in 2019. Any applicable county wage increases will be applied to the new wage scale effective for 2019 as the proposed scale below was based on 2017 data. The current non-exempt and new exempt wage scales are listed below:

| | START | SIX MONTHS | ONE YEAR | EIGHTEEN MONTHS | TWO YEARS | FOUR YEARS | SIX YEARS |
|-------------------------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|
| Chief Deputy (current) | \$21.64 | \$22.78 | \$23.98 | \$25.24 | \$26.57 | \$27.96 | \$29.43 |
| Chief Deputy (Current Exempt) | \$45,011.20 | \$47,382.40 | \$49,878.40 | \$52,499.20 | \$55,265.60 | \$58,156.80 | \$61,214.40 |

WHEREAS, the modification of the wage scale to Exempt Salaried wage scale will be included in the 2019 adopted Budget.

THEREFORE, IT BE RESOLVED that Pepin County Board of Supervisors authorized the Pepin County Sheriff's Office Chief Deputy wage scale to be modified and converted to Exempt Salaried Wage Schedule as follows:

| | START | SIX MONTHS | ONE YEAR | EIGHTEEN MONTHS | TWO YEARS | FOUR YEARS | SIX YEARS |
|-----------------------------|----------|------------|----------|-----------------|-----------|------------|-----------|
| Chief Deputy (new modified) | \$54,480 | \$55,842 | \$57,238 | \$58,669 | \$60,136 | \$63,143 | \$66,300 |

RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT COMMITTEE:
COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
 Steven Anderson, Chairperson

4 0 1 0
 In favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

/s/ Irene Wolf
Irene Wolf, Chairperson

COMMITTEE MEMBERS VOTE
6 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Funds from the designated fund balance are appropriate to use for the purchase.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Administrative Committee Chairperson

COMMITTEE MEMBERS VOTE
5 0 0 0
In favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Human Services Director Paula Winter informed the County Board of Supervisors of the need for an additional wheelchair accessible van to provide transportation to disabled residents. They recently received the Section 5310 Grant which allows this purchase, but it must be matched with a local share of not less than 20% of the total purchase price of \$36,176.00. Using additional funds from the Vehicle Replacement trust fund in the amount of \$7,236.00 would allow for the purchase of this vehicle. An authorization from the County Board to purchase a wheelchair accessible vehicle and a budget modification is needed.

Motion made by Supervisor Dougherty, seconded by Supervisor Ingram, to adopt Resolution 26-18 titled, “Resolution to Purchase Wheelchair Accessible Vehicle for the Transportation Program and 2018 Budget Modification for purchase”. Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 27-18

RESOLUTION TO CREATE AND ESTABLISH WAGE OF THE CHILD ABUSE AND NEGLECT (CAN) REPORTING PARTNERSHIP POSITIONS

WHEREAS, Pepin County is a member of the four county Child Abuse and Neglect (CAN) Reporting Partnership, and

WHEREAS, the CAN Reporting Partnership organizational chart has established three job titles and descriptions of Access Worker; Lead Access and Screening-Social Worker Lead; and Operations Manager, and

WHEREAS, the CAN Reporting Partnership has established priorities which includes hiring and retaining staff with expertise in child protection, and

WHEREAS, the CAN Reporting Partnership Leadership Team recommends that each of the partnering counties create the three job titles, descriptions and wage scales providing ability for the four counties to advertise and fill vacant positions as available which widens the pool of applicants, and

WHEREAS, Pepin County has already established the Operations Manager job title, description and wage scale, it is recommended that the Access Worker and Lead Access and Screening-Social Worker Lead positions be created, and

WHEREAS, Pepin County will be reimbursed for all costs associated with positions related to the CAN Reporting Partnership as agreed upon in the signed Governance, and

WHEREAS, Pepin County Human Services Committee recommends setting the Access Worker wage scale consistent with DHS Social Worker I wage scale and the Lead Access and Screening-Social Worker Lead as the DHS Social Worker Lead salary scale for 2018, as below:

| Title | Start | Six Months | One Year | Eighteen Months | Two Years | Four Years | Six Years |
|------------------------|---------|------------|----------|-----------------|-----------|------------|-----------|
| DHS Social Worker I | \$19.67 | \$20.20 | \$20.81 | \$ 21.38 | \$21.98 | \$22.54 | \$23.16 |
| DHS Social Worker Lead | \$23.17 | \$23.86 | \$24.53 | \$25.23 | \$25.93 | \$26.62 | \$27.28 |

BE IT FURTHER RESOLVED, that Pepin County Board of Supervisor authorizes the creation of the Access Worker and Lead Access and Screening-Social Worker Lead effective October 17, 2018 with the Wage Schedule as listed above.

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

/s/ Irene Wolf
Irene Wolf, Chairperson

COMMITTEE MEMBERS VOTE
6 0 1 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Positions are reimbursed by the CAN Partnership and split between counties regardless of which county employs the position. However, if Pepin County employs more than its proportion of CAN employees, additional AMSO reimbursement will be discussed and would have a positive impact on the Pepin County Human Services expense budgets.

/s/ Pamela DeWitt
Finance Director

 X _____
 Recommend Not Recommended

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Administrative Committee Chairperson

COMMITTEE MEMBERS VOTE
5 0 0 0
 In favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor -10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Human Service Director Paula Winter informed the County Supervisors that CAN reporting partnership recommends that each of the partnering counties create and establish a wage scale providing ability for the four counties to fill vacant positions as available. Creating of the Access worker, lead access and screen social worker lead effective October 17, 2018 with a wage schedule will be reimbursed for all cost associated with positions related to the CAN reporting partnership. Motion was made by Supervisor Kees Winkler, seconded by Supervisor J. King, to adopt Resolution 27-18 titled, “Resolution to Create and Establish Wage of the Child Abuse and Neglect (CAN) Reporting Partnership Positions”. Voice vote was taken, all in favor. Motion carried.

**RESOLUTION NO. 28-18
2018 BUDGET MODIFICATION – FUND BALANCE TRANSFER**

WHEREAS, Resolution No. 1-2001 established a Pepin County fund balance policy which calls for transfers of excess funds in the special revenue funds to the general fund, and

WHEREAS, the fund balance policy and the Pepin County Finance Director’s 2017 calculation of excess funds is attached, and

WHEREAS, the transfer of excess funds was not provided for in the original 2018 Budget.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|----------------------------------|----------------------------|-----------------------|---------------------------|-----------------------|
| <i>General Fund:</i> | | | | |
| 100-00-49200-000 | Transfers from Other Funds | \$ 3,842 | \$ 233,551 | \$ 237,393 |
| 100-00-49300-000 | Surplus Applied | 181,983 | (233,551) | (51,568) |
| <i>Human Services Dept Fund:</i> | | | | |
| 211-00-49300-000 | Surplus Applied | 0 | 233,551 | 233,551 |
| 211-00-59200-390 | Transfers to Other Funds | 0 | 233,551 | 233,551 |

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
Steven Anderson, Chair

 5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Resolution initiated by Finance Director per Fund Balance policy.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Financial Director Pam DeWitt informed the County Supervisors about the established Pepin County fund balance policy which calls for transfers of excess funds in the special revenue funds to the general fund. This resolution would transfer excess funds that was not provided for in the original 2018 budget.

Motion made by Supervisor Dougherty, seconded by Supervisor Ingram, to adopt Resolution 28-18 titled, “2018 Budget Modification – Fund Balance Transfer”. Roll call vote was taken. Voting yes were all members present. Motion carried.

**RESOLUTION NO. 29-18
RATIFICATION OF TENTATIVE SETTLEMENT WITH PEPIN COUNTY
COMMUNICATION CORRECTIONS OFFICER ASSOCIATION**

WHEREAS, the Pepin County Executive Committee recommends approval of the wages, fringe benefits, and contract changes as set forth in the attached Tentative Settlement between Pepin County and the Pepin County Communication Corrections Officers Association, and

WHEREAS, the Tentative Settlement includes a wage increase effective January 1, 2019 of 1%, a wage increase effective July 1, 2019 of 1%, a wage increase effective January 1, 2020 of 1%, a wage increase effective July 1, 2020 of 1% increase.

WHEREAS, the Pepin County Administrative Committee recommends Pepin County all Communications/Corrections Officers be classified as Protective as defined by Wisconsin Retirement system and

WHEREAS, those hired after January 1, 2017 will be placed on the Communication/Corrections Officer union wage scale at their current step as of January 1, 2019 and

WHEREAS, all hours worked in excess of 84 hours per 14-day pay period shall be paid or taken as compensatory time off at one and one-half times the employee’s regular rate of pay, and

THEREFORE, IT BE RESOLVED that the Pepin County Board of Supervisors does hereby approve the attached wage, fringe benefit and contract changes for the Pepin County Communication/Corrections Officer Association for a duration of January 1, 2019 through December 31, 2020

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:
COMMITTEE MEMBERS VOTE**

/s/ Steven L. Anderson
Steven L. Anderson -Chairperson

 5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The increase in wages noted above will result in approximately \$9,000 of additional Pepin County expense annually with the additional direct cost of the Protective status for all Communications/Corrections Officers resulting in an additional \$5,300 in expense annually. The change to an 84 hours per 14-day pay period has the potential to impact overtime cost, however that impact is unknown at this time.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 _____ DEFEATED
 _____ TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Supervisors that an agreement between Pepin County and the Pepin County Communication Corrections Officers Association was approved by the Administrative Committee.

Motion was made by Supervisor Ingram, seconded by Supervisor Peterson, to adopt Resolution 29-18 titled, “Ratification on Tentative Settlement with Pepin County Communication Correction Officer Association”. Voice vote was taken, all in favor. Motion carried.

**RESOLUTION NO. 30-18
 RATIFICATION OF TENTATIVE SETTLEMENT WITH PEPIN COUNTY LAW
 ENFORCEMENT ASSOCIATION**

WHEREAS, the Pepin County Executive Committee recommends approval of the wages, fringe benefits, and contract changes as set forth in the attached Tentative Settlement between Pepin County and the Pepin County Law Enforcement Association, and

WHEREAS, the Tentative Settlement includes a wage increase effective January 1, 2019 of 2%, a wage increase effective January 1, 2020 of 2%.

THEREFORE, IT BE RESOLVED that the Pepin County Board of Supervisors does hereby approve the attached wage, fringe benefit and contract changes for the Pepin County Law Enforcement Association for a duration of January 1, 2019 through December 31, 2020.

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:
 COMMITTEE MEMBERS VOTE**

/s/ Steven L. Anderson
Steven L. Anderson Chairperson

 5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The increase in wages noted above will result in approximately \$10,000 of additional Pepin County expense annually.

/s/ Pamela DeWitt
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 17th day of October 2018
 DEFEATED
 TABLED In favor – 10 Oppose – 0 Absent – 2 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Supervisors that an agreement between Pepin County and the Pepin County Law Enforcement Association was approved by the Administrative Committee.

Motion was made by Supervisor J. King, seconded by Supervisor Peterson, to adopt Resolution 30-18 titled, “Ratification on Tentative Settlement with Pepin County Law Enforcement Association”. Voice vote was taken, all in favor. Motion carried.

Communication

Acknowledge Thank you card from Employee’s Appreciation lunch

Chair Anderson stated that a card was received from employees thanking the Supervisors for the appreciation lunch that was served. It was enjoyed by all.

Future Agenda Items and Next Meeting Date

Future agenda item will be the budget.

Next County Board of Supervisor’s meeting will be the Annual Meeting on November 13, 2018. It will be held in the County Board room starting at 9:30 a.m.

Adjournment

Meeting adjourned by Chair Anderson at 8:00 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk’s office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on November 13, 2018.

/s Steven L. Anderson
Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

November 13, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 9:30 a.m. on Tuesday, November 13, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had all twelve members present at the time of the roll call.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

No public comments.

CONSENT AGENDA

Approval of the October 17, 2018 County Board Minutes

Motion was made by Supervisor Andrews, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

COMMUNICATION:

Recognition of July Norrish's retirement as the Elderly Benefit Specialist in Pepin County

Both Aging and Disability Resource Center Director Paul Hoch and Aging Program Manager Cammi Catt-DeWyre showed their appreciation and wishes of a happy retirement to July Norrish who will be retiring as the Elderly Benefit Specialist on December 14, 2018. Chair Steven L. Anderson and other Supervisors also showed their appreciation of Judy's excellent work for Pepin County and wished her the best in her retirement.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Highway, Land Conservation/UW Extension and Community Resources Committee, Human Services, and Executive Committee.

