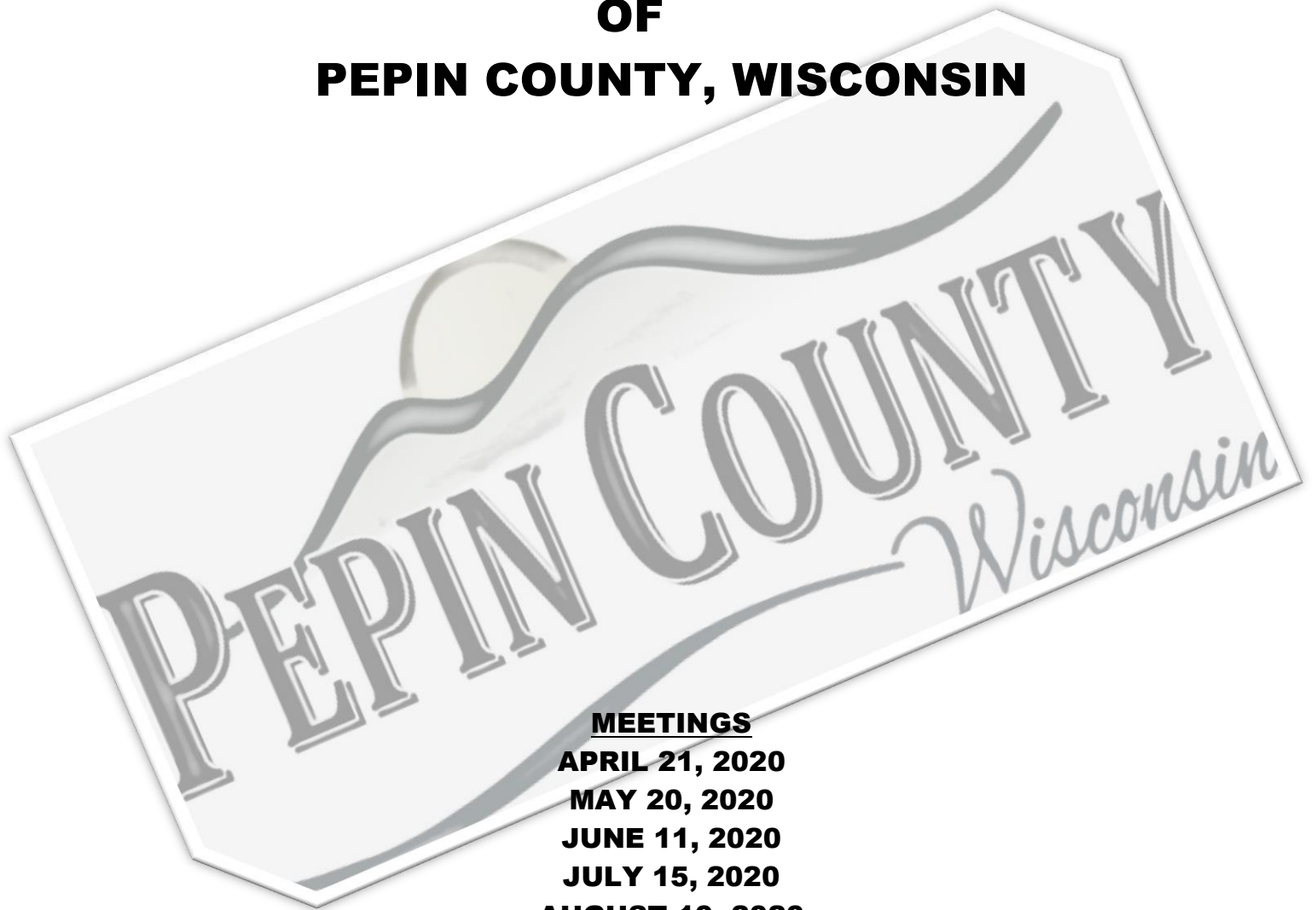


**2020 – 2021  
PROCEEDINGS OF THE  
COUNTY BOARD OF SUPERVISORS  
OF  
PEPIN COUNTY, WISCONSIN**



**MEETINGS**

**APRIL 21, 2020**

**MAY 20, 2020**

**JUNE 11, 2020**

**JULY 15, 2020**

**AUGUST 10, 2020**

**SEPTEMBER 16, 2020**

**OCTOBER 21, 2020**

**OCTOBER 29, 2020 SPECIAL MEETING**

**NOVEMBER 10, 2020**

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*Wednesday, April 21, 2021 at 7:00 p.m.*

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**Tuesday, April 21, 2020 at 6:00 p.m.**

**CALL TO ORDER**

The Pepin County Board of Supervisors meeting was called to order at 6:05 p.m. on Tuesday, April 21, 2020 by County Clerk Audrey Bauer. The meeting was held at the Durand-Arkansas High School Gym located at the District Office wing, door #2 on 6<sup>th</sup> Ave W. Durand WI to allow social distancing practices. This meeting was held remotely for the public by following the Zoom instructions that were presented on the agenda and available on the Pepin County website. 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	Michael Wright	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	Paul Hoch	present	District #10	Kevin Kosok	present
District #5	Michelle Pittman	present	District #11	John McDonough	present
District #6	Tessa King	present	District #12	Angela Bocksell	present

The Pepin County Board of Supervisors had all twelve members attend this meeting.