Momentum West presentation by Steve Jahn

Steve Jahn, Executive Director from Momentum West, presented to the County Board with what Momentum West is all about. Momentum West covers a ten-county organization. The focus has been to attract small businesses. Programs include housing projects, working on bringing together businesses and students for potential employment, for as little as \$500.00, Pepin County could join and being a partner with Momentum West.

Chair Anderson recessed the meeting at 10:05 a.m. for a short break.

Public Hearing of Pepin County 2019 Proposed Budget

Chair Anderson opened the Public Hearing of the Pepin County 2019 Proposed Budget to the public at 10:10 a.m. asking for any public input. Hearing none. Financial Director Pam Hansen presented the proposed 2019 Budget summary as published in the official newspaper, the Courier Wedge, to the County Board Supervisors. She passed information out to all the Supervisors about the 2019 Budget Reports and explained in detail the budget. After going through the items, she asked the County Board Supervisors for any questions that they may have.

Supervisor Bill Ingram needed to leave the meeting at 11:20 a.m.

Adjournment of the Public Budget Hearing

Following the presentation and discussion of the 2019 proposed Budget the Public Hearing of the Proposed Budget was adjourned at 11:40 a.m.

Another short break at 11:45 a.m., reconvening at 11:48 a.m. to continue with the County Board meeting.

Business Items- Discussion with possible action:

Resolutions:

**RESOLUTION NO. 31-18
AMENDMENT NO. 32 TO PEPIN COUNTY EMPLOYEE HANDBOOK –
OVERTIME AND COMPENSATORY TIME**

WHEREAS, the Pepin County Administrative Committee recommends the following changes to the Employee Handbook:

3.1.2 OVERTIME AND COMPENSATORY TIME

1. Authorized hours for professional, executive and administrative personnel as defined by the FLSA, excluding full-time department heads, in excess of their respective hourly and weekly schedules shall be considered compensatory time and earned on a straight time basis. Full-time department heads shall be salaried employees, and do not earn compensatory time.

Remaining employees shall earn compensatory time at the rate of time and 1/2 for all hours authorized by the department head worked in excess of 40 per week. All paid benefit time (vacation, holiday, sick, compensatory time, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay. Authorized hours worked in excess of 37.5 but less than 40 per week, shall be earned on a straight time basis. Compensatory time off shall be

taken prior to the last working day of employment or will be paid on the last paycheck.

2. Full-time department heads shall be salaried employees, and do not earn compensatory time. Timesheets for full-time salaried department heads shall be completed showing actual hours worked or use of vacation, sick leave, or holiday hours. Time sheets should total the expected number of hours worked in a two-week pay period. On occasion, when there have been sufficient hours worked, a work day may be left with no hours.
3. Part-time employees working less than half-time (975 hours per year) shall be paid for actual hours worked and not earn compensatory time. Annual salary payments to part-time employees shall not exceed budgeted amounts.
4. All use of compensatory time shall have the prior approval of the department head.
5. Department heads are required to submit details of compensatory time earned and used for each employee on biweekly departmental time sheets.
6. Except as set forth in 6(a), 6(b), and 6(c), at the end of each calendar quarter, all accumulations of compensatory time in excess of 37.5 hours per employee may at the request of the department head be paid to the employee at that employee's regular rate of pay on the last day of the calendar quarter. Such payment of excess (greater than 37.5 hours) compensatory time shall only be made upon receipt, in the Personnel Office, of a written explanation of the reasons for the compensatory time earned and approved from the employee's supervisor or oversight committee.

(a) Highway employees:

After an employee has accumulated thirty-two (32) hours of compensatory time during a calendar month, he/she shall be paid the additional time. The accumulated balance of compensatory time ~~as of 12/31 the first pay period of December of each year shall be paid on the first pay check of the following January.~~ **earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Any additional hours authorized by the Highway Commissioner during the last pay period of the year will be paid out.** Compensatory time off requests shall either be approved or denied by the Highway Commissioner.

(b) Sheriff's Department's Communications/Corrections Officers and Jail Lieutenant:

All hours worked in excess of 160 hours per 28-day period shall be paid or taken as compensatory time off at one and one-half times the employee's regular rate of pay. All claims for overtime must be approved by the Sheriff. An employee shall be allowed to accumulate up to 48 hours at the end of each 28-day pay period, with any excess

accumulation (over 48 hours), to be paid at that time. In the event an employee takes a compensatory time day off, his/her replacement must receive cash compensation. For the purpose of this section, vacation, sick leave, and compensatory time shall not be counted as hours worked.

(c) Government Center Maintenance Technician and Assistant Maintenance Technician:

Government Center Maintenance staff shall earn compensatory time at one and one-half times for all hours worked on Saturdays, Sundays and holidays.

- 7. There shall be no carry-over of compensatory time from one year to the next. The accumulated balance of compensatory time earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Any additional hours authorized by the Department Head during the last pay period of the year will be paid out.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per changes stated above, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
Steve L. Anderson, Chair

5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Any payouts should be within a department’s budgeted expenses; thus, no additional unbudgeted financial impact should be incurred.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 13th day of November 2018
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss presented this amendment of the Pepin County Employee Handbook on Overtime and Compensatory time to the County Board. Wisconsin Retirement System requires that Comp time that is earned be used in the year that is accumulated. Any accumulated balance would be paid out on the first pay period in December if unused. Motion made by Supervisor Andrews, seconded by Supervisor Peterson, to adopt Resolution 31-18 titled, “Amendment No. 32 to Pepin County Employee Handbook-Section 3.1.2 Overtime and Compensatory Time”. Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 32-18
REQUESTING INCREASED FUNDING AND OVERSIGHT REFORMS FOR
WISCONSIN'S CHILD PROTECTIVE SERVICES SYSTEM

WHEREAS, the Wisconsin child welfare system is county-operated and state-supervised, except Milwaukee County, where the system is administered by the Wisconsin Department of Children and Families (DCF), Division of Milwaukee Child Protective Services (DMCPS); and

WHEREAS, DCF provides insufficient funding to counties for the provision of child abuse and neglect services including prevention, investigation, treatment, and out-of-home placement costs, though the state has primary responsibility for compliance with federal requirements and shares liability for ensuring the system is meeting its obligations to children and families in all 72 counties; and

WHEREAS, in recent years the state of Wisconsin added numerous mandates and practice expectations which increased county child protective services (CPS) workload and costs; and

WHEREAS, the opioid and methamphetamine epidemics have brought Wisconsin's child welfare system to a point of crisis, with increasing concern about the system's ability to meet its obligations to children and families; and

WHEREAS, the capacity for counties to continue to bear the lion's share of financial responsibility to address this crisis has been exhausted, as rising county contributions to the CPS system have far outpaced increases to the DCF Children and Family Aids allocation and counties have used reserve funding to cover CPS expenses and increase staffing; and

WHEREAS, maintaining sufficient resources for Wisconsin's child welfare system is critical to secure the safety and future of our most vulnerable children; and

WHEREAS, without a proportional increase in the DCF Children and Family Services allocation, the CPS system has been stressed for over a decade, causing caseloads for CPS workers to grow to unreasonable levels, contributing to high levels of staff turnover in some counties and an overrun of out-of-home care costs above what counties can sustain within available resources; and

WHEREAS, Wisconsin's CPS system leaves significant gaps in state-level oversight for all counties except Milwaukee County, including the absence of caseload standards, no process for regular legislative evaluation and prioritization of CPS needs and the absence of a legislative committee that provides regular policy guidance concerning CPS system issues such as adequate funding, performance, cost sharing and long-term stability; and

WHEREAS, along with DMCPS, all eleven of Wisconsin's peer states with county administered CPS systems have either adopted caseload standards for CPS caseworkers, completed thorough workload studies as a basis of determining funding needs, or otherwise have made significant recommendations related to keeping CPS workloads manageable; and

WHEREAS, the children within Wisconsin's CPS system are too important to allow the current level of under resourcing, oversight gaps and, disparity of attention, while shifting the burden to property taxpayers.

NOW, THEREFORE, BE IT RESOLVED that Pepin County Board of Supervisors does hereby request that the state of Wisconsin increase the Children and Family Aids Allocation to counties in the 2019-21 state biennial budget by \$30 million annually in order to cover a greater

**RESOLUTION NO. 33-18
 APPROVING NON-UNION (NON-ELECTED)
 WAGES/SALARIES FOR 2019**

WHEREAS, the Pepin County Administrative Committee has reviewed non-union employees' wages and department head salaries (excluding elected officials) and recommends that all non-union employees and department heads (excluding elected officials) receive a 2.5% wage/salary increase effective January 1, 2019.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors does hereby approve a 2.5% wage/salary increase for all non-union (non-elected) positions effective January 1, 2019.

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:
 COMMITTEE MEMBERS VOTE**

/s/ Steven L. Anderson
 Steven L. Anderson, Chair

5 0 0 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Total additional wage and fringes expense which is included in the 2019 budget is approximately \$96,000.

/s/ Pamela Hansen
 Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 13th day of November 2018
 _____ DEFEATED
 _____ TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
 County Clerk

/s/ Steven L. Anderson
 County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. The Administrative Committee agreed that all non-union employees and department heads excluding elected officials would receive a 2.5% wage/salary increase effective January 1, 2019. This is also included in the budget that will be presented for approval later in this meeting.

Motion was made by Supervisor J. King, seconded by Supervisor F. Milliren, to adopt Resolution 33-18 titled, "Approving Non-Union (Non-Elected) Wages/Salaries for 2019". Voice vote was taken, all in favor. Motion carried.

RESOLUTION 34-19
AUTHORIZING \$171,000 SECURITY FINANCIAL BANK LOAN

WHEREAS, Pepin County, Wisconsin (“County”) is presently in need of funds up to a maximum aggregate amount of one hundred and seventy-one thousand dollars (\$171,000) for the purposes of financing the capital equipment in the 2019 Budget year and for no other purpose: and

WHEREAS, the County Board of Supervisors deems it necessary and in the best interest of the County that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of up to one hundred and seventy-one thousand dollars (\$171,000) be borrowed for such purposes from time to time upon the terms and conditions hereinafter set forth.

NOW, THEREFORE BE IT RESOLVED, that for the purposes hereinabove set forth the County, by its Chairperson of the County Board and County Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Security Financial Bank, Durand, Wisconsin (“Lender”), from time to time, in one or more advances, a maximum aggregate amount of \$171,000 or if less, the aggregate principal amount of all advances as may be required to meet the above-stated purposes.

BE IT FURTHER RESOLVED that each such advance be requested in writing by the County Clerk or County Finance Director which request may be conclusively relied upon by the lender.

BE IT FURTHER RESOLVED that there shall be raised and there is levied upon all taxable property within the County, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

BE IT FURTHER RESOLVED that to evidence such indebtedness, said Chairperson of the County Board and County Clerk shall make, execute and deliver to the Lender for and on behalf of the County the promissory note of the County to be dated December 14, 2018 in said principal amount with interest at the rate of three percent (3.0%) per annum and payable as follows:

In 2019 two equal quarterly payments of principal and interest plus additional interest due based on the timing of the draws, and

In 2020, 2021, 2022 and 2023 equal quarterly payments of principal and interest, and

In 2024, the remaining quarterly payment of principal and interest.

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Steven Anderson, Chair

COMMITTEE MEMBERS VOTE
 5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED: Included in the 2019 Budget which was compiled by the Finance Director.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 13th day of November 2018
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

This resolution was discussed at the Administrative Committee and was recommended to adopt. Motion was made by Supervisor T. Milliren, seconded by Supervisor Dougherty, to adopt Resolution 34-18 titled, “Authorizing \$171,000.00 Security Financial Bank Loan”. Roll call vote was taken with 11 voting yes with Supervisor Ingram absent. Motion carried.

**RESOLUTION 35-18
ESTABLISHING THE 2018 PEPIN COUNTY TAX LEVY
AND ADOPTING THE 2019 PEPIN COUNTY BUDGET**

WHEREAS, the Pepin County Finance Director has reviewed, with the County Board, the 2019 Pepin County Budget at a public hearing today.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors, assembled in annual session, does hereby levy and assess upon all the taxable property in Pepin County, the sum of \$4,267,640 as county taxes for the year 2018, with the \$4,267,640 to be apportioned by the County Clerk as provided by law and in accordance with the 2018 County Apportionment Report published by the Wisconsin Department of Revenue.

BE IT FURTHER RESOLVED that the Pepin County Board of Supervisors does hereby adopt the 2019 Pepin County Budget as presented at the public hearing.

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson
Steven Anderson, Chair

 5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED: 2019 Budget was compiled by the Finance Director.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 13th day of November 2018
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Motion was made by Supervisor Andrews, seconded by Supervisor J. King, to adopt Resolution 35-18 titled, "Establishing the 2018 Pepin County Tax Levy and adopting the 2019 Pepin County Budget". Roll call vote was taken with 11 voting yes, with Supervisor Ingram absent. Motion carried.

Future Agenda Items and Next Meeting Date

-Discussion on the time the Annual November meeting is held for future Annual meetings.

Next County Board of Supervisors meeting is scheduled for December 19, 2018 at 7:00 p.m.

Adjournment

Meeting adjourned by Chair Anderson at 11:55 a.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk's office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on December 19, 2018

/s/ Steven L. Anderson
Pepin County Board of
Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

December 19, 2018

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, December 19, 2018 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | absent |
| District #2 | Jean Dougherty | absent | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | absent | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had nine members present at the time of the roll call. Absent included Jean Dougherty, Tessa King and Bill Ingram.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

Public comments on the Large-Scale Livestock Facilities Moratorium would be held at the time of the discussion of the Moratorium later on the agenda. No other public comments.

CONSENT AGENDA

Approval of the November 13, 2018 County Board Minutes

Motion was made by Supervisor T. Milliren, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation/UW Extension and Community Resources Committee, Human Services, and Administrative Committee. Highway Committee report was given by Highway Commissioner Kris Quandt.

2017 Financial Statements and Federal & State Single Audit reports

Finance Director Pam Hansen presented an overview of the 2017 Financial Statements and Federal & State Single audit reports. On November 8, 2018, WIPFLI presented to the Administrative Committee their findings of the audits that were done. The Internal Controls are still weak in segregation of duties, but the Finance Department will be working with WIPFLI to correct. The Basic Financial Statements opinion was unmodified which is a satisfactory outcome.

2017 Annual Highway Report

Highway Commissioner Kris Quandt presented the 2017 Annual Highway Report to the County Board of Supervisors.

Moratorium on Large Scale Livestock Facilities Report

Land Conservationist Chase Cummings presented a report of the Moratorium on Large Scale Livestock Facilities Ordinance and highlighted the important areas. This Moratorium covers livestock facilities of 500 or more animal units which was adopted in March 2018, good for one year. Discussion took place on what appropriate action needs to take place in the next couple of months before it expires in March of 2019. Proposed recommendations made in the report included:

1. Change nothing and continue in Implement NR151 following Pepin County's current Land and Water Resource Management Plan and Priority Farm Approach
2. Increase education and outreach to all sectors of the public
3. Increase Enforcement and Implementation of existing rules
4. Countywide Livestock Facility Siting Authority through Licensing Ordinance (ATCP 51)
5. Countywide Zoning and Livestock Facility Licensing through Zoning Ordinance (ATP 51)
6. Regulation of local soil and water resources management practices through Wisconsin Statutes Chapter 92.11
7. Adopt an ordinance that sets a uniform agriculture standard for Pepin County
8. Advocate for policy changes to areas where local control has been preempted by state legislature.

Public Comments were from Pat Simpson, Nan Setterland and Helen Kees. They presented their concerns of manure accumulations, Atrazine in ground water and considering composting options.

Business Items- Discussion with possible action:

Moratorium on Large Scale Livestock Facilities

Land Conservationist Chase Cummings discussed this Moratorium earlier in the meeting. Motion was made by Supervisor Andrews, seconded by Supervisor T. Milliren to bring the report back to the Land Conservation, Planning and UW-Ext Committee for further review and recommendation. Voice vote was taken, all in favor. Motion carried.

Resolutions:

RESOLUTION NO. 36-18

PEPIN COUNTY WORK FROM HOME (TELECOMMUTING) PILOT

WHEREAS, Pepin County has an established Temporary Work from Home Assignment Policy that allows employees to work on a temporary basis from their home; and

WHEREAS, the Pepin County Department of Human Services has identified an opportunity for the Economic Support Department staff to have regularly scheduled work from Home Assignment up to three days per work week as a pilot; and

WHEREAS, the Pepin County Department of Human Services is a member of the Western Region Economic Assistance (WREA) Consortium which supports regularly scheduled work from home assignments through policy; and

WHEREAS, neighboring counties outside of WREA have authorized regularly scheduled work from Home Assignment up to three days per week and have found it to be successful for the program, customers and for staff; and

WHEREAS, WREA monitors staff performance through computer and telephone systems ensuring staff outcomes and staff will only be approved for regularly scheduled work from home assignments if they meet performance outcomes prior to and during work from home assignments; and

WHEREAS, the Pepin County Human Services Board has established policy to ensure performance, safety, HIPAA, operating costs, necessary equipment and space; and

WHEREAS, Pepin County Department of Human Services will pilot a work from home assignment for WREA staff for a one-year period and evaluate its effectiveness as part of the pilot.

NOW, THEREFORE BE IT RESOLVED, that the Pepin County Board of Supervisors approves the pilot work from home assignment for WREA staff for up to one year.

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Irene Wolfe

Irene Wolf, Chairperson

5 0 2 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Potential cost savings may be achieved due to reduced employee turnover as a result of accommodating alternate work arrangements. Also, facility work areas may be able to be shared which can also lead to cost efficiencies.

/s/ Pamela Hansen

Finance Director

X _____
Recommend Not Recommended

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Steven L. Anderson

Administrative Committee Chairperson

4 0 1 0
In Favor Oppose Absent Abstain

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 19th day of December 2018
 DEFEATED
 TABLED In favor – 8 Oppose – 1 Absent – 3 Abstain - 0

/s/ Audrey Bauer

County Clerk

/s/ Steven L. Anderson

County Board Chair

Human Services Director Paula Winter presented this resolution to establish a policy for employees to work on a temporary basis from their home. The Human Services, a member of the Western Region Economic Assistance (WREA) Consortium, has identified an opportunity for the Economic Support Department staff to have regular scheduled work from Home Assignment up to three days per week as a pilot. WREA monitors staff performance through computer and

telephone systems to meet performance outcomes prior to and during work from home assignments. The Human Services Committee has recommended the approval of this pilot work from home assignment for WREA staff for up to one year.

Motion was made by Supervisor Andrews, seconded by Supervisor Peterson, to adopt the Resolution 36-18 titled, "Pepin County Work from Home (Telecommuting) Pilot". Roll call vote was taken with 8 voting yes, with one negative vote by Supervisor Mueller and three Supervisors absent. Motion carried.

RESOLUTION NO. 37-18

APPROVAL OF THE PEPIN COUNTY LAND INFORMATION PLAN 2019-2021

WHEREAS, The Pepin County Board of Supervisors established a Pepin County Land Information Council to review the priorities, needs, policies, and expenditures of a land information office established by the board of supervisors and advise the county on matters affecting the land information office; and

WHEREAS, pursuant to the provisions of Section 59.72, of the Wisconsin Statutes, the land information office shall update a countywide plan for land records modernization every 3 years to satisfy requirements for participation in the Wisconsin Land Information Program and to receive program funding; and

WHEREAS, the Land Information Officer invited members of the Pepin County Land Information Council and partnering departments to provide projects that they would like to implement over the course of the planning period; and

WHEREAS, the Pepin County Land Information Council reviewed the initial draft on September 5, 2018 and approved the finalized plan on December 3, 2018 after following the state peer review process.

NOW, THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors, hereby approves the Pepin County Land Information Plan 2019-2021 as an official plan to guide land information decisions and grant spending allocations until the plan is updated or amended.

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING COMMITTEE

/s/ Tom Milliren
Tom Milliren, Chairperson

COMMITTEE MEMBERS VOTE
5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT: The 2019 Budget includes the grant and other land records revenues and related expenses for the land records modernization program totaling \$154,900. The program expenditures are outlined in the Land Information Plan.

/s/ Pamela Hansen
Finance Director

X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

X ADOPTED by the Pepin County Board of Supervisors on this 19th day of December 2018
____ DEFEATED
____ TABLED In favor – 9 Oppose – 0 Absent – 3 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Land Management Director Maria Nelson presented the Pepin County Land Information Plan 2019-2021 to the County Board. Updates of a countywide plan for land records modernized every 3 years satisfy requirements for participation in the Wisconsin Information Program and to receive program funding. The Pepin County Land Information Council reviewed the initial draft on September 5, 2018 and approved the finalized plan on December 3, 2018 following the state peer review process. Motion made by Supervisor J. King, seconded by Supervisor T. Milliren, to adopt Resolution 37-18 titled, "Approval of the Pepin County Land Information Plan 2019-2021". Roll call vote was taken with 9 voting yes, with no negative votes. Three Supervisors were absent. Motion carried.

RESOLUTION NO. 38-18
AMENDMENT NO. 33 TO PEPIN COUNTY EMPLOYEE HANDBOOK

WHEREAS, the Pepin County Administrative Committee recommends the following changes to the Employee Handbook:

3.1.3 OVERTIME AND COMPENSATORY TIME

8. Authorized hours for professional, executive and administrative personnel as defined by the FLSA, excluding full-time department heads, in excess of their respective hourly and weekly schedules shall be considered compensatory time and earned on a straight time basis. Full-time department heads shall be salaried employees, and do not earn compensatory time.

Remaining employees shall earn compensatory time at the rate of time and 1/2 for all hours authorized by the department head worked in excess of 40 per week. ~~All Paid benefit time of (vacation, holiday, sick, compensatory time, bereavement, jury duty, etc.)~~ will not be considered as hours worked for purposes of determining overtime hours and pay. **Paid benefit holiday time will be used for the purposes of determining overtime hours and pay.** Authorized hours worked in excess of 37.5 but less than 40 per week, shall be earned on a straight time basis. Compensatory time off shall be taken prior to the last working day of employment or will be paid on the last paycheck.

9. Full-time department heads shall be salaried employees, and do not earn compensatory time. Timesheets for full-time salaried department heads shall be completed showing actual hours worked or use of vacation, sick leave, or holiday hours. Time sheets should total the expected number of hours worked in a two-week pay period. On occasion, when there have been sufficient hours worked, a work day may be left with no hours.
10. Part-time employees working less than half-time (975 hours per year) shall be paid for actual hours worked and not earn compensatory time. Annual salary payments to part-time employees shall not exceed budgeted amounts.
11. All use of compensatory time shall have the prior approval of the department head.

12. Department heads are required to submit details of compensatory time earned and used for each employee on biweekly departmental time sheets.

13. Except as set forth in 6(a), 6(b), and 6(c), at the end of each calendar quarter, all accumulations of compensatory time in excess of 37.5 hours per employee may at the request of the department head be paid to the employee at that employee's regular rate of pay on the last day of the calendar quarter. Such payment of excess (greater than 37.5 hours) compensatory time shall only be made upon receipt, in the Personnel Office, of a written explanation of the reasons for the compensatory time earned and approved from the employee's supervisor or oversight committee.

(a) Highway employees:

After an employee has accumulated thirty-two (32) hours of compensatory time during a calendar month, he/she shall be paid the additional time. The accumulated balance of compensatory earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Compensatory time off requests shall either be approved or denied by the Highway Commissioner.

(b) Sheriff's Department's Communications/Corrections Officers and Jail Lieutenant:

All hours worked in excess of 160 hours per 28-day period shall be paid or taken as compensatory time off at one and one-half times the employee's regular rate of pay. All claims for overtime must be approved by the Sheriff. An employee shall be allowed to accumulate up to 48 hours at the end of each 28-day pay period, with any excess accumulation (over 48 hours), to be paid at that time. In the event an employee takes a compensatory time day off, his/her replacement must receive cash compensation. For the purpose of this section, vacation, sick leave, and compensatory time shall not be counted as hours worked.