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

**PUBLIC COMMENTS of Agenda Items**

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 twelve elected supervisors and they signed the Oath of Office form. County Clerk Audrey Bauer collected and notarized the forms to keep on file in her office.

**INTRODUCTION OF THE NEW COUNTY BOARD OF SUPERVISORS**

Supervisors that have been elected at this April's Spring election for Pepin County Board of Supervisors included: District 1- Michael Wright; District 2- Jean Dougherty; District 3- Chris Kees Winkler; District 4-Paul Hoch; District 5- Michelle Pittman; District 6- Tessa King; District 7-Bill Ingram; District 8-John Andrews; District 9-Tom Milliren; District 10-Kevin Kosok; District 11- John McDonough; and District 12- Angela Bocksell. Each of the County Board Supervisors took turns and introduced themselves.

First time elected County Board Supervisors included Paul Hoch, Kevin Kosok, John McDonough and Angela Bocksell.

**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 John Andrews nominated Supervisor Tom Milliren to be the County Board Chair. The County Clerk asked for any other nominations. Hearing none, the nominations were closed. Supervisor Angela Bocksell made a motion

to cast a unanimous ballot to elect Supervisor Tom Milliren as County Board Chair. Seconded by Supervisor Tessa King. Voice vote taken, all in favor. Motion carried.

Chair Tom Milliren took over running the meeting at this point.

### **ELECTION OF THE COUNTY BOARD 1<sup>ST</sup> VICE CHAIR**

Chair Tom Milliren opened the floor for nominations for 1<sup>st</sup> Vice Chair of the County Board. Nominations was made by Supervisor Bill Ingram to nominate Supervisor John Andrews and Supervisor Angie Bocksell nominated Supervisor Tessa King for 1<sup>st</sup> Vice Chair. Motion was made by Supervisor Paul Hoch, seconded by Supervisor Michael Wright, to close the nominations for County Board 1<sup>st</sup> Vice Chair. 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 John Andrews received 7 votes for 1<sup>st</sup> Vice Chair. Supervisor Tessa King received 4 votes for 1<sup>st</sup> Vice chair and received one vote made for an unnominated Supervisor. 1<sup>st</sup> Vice Chair is Supervisor John Andrews.

### **ELECTION OF THE COUNTY BOARD 2<sup>ND</sup> VICE CHAIR**

Chair Tom Milliren opened the floor for nominations for 2<sup>nd</sup> Vice Chair of the County Board. Supervisor Bill Ingram nominated Supervisor Tessa King for 2<sup>nd</sup> Vice Chair. Chair Milliren asked for other nominations for 2<sup>nd</sup> Vice Chair. Supervisor Michelle Pittman made a motion, seconded by Supervisor Angie Bocksell, to close the nominations and cast a unanimous ballot to elect Supervisor Tessa King as 2<sup>nd</sup> Vice Chair. All in favor. Motion carried. 2<sup>nd</sup> Vice Chair is Supervisor Tessa King.

### **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 Tom Milliren, 1<sup>st</sup> Vice Chair John Andrews, 2<sup>nd</sup> Vice Chair Tessa King, Administrative Coordinator Pam Hansen, and County Clerk Audrey Bauer met in the hallway of the school to place each Supervisor on a Standing Committee that would best match their interests. Upon completion of the task Chairman Tom Milliren announced that the Standing Committees members were as follows:

#### Board of Health

1. Tessa King
2. John Andrews
3. Angela Bocksell
4. Bill Ingram

#### Highway Committee

1. Tom Milliren
2. Jean Dougherty
3. Chris Kees Winkler
4. Michael Wright
5. Paul Hoch

#### Human Services Board

1. Tessa King
2. Michelle Pittman
3. John McDonough
4. Michael Wright

#### Land Conservation, Planning, and Extension Pepin County Committee

1. John Andrews
2. Tom Milliren
3. Angela Bocksell
4. Kevin Kosok

## Law Enforcement/Emergency Management Committee

1. Bill Ingram
2. Paul Hoch
3. Jean Dougherty
4. Michelle Pittman
5. Kevin Kosok

## **OTHER APPOINTMENTS:**

### **Mississippi River Regional Planning Commissioners – County Board member**

Chair Tom Milliren presented the need to appoint a County Board member to the Mississippi River Regional Planning Commission. Two past Supervisors, Bruce Peterson and Irene Wolf were on this Commission, but since they are no longer on the County Board, we need to appoint two other Supervisors. One appointment as a County Board member is needed. Motion was made by Supervisor Tessa King, seconded by Supervisor Bill Ingram, to appoint Supervisor John Andrews as the County Board member to this Commission. Voice vote was taken, all in favor. Motion carried.