(c) Government Center Maintenance Technician and Assistant Maintenance Technician:

Government Center Maintenance staff shall earn compensatory time at one and one-half times for all hours worked on Saturdays, Sundays and holidays.

14. There shall be no carry-over of compensatory time from one year to the next. The accumulated balance of compensatory time earned during a year shall be paid out on the first pay period in December and no compensatory time may be accrued during the last payroll period of the year. Any additional hours authorized by the Department Head during the last pay period of the year will be paid out.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per changes stated above, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Steve L. Anderson, Chair

COMMITTEE MEMBERS VOTE
4 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Historically, overtime worked in a week with a Holiday has been minimal. However, for most employees, it could impact Comp Time earned but in a few cases employees could choose to get paid overtime in which case it is estimated that the total cost would not exceed \$1,000.00 per year.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 19th day of December 2018
 DEFEATED
 TABLED In favor – 9 Oppose – 0 Absent – 3 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss presented an amendment to the Employee Handbook. Changes made to include benefit holiday time will be used for the purpose of determining overtime hours and pay. Motion made by Supervisor Andrews, seconded by Supervisor Mueller, to adopt Resolution 38-18 titled, “Amendment No. 33 to Pepin County Employee Handbook, Section 3.1.2 Overtime and Compensatory Time”. Roll call vote was taken with 9 voting yes, with no negative votes. Three Supervisors were absent. Motion carried.

**RESOLUTION NO. 39-18
2018 BUDGET MODIFICATION- COUNTY CODE**

WHEREAS, the Pepin County Board of Supervisors from time to time throughout the year adopts Amendments to the Pepin County Code of Ordinances; and

WHEREAS, the Pepin County Board of Supervisors at their 2018 annual budget meeting approved a budget of \$2000 to cover the cost of the expense of changes to the Pepin County Code of Ordinance in 2018; and

WHEREAS, more Code of Ordinance Amendments were adopted at a cost greater than the funds budgeted; and

WHEREAS, the additional expense was not included in the 2018 Pepin County Code expense budget.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| Account Number | Account Description | Current Budget | Increase (Decrease) | Amended Budget |
|-----------------------------|-------------------------|-----------------|---------------------|-----------------|
| | <i>General Fund:</i> | | | |
| | <i>Expenditures:</i> | | | |
| 100-00-51330-219-000 | County Code | \$ 2,000 | \$ 1,600 | \$ 3,600 |
| 100-00-59100-390-000 | Contingency Fund | \$ 8,338 | (\$ 1,600) | \$ 6,738 |

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

| | | | | |
|-------------------------------|------------------------|----------|----------|----------|
| | COMMITTEE MEMBERS VOTE | | | |
| <u>/s/ Steven L. Anderson</u> | <u>4</u> | <u>0</u> | <u>1</u> | <u>0</u> |
| Chair | In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – As noted above.

| | | |
|--------------------------|-----------|-----------------|
| <u>/s/ Pamela Hansen</u> | <u>X</u> | _____ |
| Finance Director | Recommend | Not Recommended |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 19th day of December 2018
 DEFEATED
 TABLED In favor – 9 Oppose – 0 Absent – 3 Abstain - 0

| | |
|-------------------------|-------------------------------|
| <u>/s/ Audrey Bauer</u> | <u>/s/ Steven L. Anderson</u> |
| County Clerk | County Board Chair |

County Clerk Audrey Bauer presented the need for a 2018 Budget modification for the County Code. The 2018 budget was approved at \$2000.00. With additional amendments to the Code of Ordinances, the cost was greater than the budgeted amount. Additional amount of \$1,600.00 is needed to cover this expense. Motion was made by Supervisor Peterson, seconded by Supervisor Andrews, to adopt Resolution 39-18 titled, “2018 Budget Modification- County Code”. Roll call vote was taken with 9 voting yes, with no negative votes. Three Supervisors absent. Motion carried.

RESOLUTION NO. 40-18
REQUEST TO CARRYOVER ADDITIONAL VACATION HOURS FOR THE
OPERATIONS MANAGER OF THE CHILD ABUSE AND NEGLECT (CAN)
REPORTING PARTNERSHIP

WHEREAS, the Operation Manager of the Child Abuse and Neglect (CAN) Reporting Partnership, will be unable to reduce her vacation balance to the 75 hours allowed in the Employee Handbook by December 31, 2018; and

WHEREAS, work completion requirements due to the implementation of the CAN Reporting Partnership and an unexpected vacancy for multiple months' vacation requests have been withdrawn or denied and have made remaining vacation time difficult to schedule while meeting needs of the CAN Reporting Partnership; and

WHEREAS, the Pepin County Human Services Committee is recommending authorizing Connie Oates, Operation Manager of the CAN Reporting Partnership, to carry an additional 33.5 hours of vacation into 2019, for a total of 108.5 hours of vacation carried forward to 2019; and

WHEREAS, Operation Manager of the CAN Reporting Partnership, Connie Oates would be required to use the additional carryover hours of 33.5 hours of vacation within the first three months of 2019.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors hereby authorizes the Operation Manager of the CAN Reporting Partnership to carryover an additional 33.5 hours of vacation at the end of 2018, for a total of 108.5 hours of vacation carried forward to 2019.

RECOMMENDED BY THE PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES BOARD:

/s/ Irene Wolf
Irene Wolf, Chair

COMMITTEE MEMBERS VOTE
4 0 2 0
In Favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No financial impact if ability exists to cover additional time off in 2019 with current regular staffing as included in expense budgets.

/s/ Pamela Hansen
Finance Director

X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

X ADOPTED by the Pepin County Board of Supervisors on this 19th day of December 2018
____ DEFEATED
____ TABLED In favor – 9 Oppose – 0 Absent – 3 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Human Services Director Paula Winter informed the Board that the Operations Manager was unable to take all her vacation earned by the end of the year due to work completion requirements and unexpected vacancy in her department. The Human Services Committee has recommended authorizing additional carryover hours of 33.5 hours of vacation at the end of 2018 to be used the first three months in 2019, totaling of 108.5 hours of vacation carried forward to 2019.

Motion was made by Supervisor Andrews, seconded by Supervisor Winkler-Kees, to adopt Resolution 40-18 titled, "Request to Carry Over Additional Hours for the Operations Manager of the Child Abuse and Neglect (CAN) Reporting Partnership". Roll call votes were taken with 9 voting yes, with no negative votes. Three Supervisors absent. Motion carried.

Communications:

Re-appoint Tim Bignell as Veteran Service Citizen member term ending 12/31/2021

Tim Bignell's term as a Veteran Service Citizen has expired. He has agreed to continue to be a citizen member but needs to be reappointed at this time.

Motion made Supervisor Peterson, seconded by Supervisor J. King, to reappoint Tim Bignell as a Veteran Service Citizen member with a term ending 12/31/2021. Voice vote was taken, all in favor. Motion carried.

Re-appoint Anne Anderson as an IFLS Library Advisory Council member term ending 12/31/2021

Motion made by Supervisor Wolf, seconded by Supervisor Andrews, to reappoint Anne Anderson as an IFLS Library Advisory Council member term ending 12/31/2021. Voice vote was taken. Eight votes voting yes, with Chair Steve Anderson abstaining to vote due to conflict of interest. Motion carried.

Appoint Terry Mesch as Board of Adjustment member to fill out the remaining term ending 06/30/2019

The County Clerk had received a letter of notification from Dan Richardson resigning from the Board of Adjustment. The Board thanked him for his time of service. Terry Mesch has agreed to fill out the remaining term ending 06/30/2019.

Motion made by Supervisor Peterson, seconded by Supervisor Winkler-Kees, to appoint Terry Mesch as a Board of Adjustment member to fill out the remaining term ending 06/30/2019. Voice vote was taken, all in favor. Motion carried.

Appoint Bruce Johnson to Pepin County Housing Authority Board to fill out the remaining term ending 06/30/2021

Chair Steve Anderson had received notification from Paul Gustafson as of Dec 1, 2018 resigning from the Pepin County Housing Authority Board. Bruce Johnson agreed to fill out the remaining term ending 06/30/2021.

Motion made by Supervisor Wolf, seconded by Supervisor T. Milliren, to appoint Bruce Johnson to the Pepin County Housing Authority Board with the term ending 06/30/2021.

Voice vote was taken, all in favor. Motion carried.

Chair Steve Anderson received notification as of today, December 19th, Kristen Smith Proctor has resigned from the Pepin County Housing Authority Board. The Board requested that anyone interested in this position should contact Chair Steven Anderson.

Future Agenda Items and Next Meeting Date

Next County Board of Supervisors meeting is scheduled for January 16, 2019 at 7:00 p.m.

Adjournment

Meeting adjourned by Chair Anderson at 9:40 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk's office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on January 16, 2019

/s/ Steven L. Anderson

Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

January 16, 2019

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, January 16, 2019 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | present | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | absent | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had eleven members present at the time of the roll call. Jamey King was absent from this meeting.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

CONSENT AGENDA

Approval of the December 19, 2018 County Board Minutes

Motion was made by Supervisor T. Milliren, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation/UW Extension and Community Resources Committee, Human Services, Administrative Committee and Highway Committee.

BUSINESS ITEMS:

Update/Presentation reporting current Highway Facility & Proposed New Facility options

Highway Commissioner Kris Quandt presented an update on the current Highway facility and proposed new facility options to the County Board Supervisors. Norman Barrientos from Barrientos Design and Consulting presented the building assessments of the current highway facility. Along with Construction Manager from Miron Construction presented their input on the project.

Barrientos Design facility assessment and space indicated and recommended that Pepin County to no longer continue investing funds into the Durand shop has significant repairs are needed. Their recommendation is to pursue adequate land to construct a new facility. Barrientos Design and Consulting developed a cost estimate on a precast structure. The first estimate was 60,000 square feet construction, costing \$10.4 million. After receiving advice from the Administrative Committee to down size the facility, the estimated cost was \$9.3 million for 52,600 square feet construction but will be looked at in more detail for more cost saving options.

Motion was made by Supervisor Andrews, seconded by Supervisor Ingram, to authorize Barrientos Design & Consulting to proceed with the study and to continue with the design phase to the 30% level proceeding with the precast structure.

Supervisor Kees Winkler made a motion to amend the motion that is on the floor to set a cap of the 30% of the design phase cost to be no more \$70,000.00. Voice vote was taken, one vote to oppose by Supervisor Ingram. Motion carried.

Roll call vote was taken on the motion with the amendment. Supervisors voting yes includes Jean Dougherty, Chris Kees Winkler, Tessa King, Frank E. Milliren, Bill Ingram, Tom Milliren, John Andrews, Bruce Peterson, Irene Wolf, Steven Anderson and Dustin Mueller. Eleven voting yes, all in favor. Motion carried.

Organizational & Annual Meeting time of day update

Chair Steven Anderson presented information to the County Board to discuss if the time of day of the Annual and Organizational meetings would work better if they were held in the evening. The date when these meetings need to be held are noted per Statute but not the time of the meeting. Discussion took place and it was decided that the time of these meetings would be determined by the County Board members at the meeting prior to these meeting dates.

RESOLUTIONS:

**RESOLUTION NO. 01-19
OUTSTANDING CHECKS TO BE CANCELLED**

WHEREAS, the following 2016 checks are outstanding; and

WHEREAS, the payees have been written to as far as known address could be ascertained; and

WHEREAS, payees either did not respond or felt they had received payment due them.

NOW THEREFORE BE IT RESOLVED, that the Pepin County Board of Supervisors cancel the following checks.

| <u>DATE</u> | <u>CHECK No#</u> | <u>PAYEE</u> | <u>AMOUNT</u> |
|-------------|------------------|---------------------------|---------------|
| 03-24-16 | #85096 | Polk County Child Support | \$ 45.00 |
| 06-28-16 | #85879 | Sam's Club | \$100.00 |
| 07-26-16 | #86185 | Aaron D Stutzman | \$ 16.02 |
| 08-11-16 | #86312 | Carol D Billings | \$ 40.50 |
| 08-11-16 | #86357 | Aaron D Stutzman | \$ 16.02 |

| | | | |
|----------|--------|----------------|----------|
| 08-16-16 | #86481 | Hannah Bauer | \$ 32.00 |
| 08-16-16 | #86503 | Hunter Hass | \$ 12.75 |
| 08-16-16 | #86525 | Jordin McMahon | \$ 1.75 |
| 08-16-16 | #86552 | Aliah Sterry | \$ 1.00 |

Dated 1-2-2019
Nancy M. Richardson, Treasurer

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Steven L. Anderson, Chair

COMMITTEE MEMBERS VOTE
5 0 0 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Reduction of current year expense for checks that are not re-issued.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of January 2019
_____ DEFEATED
_____ TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Treasurer Nancy Richardson informed the County Board the outstanding checks from 2016 that have not been cashed. Payees either did not respond or felt that they had received payment due them.

This resolution that is presented would give authority to cancel these nine checks.

Motion made by Supervisor T. King, seconded by Supervisor Mueller, to adopt Resolution 01-19 titled, “Outstanding Checks to be Cancelled”. Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 02-19

Resolution to Establish the Pepin County Sheriff’s Office Kitchen Staff Positions and Wage Scale

WHEREAS, the Pepin County Sheriff’s previously contracted the food services for inmates and the contract will not be extended, and

WHEREAS, the Pepin County Sheriff’s Office was unable to establish a new cost-effective contract, and

WHEREAS, the Pepin County Sheriff’s Office has determined the most cost-effective alternative is to hire 2-3 part time Kitchen staff positions to work less than 1200 hours annually, and

WHEREAS, the Pepin County Law Enforcement Committee recommends that the Kitchen Staff positions be established with the wage scale listed as of January 1, 2019.

WHEREAS, the costs associated with the positions were approved in the 2019 adopted Budget.

THEREFORE, IT BE RESOLVED that Pepin County Board of Supervisors authorized the Pepin County Sheriff’s Office establish the Sheriff Kitchen Staff position and wage scale as follows:

| | | | | | |
|-------|-------------------------------|-------------------------|--------------------------------|--------------------------|--------------------------|
| | 6 months + 350 Hours | 1 year +700 Hours | 18 months +1050 Hours | 2 year +1400 Hours | 3 year +2100 Hours |
| Start | \$12.50 | \$13.00 | \$13.50 | \$14.25 | \$15.00 |

**RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT COMMITTEE:
COMMITTEE MEMBERS VOTE**

/s/ Steven L. Anderson
Steven Anderson, Chairperson

3 0 2 0
 In favor Oppose Absent Abstain

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:
COMMITTEE MEMBERS VOTE**

/s/ Steven L. Anderson
Steven Anderson, Chairperson

5 0 0 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED –The cost of prisoner’s meals was included in the 2019 adopted budget. The costs of the above positions would be included within those budgeted expenses.

/s/ Pamela Hansen
Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 16th day of January 2019
 _____ DEFEATED
 _____ TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss informed the County Board of the need to adopt a Kitchen Staff/Cook and wage schedule for the 2-3 part time kitchen staff positions in the Sheriff’s Department for the food services for the inmates. The Law Enforcement Committee recommends that the Kitchen Staff positions be established with the wage scale listed in this resolution as of January 1, 2019.

Motion was made by Supervisor Ingram, seconded by Supervisor Peterson, to adopt Resolution 02-19 titled, "Resolution to Establish the Pepin County Sheriff's Office Kitchen Staff Positions and Wage Scale". Voice vote was taken, all in favor. Motion carried.

**RESOLUTION NO. 03-19
2018 BUDGET MODIFICATION – REVERSE RESOLUTION NO. 04-18**

WHEREAS, Resolution No. 04-18 (see attached) authorized the consultant expense for the Pepin County Sheriff's Office Land Mobile Radio System which needed a 10% payment to be made upon the execution of the agreement; and

WHEREAS, a separate Capital Project Fund had not been setup at the time the previous resolution was adopted to capture all project costs and revenues thus requiring the initial expenditure to be funded with county levy funds available in the Contingency Fund; and

WHEREAS, a Capital Projects Fund has now been set up and is being utilized to capture all project costs which will be funded by the \$6,000,000 that has been authorized to finance a building improvement project and the communications facilities and equipment project; and

WHEREAS, the Executive Committee recommends reversing the previous 2018 Budget expenditure allocation due to the expenditure being reclassified to the Capital Project Fund and being paid with project revenue sources.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes the 2018 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|-----------------------------------|-----------------------|---------------------------|-----------------------|
| | <i>General Fund:</i> | | | |
| | Expenditures: | | | |
| 100-00-52120-000 | Sheriff-Correction/Communications | \$ 1,048,330 | (\$ 20,233) | \$ 1,028,097 |
| 100-00-59100-000 | Contingency Fund | \$ 6,738 | \$ 20,233 | \$ 26,971 |

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

| | | | | |
|-------------------------------|-------------------------------|----------|----------|----------|
| | COMMITTEE MEMBERS VOTE | | | |
| <u>/s/ Steven L. Anderson</u> | <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Steven Anderson, Chair | In Favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – Impact is as noted above. The consultant expense will now be rolled into the project expenses and paid with the project funding sources.

| | | |
|---------------------------------|-----------|---------------|
| <u>/s/ Pamela Hansen</u> | <u>X</u> | _____ |
| Pamela Hansen, Finance Director | Recommend | Not Recommend |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on the 16th day of January 2019
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
Audrey Bauer, County Clerk

/s/ Steven L. Anderson
Steve Anderson, County Board Chair

Finance Director Pam Hansen presented information on the need to reverse Resolution No. 04-18. On February 2018, Resolution 04-18 was adopting to modify the budget for the Communication consultant expense for the Pepin County Sheriff’s Office Land Mobile Radio System that needed a 10% payment before a separate Capital Project Fund had been set up. Since then, the Capital Project Funds has now been set up to cover all project costs for the building improvements and the communication facilities and equipment project, needing to reverse the previous 2018 Budget expenditure allocation.

Motion made by Supervisor Andrews, seconded by Supervisor T. King, to adopt Resolution 03-19 titled, “2018 Budget Modification-Reverse Resolution No. 04-18”. Roll vote was taken. Supervisors voting yes includes Chris Kees Winkler, Tessa King, Frank E. Milliren, Bill Ingram, Tom Milliren, John Andrews, Bruce Peterson, Irene Wolf, Steven Anderson, Dustin Mueller and Jean Dougherty. Eleven voting yes, all in favor. Motion carried.

Future Agenda Items and Next Meeting Date

Next County Board of Supervisors meeting is scheduled for February 20, 2019 at 7:00 p.m.

Adjournment

Meeting adjourned by Chair Anderson at 9:00 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk’s office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on February 20, 2019.

/s/ Tom Milliren
Tom Milliren, Pepin County Board of Supervisors 1st Vice Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

February 20, 2019

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, February 20, 2019 by Vice Chair Tom Milliren. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|---------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | absent | District # 7 | Bill Ingram | absent |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | present | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | absent |

The Pepin County Board of Supervisors had nine members present at the time of the roll call. Supervisors that were absent included Dustin Mueller, Bill Ingram and Steven L. Anderson.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

None at this time.

CONSENT AGENDA

Approval of the January 16, 2019 County Board Minutes

Motion was made by Supervisor Andrews, seconded by Supervisor Peterson, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

REPORTS:

Presentation from the Mississippi River Regional Planning Commission- Director Greg Flogstad

Director Greg Flogstad from the Mississippi River Regional Planning Commission informed the County Board of the benefits of what the Mississippi River Regional Planning Commission can do for our County. He explained the assistance that was given in the past and will continue to help our County with different issues. At the budget time, the County Board decided to eliminate this membership cost to cut expenses. No action taken at this time.

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation/UW Extension and Community Resources Committee, Human Services, Administrative Committee and Highway Committee.

Process of sale of County owned property

Concerns of the County Board Supervisors were discussed at previous meetings about if competitive bidding is necessary to sell County owned property. Financial Director Pam Hansen reviewed page 109 of the Wisconsin County's Official Handbook on this topic which was included in the packet. Per Statute 59.52 (29), Contracts for the acquisition or transfer of property are not subject to the competitive bidding requirements. In addition, the Board may direct the County Clerk to "lease, sell or convey or contract to sell or convey any county property, not donated and require to be held for a special purpose, on terms that the board approves". Pam Hansen suggested that we may not want to go out for bids but may want to advertise the sale of the property and/or place a for sale sign up on the property to convey information to the public that this property is for sale even though it is not required by statute. More discussion on the preferred process will be at the March meeting.

2017 County Debt Limits and Debt Totals

Finance Director Pam Hansen presented to the County Board the 2017 Department of Revenue Report of Debt by County. Pam Hansen pointed out Pepin County's 2017 full value is \$616,444,700 with allowable debt of \$30,822,235. per Statutes (5%). The County took on additional debt of \$176,000 in 2018 and after payments made, leaving the net debt at the end of 2018 at approximately \$673,703.

Review updated County Project Borrowing Options and Timing – PMA Securities Financial

Finance Director Pam Hansen informed the County Board that at the Administrative Committee meeting on February 19th Michelle Wiberg and Brian Della from the PMA Securities presented information on the County project borrowing options and timing. A general outline of the proposed plan of finance with and without the Highway project and examples of the debt service projections and the impact to the County's levy rate was received. An update on the one-million-dollar loan that will be offered to local banks was given to the Committee. Bank of Alma, Bremer Bank and Waumandee State Bank were the banks that gave an indication of interest. Bank of Alma was the best option with the best rate of 3.15% fixed over for 10 years. They have no fees and prepayment option is allowed anytime without penalty. Multiple draws were also allowed for one year. Proposed details from the PMA Securities Financial can be found in the County Clerk's office.

BUSINESS ITEMS:

Resolutions

RESOLUTION NO. 04-19

2019 BUDGET MODIFICATION- Establishing Deputy Coroner Compensation Schedule

WHEREAS, RESOLUTION No. 03-18 established pursuant to Wis. Statue 59.22 (1) the elected Coroner Compensation through the year 2022 it did not detail additional compensation for deputy employee Coroners; and

WHEREAS, the Board desires to establish the additional compensation for the employee deputy coroner positions; and

WHEREAS, the Board desires to maintain the established rates for Coroner Calls and Cremation permits as established in RESOLUTION No. 03-18 for deputy employee coroners; and

WHEREAS, the Pepin County Board of Supervisors desires to establish the following additional wage payments for the deputy coroner position as detailed below to be effective and implemented upon adoption of this resolution:

- On Call \$2.00 per hour estimated at 3,000 hours per year (for weekend and holiday coverage only)
- Trainings \$15.00 per hour estimated at 112 hours for 7 deputies (estimated to be 1/2 day quarterly)

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes the compensation schedule to be established as noted above and the 2019 Budget to be modified as follows:

| Account Number | Account Description | Current Budget | Increase (Decrease) | Amended Budget |
|-----------------------------|-------------------------|------------------|---------------------|------------------|
| <i>General Fund:</i> | | | | |
| <i>Expenditures:</i> | | | | |
| 100-00-51260-000-000 | County Coroner | \$ 15,407 | \$ 8,352 | \$ 23,759 |
| 100-00-59100-390-000 | Contingency Fund | \$ 41,700 | (\$ 8,352) | \$ 33,348 |

RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Bruce Peterson

Vice Chair

4 0 1 0
 In favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

COMMITTEE MEMBERS VOTE

/s/ Irene Wolf

Vice Chair

4 0 1 0
 In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The annual impact of these changes is estimated to be \$8,352 in 2019 and similar in future years adjusted for overall wage scale increases which may occur in future years.

/s/ Pamela Hansen

Finance Director

 X _____
 Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of February 2019

_____ DEFEATED

_____ TABLED In favor - 9 Oppose – 0 Absent – 3 Abstain - 0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Vice-Chair

Pepin County Coroner Joan Huppert presented to the County Board this resolution to establish a Deputy Coroner Compensation Schedule and Budget Modification. At this time, the Deputy Coroner position is just whoever being available to attend when called upon. Joan’s plan is to have a schedule for the weekends and holiday coverage only, paying an hourly rate of \$2.00. Additional training cost to the Deputy Coroners is also included in this resolution together totaling a budget modification of \$8352. These funds would come out of the contingency fund and placed in the Coroner budget. Both the Law Enforcement and Administrative Committees recommended the approval of this resolution at their meetings.

Motion was made by Supervisor Andrews, seconded by Supervisor Kees-Winkler, to adopt Resolution 04-19 titled, "2019 Budget Modification-Establishing Deputy Coroner Compensation Schedule". Roll call vote was taken, voting yes included Tessa King, Jamey King, Frank Milliren, Tom Milliren, John Andrews, Bruce Peterson, Irene Wolf, Jean Dougherty and Chris Kees-Winkler. Motion carried.

RESOLUTION NO. 05-19
RESOLUTION TO APPROVE TRANSFER OF FUNDS TO WESTERN REGION
RECOVERY & WELLNESS CONSORTIUM (WRRWC)

WHEREAS, Pepin County Department of Human Services is a member of a nine-county consortium (Western Region Recovery and Wellness Consortium (WRRWC)) providing Comprehensive Community Services (CCS), a mental health & AODA (alcohol and other drug abuse) treatment program; and

WHEREAS, Chippewa County Department of Human Services is the lead county agency and provides for all administrative functions of the CCS program, including payment of invoices from providers; and

WHEREAS, due to the long lag time of reimbursement from the State, Chippewa County Department of Human Services has assumed a working capital issue on behalf of Pepin County Department of Human Services for which they are no longer able to continue with; and

WHEREAS, if Pepin County Department of Human Services operated the CCS program individually, we would already be covering the working capital; and

WHEREAS, the working capital requirements for Pepin County Department of Human Services will be reviewed annually and adjustments made at that time; and

WHEREAS, if Pepin County Department of Human Services ever discontinues CCS with the WRRWC, 100% of our working capital portion would be returned to us; and

NOW THEREFORE BE IT RESOLVED, that the Pepin County Board of Supervisors authorizes payment of \$110,000 to be deposited to the Western Region Recovery & Wellness Consortium (WRRWC) Account to supply cash flow to the program so that contractors can be paid in a timely basis.

BE IT FURTHER RESOLVED, that the Grant Administrator and the County Finance Department track the local funds as a loan to Chippewa County for the WRRWC to be repaid at any time the County ceases to participate in the CCS program.

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

/s/ Irene Wolf
Irene Wolf, Chairperson

COMMITTEE MEMBERS VOTE
6 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The payment will impact the Human Services Fund cash flow and designated fund balance amounts by the payment amount noted above.

/s/ Pamela Hansen
Finance Director

X
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of February 2019
 DEFEATED
 TABLED In Favor - 9 Oppose – 0 Absent – 3 Abstain – 0

/s/ Audrey Bauer
County Clerk

/s/ Tom Milliren
County Board Vice-Chair

Human Services Director Paula Winter informed the County Board Supervisors that Pepin County is a member of this nine county Consortium. Chippewa County is the lead county and provides all the administrative functions of the program. With the long lag time of reimbursement from the State, Chippewa County is asking for funds to be placed into an account to supply cash flow to the program so that contractors can be paid in a timely basis. Each County would have a separate account and repayment at any time would occur if the county ceases to participate in the CCS program. The Human Services Committee has recommended approval of this resolution at their meeting.

Motion was made by Supervisor T. King, seconded by Supervisor Peterson, to adopt Resolution 05-19 titled, “Resolution to approve transfer to Western Region Recovery & Wellness Consortium (WRRWC)”. Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 06-19
SOCIAL WORK AND SOCIAL WORK SUPERVISOR WAGE SCALE AND BUDGET MODIFICATION

WHEREAS, Pepin County Human Services Committee has studied the impact of vacant positions, the cost of worker turnover, and the wage comparisons of comparable counties and have determined that one of the factors for the vacancies and turnover includes the current Pepin County Social Work wage scale; and

WHEREAS, Pepin County Human Services Committee has requested a study of Social Work and Social Work Supervisor wage scales in comparable counties which was compiled by the Pepin County Personnel Director and determined that Pepin County offers a lower wage than the comparable counties; and

WHEREAS, Pepin County currently offers two wage scales for Social Workers (Social Worker I and Lead Social Worker) and establishing three levels of Social Worker wage scales would provide a multistep process for employees to achieve recognition for Social Work Certification, training, and experience; and

WHEREAS, Pepin County Human Services Committee Recommends three title and corresponding wage scales which include Case Manager/Social Worker I; Social Worker II; and Senior Social Worker; and

WHEREAS, since 2015 Pepin County Human Services has experienced eight (8) Social Work position vacancies from within their five (5) positions. Research presented by the Human Services Department Head shows turnover costs agencies 1/3 to 2/3 of a worker’s annual salary. These costs include separation, recruitment, and training. Additionally, turnover affects the workload of the remaining workers and supervisors, potentially resulting in decreased efficiency and burnout and additional turnover, and poorer case outcomes, potential liability for the county; and

WHEREAS, the Coordinated Services Team Coordinator Position job duties have changed since its inception. The Human Services Committee recommends eliminating that job title and transferring the current employee to the Senior Social Worker wage scale at the nearest wage without reducing wage. This employee will retain the fringe benefits reflective of their current status; and

WHEREAS, two case managers who have been employed with Pepin County under one year are recommended to be placed at the Case Manager/Social Worker wage scale at start wage due to the start wage creating an increase in their current wage. These employees will retain the fringe benefits reflective of their current status; and

WHEREAS, one case manager has been employed with Pepin County for 1.5 years and is recommended to be placed at the six-month wage scale. This employee will retain the fringe benefits reflective of their current status; and

WHEREAS, the Human Services Committee recommends placing the Social Services Supervisor at the nearest new wage scale step without reducing the wage and considering the employee at the three-year step. This employee will retain the fringe benefits reflective of their current status; and

WHEREAS, the following table shows the current wage scale and recommended changes for each position; and

| PEPIN COUNTY | | START | SIX MONTHS | ONE YEAR | EIGHTEEN MONTHS | TWO YEARS | FOUR YEARS | SIX YEARS |
|--|------------|-----------------|-----------------|---------------|-----------------|-----------|------------|-----------------|
| Current: Case Manager/Social Worker I /Information Assistant | Non-Exempt | \$20.16 | 2 FTE's \$20.71 | 1 FTE \$21.33 | \$21.91 | \$22.53 | \$23.10 | \$23.74 |
| New: Case Manager/Social Worker I /Information Assistant | Non-Exempt | 2 FTE's \$23.04 | 1 FTE \$23.62 | \$24.21 | \$24.81 | \$25.43 | \$26.70 | \$28.04 |
| Current: (do not have this position) | | | | | | | | |
| Social Worker II | Non-Exempt | \$24.98 | \$25.60 | \$26.24 | \$26.90 | \$27.57 | \$28.95 | \$30.39 |
| Current: Lead Social Worker | Non-Exempt | \$23.75 | \$24.46 | \$25.14 | \$25.86 | \$26.58 | \$27.29 | CST FTE \$27.96 |

| | | | | | | | | |
|------------------------------------|------------|---------|---------|---------|--------------------|------------------|---------|------------------|
| New: Senior Social Worker | Non-Exempt | \$26.14 | \$26.80 | \$27.47 | CST FTE \$28.15 | \$28.86 | \$30.30 | \$31.81 |
| Current: Social Service Supervisor | Exempt | \$28.74 | \$29.08 | \$29.46 | \$29.83 | \$30.21 | \$31.72 | 1 FTE \$33.31 |
| Social Work Supervisor | Exempt | \$30.66 | \$31.43 | \$32.21 | \$33.02 | 1 FTE \$33.84 | \$35.54 | \$37.31 |

WHEREAS, funding in 2019 will be provided from the position of social worker in the Children and Families Unit being vacant for the first 2 months of 2019 offset by the proposed wages scale and the increase in expenses for billable CCS expenses would enable us to receive more compensation from Medicaid for those services; and

WHEREAS, additional funding results from the final budget from WREA for Pepin Counties IM department shows and increase to the budgeted revenue for that contract.

BE IT RESOLVED, that the 2019 Adopted Pepin County Human Services Fund Budget be amended as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|--|-----------------------|----------------------------|-----------------------|
| Human Services Fund | | | | |
| 211-00-54402-000 | Dept. of Children and Families Expense | \$490,071 | (\$1,489) | \$488,582 |
| 211-00-54407-000 | Dept. Of Human Services Expense | \$351,280 | \$1,083 | \$352,363 |
| 211-00-54408-000 | WRRW Consortium Expense | \$380,743 | \$8,141 | \$388,884 |
| 211-00-46661-000 | Local Collections – Human Services Revenue | \$187,225 | \$5,916 | \$193,141 |
| 211-00-43561-103 | Human Services IM Contract Revenue | \$287,785 | \$1,819 | \$289,604 |
| | | | Net \$0 | |

BE IT FURTHER RESOLVED, that Pepin County modify the Case Manager/Social Worker I/Information & Assistance; Social Worker II; Senior Social Worker; and Social Work Supervisor to the above recommended wage/salary scale with current employee’s to be placed on the wage scale as indicated above, along with retaining their current fringe benefit status; and

BE IT FURTHER RESOLVED, that the previous Coordinated Services Team Coordinator be transferred to the Senior Social Worker wage scale one year along with retaining her current fringe benefit status; and

BE IT FURTHER RESOLVED, that the wage scale effective date will begin the 1st pay period following the approval by the full County Board.

RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICES COMMITTEE:

/s/ Irene Wolf
Irene Wolf, Chair

COMMITTEE MEMBERS VOTE
6 0 1 0
In favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Irene Wolf
Irene Wolf, Vice-Chair

COMMITTEE MEMBERS VOTE
4 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – The 2019 net impact will be absorbed by the Human Services Fund as noted above. The 2020 impact resulting from the wage scale changes and employee transfers is estimated to be \$23,516.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of February 2019
 DEFEATED
 TABLED In favor – 8 Oppose – 1 Absent – 3 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Tom Milliren
County Board Vice-Chair

Human Services Director Paula Winter informed the County Board of the need to change the Social Work and Social Work Supervisor Wage scale to help fill vacancies and eliminate turnover. The Personnel Director compiled and presented a wage scale study and determined that Pepin County offers a lower wage than the comparable counties. Recommending the changes to the current wage scale for each position listed in the resolution and a budget modification was made. Both the Human Services Committee and the Administrative Committee has recommended approval of this Resolution at their meetings.

Motion was made by Supervisor Andrews, seconded by Supervisor Peterson, to adopt Resolution 06-19 titled, “Social Work and Social Work Supervisor Wage Scale and Budget Modification”. Roll call vote was taken, voting yes included Frank Milliren, Tom Milliren, John Andrews, Bruce Peterson, Irene Wolf, Jean Dougherty, Chris Kees Winkler and Tessa King. Voting no was Jamey King. Motion carried.

RESOLUTION NO. 07-19
2019 BUDGET MODIFICATION – UWEX Non-lapsing PAT Fund

WHEREAS, Pepin County UWEX has maintained a separate cash account for the Pesticide Applicator Training (PAT) program. This account supports on-going educational programs that certify farmers who apply pesticides; and

WHEREAS, the current balance in the PAT account is \$3,085.88. The PAT account collects revenue from people being trained and certified for pesticide application and uses the money to cover the costs of the program except for the educator wage and fringe expense; and

Financial Director Pam Hansen presented information about the current UW- Pesticide Applicator Training Program. The UW-Ext program has a separate cash account which is not required to handle the funds or is not recommended for auditing reason to continue to run the program this way. This resolution would allow funds of \$3,085.88 that was unspent as of December 31, 2018, would be placed in a non-lapsing line item account at Pepin County and any unspent funds at the end of each year be automatically re-appropriated for the program in the subsequent year. The Land Conservation & Planning/UW-Extension Committee recommends that the County Board approve this request. Motion was made by Supervisor Kees-Winkler, seconded by Supervisor T. King, to adopt Resolution 07-19 titled, “2019 Budget Modification-UWEX Non-lapsing PAT Fund”. Roll call vote was taken, voting yes included Tom Milliren, John Andrews, Bruce Peterson, Irene Wolf, Jean Dougherty, Chris Kess Winkler, Tessa King, Jamey King and Frank Milliren. Motion carried.

**RESOLUTION NO. 08-19
LAKE PEPIN HABITAT RESTORATION PROJECT FUNDING**

WHEREAS, the Lake Pepin Habitat Restoration Project has been developed by the Lake Pepin Legacy Alliance and federal, state and local partner agencies to reduce the sedimentation of the lake, and maintain a valuable cultural, aesthetic, recreational and economic asset to the region; and

WHEREAS, the Pepin County Board of Supervisors adopted a resolution in 2016 in support of the Upper Pool 4 & Lake Pepin Habitat Restoration Project; and

WHEREAS, the Pepin County Land Conservation & Planning / UW-Extension Committee approved a pledge of \$5,000 to support the project in June 2018; and

WHEREAS, the \$5,000 is available within the County Cost Share line item within the 2018 Land Conservation Budget and could be used to fulfill the pledge to the project; and

WHEREAS, these funds would be made available to the project when needed by the project, but before 2021.

NOW THEREFORE BE IT RESOLVED, that the Pepin County Board of Supervisors does hereby designate \$5,000 for the Lake Pepin Habitat Restoration Project to be funded from the 2018 Land Conservation Cost Share line item and be carried over as a non-lapsing amount at the end of 2018 and be automatically appropriated in the subsequent year(s) until paid before 2021.

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING / UW-EXTENSION COMMITTEE:

/s/ Tom Milliren
Tom Milliren, Chair

| COMMITTEE MEMBERS VOTE | | | |
|------------------------|----------|----------|----------|
| <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| In favor | Oppose | Absent | Abstain |

FISCAL IMPACT REVIEWED – As noted within text above. If not approved, unspent funds from cost share accounts would lapse back to the general fund balance.

/s/ Pamela Hansen
Finance Director

| | |
|--------------|-------------------|
| <u> X </u> | <u> </u> |
| Recommend | Not Recommended |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of February 2019
 DEFEATED
 TABLED In favor – 9 Oppose – 0 Absent – 3 Abstain – 0

/s/ Audrey Bauer
County Clerk

/s/ Tom Milliren
County Board Vice-Chair

Land Conservationist Chase Cummings presented this resolution to the County Board. In 2018, the County Board of Supervisors adopted a resolution to pledge \$5,000 to support the Lake Pepin Habitat Restoration Project. These funds would be available from the Land Conservation cost share line and carried over as a non-lapsing amount at the end of 2018 and be automatically appropriated in the subsequent years until paid before 2021. The Land Conservation & Planning/UW-Extension Committee has recommended that the County Board approve this resolution as presented. Motion made by Supervisor T. King, seconded by Supervisor J. King, to adopt Resolution 08-19 titled, “Lake Pepin Habitat Restoration Project Funding”. Voice vote was taken, all in favor. Motion carried.

RESOLUTION NO. 09-19
REQUEST TO CARRYOVER ADDITIONAL VACATION HOURS FOR THE
EMERGENCY MANAGEMENT DIRECTOR ZONING ADMINISTRATOR.

WHEREAS, the Emergency Management Director/Zoning Administrator, will be unable to reduce her vacation balance to the 80 hours allowed in the Employee Handbook by December 31, 2018; and

WHEREAS, work completion requirements due to the open position of the Community Resource Coordinator position for multiple months made remaining vacation time difficult to schedule while meeting needs of the department; and

WHEREAS, the Pepin County Land Conservation Planning/UWEX Committee is recommending authorizing Maria Nelson, Emergency Management Director/Zoning Administrator, to carry an additional 36 hours of vacation into 2019, for a total of 116 hours of vacation carried forward to 2019; and

WHEREAS, Emergency Management Director/Zoning Administrator, Maria Nelson would be required to use the additional carryover hours of 36 hours of vacation within the first three months of 2019.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors hereby authorizes the Emergency Management Director/Zoning Administrator to carryover an additional 36 hours of vacation at the end of 2018, for a total of 116 hours of vacation carried forward to 2019.

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING/UW-EXTENSION COMMITTEE:

/s/ Tom Milliren
Tom Milliren, Chair

COMMITTEE MEMBERS VOTE
5 0 0 0
In Favor Oppose Absent Abstain

RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE:

/s/ Bruce Peterson
Bruce Peterson, Vice Chair

COMMITTEE MEMBERS VOTE
4 0 1 0
In Favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – No financial impact if ability exists to cover additional time off in 2019 with current regular staffing as included in expense budgets.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of February 2019
 DEFEATED
 TABLED In favor - 9 Oppose – 0 Absent – 3 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Tom Milliren
County Board Vice-Chair

Land Conservationist Chase Cummings presented the request to carryover additional vacation hours for the Emergency Management Director/Zoning Administrator. She was unable to use all her vacation hours for 2018 and is asking to be able to carryover these additional hours into 2019. These additional vacation hours will need to be used by March 31, 2019. The Land Conservation & Planning/UW-Extension Committee did recommend that the County Board approve this request. Motion was made by Supervisor Dougherty, seconded by Supervisor Peterson, to adopt Resolution 09-19 titled, “Request to Carryover Additional Vacation Hours for the Emergency Management Director Zoning Administrator”. Voice vote was taken, all in favor. Motion carried.

Resignation of County Treasurer and Process to fill vacancy

Personnel Director Michelle Weiss informed the County Board that County Treasurer Nancy Richardson had submitted a letter of resignation to Sheriff Joel Wener on February 11, 2019. The letter states that she will be resigning as Treasurer on March 29, 2019. Corp Council had been contacted regarding the correct procedure to fill the vacancy in the office. The process was discussed by the County Board, needing to decide if they wanted to appoint someone to fill this position or hold a special election. Advice from Corp Council suggested that if the position was being appointed by the County Board, that we could post the position and ask for letters of Interest to be submitted. Motion was made by Supervisor J. King to post the position of County Treasurer, seconded by Supervisor Kees- Winkler. An amendment to the motion was made by Supervisor J. King to have

the Administrative Committee select the candidate and bring forward to the full County Board for approval. Voice vote was taken to amend the motion. All in favor. Motion carried. Being no policy is in place to post the position for an appointed County Treasurer position, a detailed process was needed to be determined. After discussion among everyone, Supervisor Andrews made a motion to post electronically on our website, in the local paper, and follow the standard posting procedures to fill the County Treasurer position. Seconded by Supervisor J. King. Voice vote was taken, all in favor. Motion carried.

Amendments:

**AMENDMENT NO. 001 TO PEPIN COUNTY ORDINANCE NO. 182
Imposing a Moratorium on Expansion and Creation
of Large-Scale Livestock Facilities**

Pepin County, Wisconsin
The Pepin County Board of Supervisors does ordain as follows:

This ordinance was enacted by the Pepin County Board of Supervisors on March 21, 2018 and published on March 29, 2018. As described in this ordinance Section 7. Duration of Moratorium:

“This moratorium shall be in effect for a period of twelve (12) months from the date this ordinance is passed by the County Board of Supervisors unless the County Board of Supervisors rescinds this moratorium at an earlier date. This moratorium may be extended for up to twelve (12) months by a majority vote of the Pepin County Board of Supervisors.”

On January 14, 2019, the Pepin County Land Conservation & Planning / UW-Extension Committee voted to recommend that the Pepin County Board of Supervisors extend the moratorium for an additional 6 (six) months from the date the initial adoption was to expire, to allow more time to assess the intended options stated in the Ordinance.

Therefore, the Pepin County Board of Supervisors hereby amends the Moratorium on Expansion and Creation of Large-Scale Livestock Facilities Ordinance to extend the duration for an additional six (6) months from the date the initial adoption was set to expire.

Enacted by the Pepin County Board of Supervisors this 20th day of February 2019.

Enacted on: February 20, 2019

OFFERED BY THE LAND
CONSERVATION & PLANNING / UW-
EXTENSION COMMITTEE

Published on: February 28, 2019

/s/ Tom Milliren
Tom Milliren, Chair

ATTEST:

COUNTERSIGNED:

/s/ Audrey Bauer
Audrey Bauer, County Clerk

/s/ Tom Milliren
Tom Milliren, Vice Chair
Pepin County Board of Supervisors

Land Conservationist Chase Cummings presented information on the need to extend the Moratorium on Expansion for an additional six months. The Land Conservation, Planning and UW-Ext. Committee feels that additional time is needed to research and to improve areas of the current Moratorium.

Motion was made by Supervisor Kees-Winkler, seconded by Supervisor T. King, to adopt Amendment No. 001 to the Pepin County Ordinance No. 182, 6- month Extension- Imposing a Moratorium on Expansion and Creation of Large-Scale Livestock Facilities. Voice vote was taken, all in favor. Motion carried.

Communication:

Appoint Judy Norrish as a member of the Pepin County Housing Authority-term ending June 30, 2023

Appoint John Wayne as a citizen member of the Pepin County Board of Adjustment as the 1st Alternate

Motion made by Supervisor Peterson, seconded by Supervisor F. Milliren, to appoint Judy Norrish as a member of the Pepin County Housing Authority and John Wayne as a citizen member of the Pepin County Board of Adjustment.

Voice vote was taken, all in favor. Motion carried.

Future Agenda Items and Next Meeting Date

Next County Board of Supervisors meeting is scheduled for March 20, 2019 at 7:00 p.m.

- *Appoint Treasurer to fill vacant position
- * Highway facility recommendations
- * Government Center building recommendations

Adjournment

Meeting adjourned by Vice Chair Tom Milliren at 9:00 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk's office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on March 20, 2019.

/s/ Steven L. Anderson

Steven L. Anderson, Pepin County Board of Supervisors Chair

PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

March 20, 2019

CALL TO ORDER

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, February 20, 2019 by Chair Steven Anderson. The meeting was held at the County Board Room at the Pepin County Government Center, 740 7th Ave W, Durand, WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Sections 19.81 – 19.90, *Open Meeting Law*.

ESTABLISH QUORUM - ROLL CALL

| | | | | | |
|-------------|--------------------|----------------------|--------------|--------------------|---------|
| District #1 | Dustin Mueller | absent | District # 7 | Bill Ingram | present |
| District #2 | Jean Dougherty | present | District #8 | Tom Milliren | present |
| District #3 | Chris Kees Winkler | present | District #9 | John C. Andrews | present |
| District #4 | Tessa King | arrived at 7:05 p.m. | District #10 | Bruce A. Peterson | present |
| District #5 | Jamey King | present | District #11 | Irene Wolf | present |
| District #6 | Frank E. Milliren | present | District #12 | Steven L. Anderson | present |

The Pepin County Board of Supervisors had ten members present at the time of the roll call. Supervisors that were absent included Dustin Mueller and Tessa King. Tessa King arrived at 7:05 p.m.

PLEDGE OF ALLEGIANCE

The Board honored the flag by reciting the Pledge of Allegiance.

APPROVAL OF THE AGENDA

County Board members approved the agenda.

PUBLIC COMMENTS

*Helen Kees – W6754 Simpson Ln., Town of Durand

Helen Kees presented information on the concerns of contaminated water in our County. A copy of the Wisconsin State Journal dated February 28, 2019 with an article titled, “Pollution in wells traced to farming manure” was given to all County Supervisors during the public comments of the meeting. Along with the newspaper was the Runoff Risk Advisory Forecast, Wisconsin Geological and Natural History Survey, and from Sept 2016, Conservation Practice Standard Overview on Composting Facility documents.

Dan Langlois- 854 E Madison, City of Durand

Sally Baecker- N3953 Bear Pen Road, Town of Frankfort

Both Dan and Sally expressed their concerns of building a new Highway facility on the conjunction of County Road N and NN. Asking the Board to reconsider changing the location of this facility.

CONSENT AGENDA

Approval of the February 20, 2019 County Board Minutes

Motion was made by Supervisor Kees Winkler, seconded by Supervisor T. Milliren, to approve the Consent Agenda as presented. Voice vote taken, all in favor. Motion carried.

Recognition of Nancy Richardson's Retirement as the Pepin County Treasurer

Chairman Anderson recognized Nancy Richardson for her time as County Treasurer. Thanking her for her dedication of 26 years as Pepin County Treasurer and presented to her an Appreciation clock. The retirement cake was cut and distributed to everyone at the meeting.

County Board meeting was reconvened after a 10 - minute break.

REPORTS:

County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning/Extension Pepin County, Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

County Levy History

Mailed in the County Board packets was a three - page report showing the history of 2016-2017 and past years of the Equalized Value, Tax Rates, and Levy amounts for all the Counties in Wisconsin. Highlighted Counties on the reports showed how Pepin County compare to other Counties in our area. This information was given to help the Supervisors better understand the details of our County's finances and for help with in making decisions on the upcoming expenditures. These reports can be seen at the County Clerk's office.

Review updated County Borrowing Options and Timing-PMA Securities Financial

Finance Director Pam Hansen reviewed the updated project Debt Services with the borrowing options. Each report shows the possible project(s) and how each would affect the County's mill rate. On the last page of the report, a plan of finance schedule of events explaining the timeline depending upon what project(s) is picked going forward.

Business:

Appointment of the Pepin County Treasurer for the remainder of the term ending January 2021

Chairman Steven Anderson informed the County Board of Supervisors that the Administrative Committee has reviewed the applicants and has recommended to appoint Patricia A. Scharr as the Pepin County Treasurer for the remainder of the term ending January 2021.

Motion made by Supervisor Dougherty, seconded by Supervisor T. King, to appoint Patricia A. Scharr as the Pepin County Treasurer for the remainder of the term ending January 2021. Voice vote was taken, all in favor. Motion carried.

Update on Government Center Facility Project

Finance Director Pam Hansen informed the County Board that at the Administrative Committee a motion was made to move forward spending majority of the 2.5 million on updates and repairs to south end while also making urgent repairs on the north end. Architect will be returning on April 3, 2019 at 1:00 p.m. meeting with the Administrative Committee, prioritizing the needs of the entire facility. Focusing mainly on the south side but making urgent repairs on the north side.

Highway Facility Project Update- preliminary plans and costs of proposed facility presented by Barrientos

Highway Commissioner, Kris Quandt, informed the County Board on what has been happening at the past Highway Committee meetings. Updated plans were changed to better fit the needs and costs. Highway facility Architect, Norman Barrientos, from Barrientos Design & Consulting, presented information on preliminary design construction, following the direction of the Highway & Administrative Committees and Highway Commissioner to change the design construction to be around the 8 million price range. The preliminary design revised plan of 3/20/19 had a construction cost estimated at \$8,982,127. This would not include the one million dollars that would be received from the sale of land to Kwik Trip. Discussion took place about if the soft cost could be lowered to give a sizable savings to the project.

Kwik Trip has been contacted to extend the deadline until the end of April on the decision of the sale of the Highway property. They agreed with the extension.

Approval of the Pepin County Transportation Policy and Procedure including Fleet Vehicles

Personnel Director, Michelle Weiss presented this County wide policy for the all employees, public officials and volunteers that seek mileage reimbursement while driving a county owned vehicle or their own vehicle for official County business. Providing proof of Driver’s License, proof of car insurance and follow state laws of driving vehicles is what is needed. Every April this information would be collected, and any new employees at time of employment to keep the information up to date. Administrative Committee did approve this policy with a few minor changes.

Motion was made by Supervisor Peterson, seconded by Supervisor Andrews, to adopt the Pepin County Transportation Policy and Procedures including fleet vehicles as presented. Voice vote was taken, all in favor. Motion carried.

Resolutions:

RESOLUTION NO. 10-19

2019 RECYCLING/SOLID WASTE DEPARTMENT SITE ATTENDANT STAFFING

WHEREAS, RESOLUTION No. 26-2014 authorized (4) four fill-in “substitute” site attendant positions; and

WHEREAS, the Board desires to maintain an appropriate number of regular and fill-in “substitute” site attendant positions to adequately maintain the recycling site under the current funds available within the current budget.

NOW THEREFORE BE IT RESOLVED that the Pepin County Board of Supervisors authorizes an adequate number of regular and fill-in “substitute” site attendant positions to be established while maintaining the current budget.

RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION, PLANNING/ UW-EXTENSION COMMITTEE:

/s/ Tom Milliren
Chair

| | | | |
|------------------------|----------|----------|----------|
| COMMITTEE MEMBERS VOTE | | | |
| <u>5</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| In favor | Oppose | Absent | Abstain |

Amendments:

**RESOLUTION NO. 12-19
AMENDMENT NO. 34 TO
PEPIN COUNTY EMPLOYEE HANDBOOK – EMPLOYMENT AT WILL CHANGES**

WHEREAS, Resolution 38-12 adopted the Pepin County Employee Handbook with additional adopted resolutions amending the employee handbook; and

WHEREAS, 2017 Wisconsin Act 150 modifies the standard for removal of certain appointed county officers; and

WHEREAS, the Pepin County Administrative Committee has worked with legal counsel to amend the Employee Handbook to reflect the current standards of At Will Employment, removal, and progressive discipline procedures; and

WHEREAS, the Pepin County Administrative Committee recommends the changes to the Employee Handbook as indicated in the attached document.

NOW THEREFORE BE IT RESOLVED that the Employee Handbook be amended per the attached document, to be effective upon adoption.

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Steve L. Anderson, Chair

COMMITTEE MEMBERS VOTE
4 0 1 0
In favor Oppose Absent Abstain

FISCAL IMPACT REVIEWED – Change in Highway comp time hours allowed may result in less payouts and expense. No other fiscal impact is anticipated.

/s/ Pamela Hansen
Finance Director

 X _____
Recommend Not Recommended

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of March 2019
 DEFEATED
 TABLED In favor – 11 Oppose – 0 Absent – 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

Personnel Director Michelle Weiss presented this Amendment No. 34 Pepin County Employee Handbook- At Will changes. In 2017, Wisconsin Act 150 modified the standard for removal of certain appointed county officers. Our legal counsel advised to amend the Employee handbook with these changes.

Motion was made by Supervisor Kees Winkler, seconded by Supervisor T. Milliren, to adopt Amendment No. 34 to Pepin County Employee Handbook- Employment at Will changes. Voice vote was taken, all in favor. Motion carried.

**AMENDMENT NO. 117 ORDINANCE NO. 179
CHAPTER 2 THE GOVERNING BODY**

BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS OF PEPIN COUNTY:

Section 1. Authority and Purpose. This ordinance is enacted under authority of Chapter 59 Wis. Statutes.

Section 2. That the Code of Ordinances of the County of Pepin be amended as follows:

2.04 COMMITTEES. (Ord. No. 179, Am. #108, 03-16-16, Am #115, 05-16-18, Am# 117, 03-20-19

(5) STANDING COMMITTEES:

(c) The following shall be the standing committees of the County Board and shall be composed as follows with duties as listed:

- (2) Land Conservation, Planning & ~~UW-Extension~~ /**Extension Pepin County**: Four members of the County Board, and one designed member of the Farm Service Agency (FSA) Committee. The FSA member shall also participate and vote on ~~U.W. Extension~~ **Extension Pepin County** matters. This Committee shall:

(c) According to Sect.59.56 (3) Wis. Stats., administer the County Extension programs jointly with the ~~UW-Extension~~ **Extension Pepin County** Area Extension Director in the following areas:

- (4) Administrative: A minimum of five members of the County Board, one of whom is the County Board Chairperson and the other members shall each be the chairperson of the following standing committees: Highway, Land Conservation, Planning & ~~UW-Extension~~ /**Extension Pepin County**, Human Services, Law Enforcement, and the Board of Health. In the absent of a Committee chairperson at an Administrative Committee meeting, the Vice Chair is the only Supervisor that may attend as an alternate at the meeting as a voting Committee member is available. This Committee shall:

- ~~(7) Loan Review. The members of the Administrative Committee, the Finance Director, the Revolving Loan Fund Administrator, a member of the local banking community, and a local business law attorney. The Chairperson of the administrative Committee shall be the chairperson of the Loan Review Committee. This Committee shall:~~

~~(a) Review, select and recommend loan applications to the County Board for final approval.~~

~~(b) Make policy recommendations for the administration of the revolving loan program.~~

(7) CONDUCT OF BUSINESS: Conduct of committee business shall be as follows:

(a) Meetings:

(1) Within 30 days after the organizational meeting, all standing committees shall meet and elect one of its members as chairperson and one as vice-chairperson by majority vote of all committee members. Minutes shall be kept of all committee meetings by the County Clerk or a person designated by the County Clerk. These minutes shall be the responsibility of the County Clerk and become part of the permanent record of the County Board. A copy of all committee-meeting minutes shall be made available all supervisors.

(2) All committee meetings shall be scheduled in advance by entering the date and time upon the calendar outside the County Board room.

(3) The County Clerk shall be given a written notice of committee meetings, post notices in designated areas and shall give such written notice to the official County newspaper stating time and place.

(4) At the Committee meetings, the use of remote participation is permissible due to illness, disability, emergency or geographic distance subject to the following:

(a) All meetings are conducted in accordance with the Open Meetings Law.

(b) A majority of members must be physically present to constitute a quorum for the transaction of business of a Committee meeting.

(c) Approval of the attendance by remote participation must be preapproved by the Committee Chairperson at least twenty-four (24) hours in advance of the meeting unless such advanced notice is impracticable. After approval, the county clerk will be informed to facilitate the process.

(d) At the start of any meeting which a member will participate remotely, the Chairperson or person chairing the meeting must announce the name and member who is participating remotely.

(e) The meeting must be chaired by a person who is physically present.

(f) All Committee members who attend a meeting through remote participation shall be entitled to vote as if they were personally and physically present at the meeting, but their vote shall be recorded as done by electronic attendance.

(g) All votes taken during a meeting in which a member participates remotely must be by roll call vote.

(h) Any member wishing to participate electronically is responsible to provide their own equipment for remote access that is compatible with the County's communication system. Testing of equipment should be done prior to participation at any meeting.

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Texts messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.

(i) Members who participate remotely and all persons present at the meeting location must be clearly audible to each other and must be connected at least 5 minutes prior to the start time of any meeting.

(j) If technical difficulties arise as a result of utilizing remote participation, the Chairperson or in the chairperson’s absence, the person chairing the meeting, may decide how to address the situation. Whenever possible, the Chairperson or person chairing the meeting is to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant’s ability to hear or be heard clearly by all persons present at the meeting. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

(k) Members who attend remotely shall be paid one-half of the per diem meeting compensation and shall indicate on their reimbursement request that their attendance was done remotely. Members attending remotely are not entitled to receive any mileage.

Section 3. Effective Date. This amendment shall take effect March 28, 2019.

ADOPTED: March 20, 2019

RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:

/s/ Steven L. Anderson
Committee Chair

| COMMITTEE MEMBERS VOTE | | | |
|------------------------|----------|----------|----------|
| <u>4</u> | <u>0</u> | <u>1</u> | <u>0</u> |
| In Favor | Oppose | Absent | Abstain |

COUNTY BOARD ACTION:

 X ADOPTED by the Pepin County Board of Supervisors on this 20th day of March 2019
 DEFEATED
 TABLED In favor - 11 Oppose - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer
County Clerk

/s/ Steven L. Anderson
County Board Chair

County Clerk Audrey Bauer presented the amendment to Chapter 2 adding conduct/remote participation to allow Committee members to remote in when out of town to a Committee meeting., with special instruction to follow. The UW-Extension name change to Extension Pepin County also was included in this amendment.

Motion was made by Supervisor Andrews, seconded by Supervisor J. King, to adopt Amendment 117 to Ordinance 179- Chapter 2. Voice vote was taken, all in favor. Motion carried.

Communications:

- * **Appoint Breck Sweeney as the Farm Service Agency Representative (FSA) member of the Land Conservation, Planning/Extension Pepin County Committee**
- * **Reappoint Joan Plumer as a citizen member of the Human Services Board, term ending April 2022**

Chairman Anderson approves the appointment of Breck Sweeney as the FSA member of the Land Conservation, Planning/Extension Pepin County Committee. And also approves the reappointment of Joan Plumer as a citizen member of the Human Services Board. Both of these members have been approved at their Committees.

Future Agenda Items and Next Meeting Date

- Chairman Steven Anderson announced that he had received an email from Supervisor Dustin Mueller, stating that he would be resigning as Pepin County Supervisor and would be sending an official letter of resignation.
Chairman Anderson asked if someone knew of someone that lives in the Town of Albany that would be interested in the position to let him know.
- Next meeting date set for April 17, 2019 -7:00 p.m.

Adjournment

Meeting adjourned by Chair Steven L. Anderson at 9:18 p.m.

(Resolutions and Ordinances are on file for public inspection in the County Clerk's office.)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on April 17, 2019.

/s/ Steven L. Anderson

Steven L. Anderson, Pepin County Board of Supervisors Chair