Another appointment that needs to be filled is the Joint County Board & Governor appointed position. This position is filled by submitting two nominations to the Governor. Each Supervisor will need to submit a cover letter and resume to the Governor. The Governor will then choose one of them to be on this Commission. The County Board Supervisors agreed that more information and time is needed on this before any nominations could be made. No action taken at this time.

### **Western Central Wisconsin Workforce Development Board**

Motion was made by Supervisor Tessa King, seconded by Supervisor Michelle Pittman, to re-appoint Supervisor John Andrews to the Western Central Wisconsin Workforce Development Board. Voice vote was taken, all in favor. Motion carried.

### **Chippewa Valley Technical College Appointment Committee**

Pepin County Chair Tom Milliren is automatically appointed to the Chippewa Valley Technical College Committee.

### **Local Emergency Planning Committee members**

The Emergency Management Director Maria Nelson suggested the following appointments:

Deb Fisher- Editor of New Media (Courier Wedge)

Steven Anderson- Lund Fire Department Rep.

Tim Cook and Don Sinz- Durand Ambulance

Ted Fenstermacher- Pepin Fire Department Rep.

Motion was made by Supervisor Jean Dougherty, seconded by Supervisor Michael Wright, to accept and appoint the above members to the Local Emergency Planning Committee. Voice vote was taken, all in favor. Motion carried.

Motion was made by Supervisor Tessa King, seconded by Supervisor Angie Bocksell, to appoint Supervisor Tessa King as the County Board Supervisor member to the Local Emergency Planning Committee. Voice vote was taken, all in favor. Motion carried.

### **Aging and Disability Resource Center of Buffalo & Pepin County Governing Body County Board member and Aging Advisory Committee**

Appointment of these Commissions/Committees were considered. It was suggested that the same Supervisor could be appointed to both Committees and should be possibility a member of the Human Services Committee. Discussion took place on filling these positions. Motion was made by Supervisor Tessa King, seconded by Supervisor Angie Bocksell, to rescind the County Board member for the Local Emergency Planning Committee appointment. Voice vote was taken, all in favor. Motion carried. Motion was made by Supervisor Tessa King, seconded by Supervisor Jean Dougherty, to appoint Supervisor

Tessa King to the Aging and Disability Resource Center of Buffalo & Pepin County Governing Board and to the Aging Advisory Committee. Voice vote was taken, all in favor. Motion carried.

Back to the appointment of the Local Emergency Planning Committee since the motion earlier had been rescinded. A motion was made by Supervisor Angie Bocksell, seconded by Supervisor Paul Hoch, to appoint Supervisor Michelle Pittman to the Local Emergency Planning Committee. Voice vote was taken, all in favor. Motion carried.

**Pepin Land Use Planning Advisory Council**

Motion was made by Supervisor Tessa King, seconded by Supervisor Jean Dougherty, to re-appoint Bill Ingram on the Pepin Land Use Planning Advisory Council. Voice vote was taken, all in favor. Motion carried.

**West Cap**

Motion was made by Supervisor Paul Hoch, seconded by Supervisor Chris Kees Winkler, to appoint Supervisor Paul Hoch as the West Cap County Board member. Voice vote was taken, all in favor. Motion carried.

**BUSINESS ITEMS**

**Approve minutes of the March 18, 2020 County Board of Supervisors meeting**

Motion was made by Supervisor Jean Dougherty, seconded by Supervisor John Andrews, to approve the March 18, 2020 County Board of Supervisors meeting minutes. Voice vote was taken, all in favor. Motion carried.

**Review and approve Emergency Administrative Flexibility Actions:**

- \* Limit access to the facility was made on April 19<sup>th</sup>; locking doors; issued a press release. Appointments to enter the building are needed and the public would be screened before entering
- \* Drop box placed by the back door for necessary paperwork delivery
- \* **Sheriff Deputy Hire Date** -Law Enforcement Committee hired a Sheriff Deputy that was able to start working early on March 25<sup>th</sup>.
- \* **Remote attendance at Committee meetings to establish quorum**- allowed remote attendance to count when establishing a quorum for meetings
- \* **Dress Code Policy** – wearing jeans was allowed during the work week
- \* **Per Diem paid for remote attendance** –allowed full per diem pay to Supervisors
- \* **Temporary Work from Home & Department Staffing Plans** – temporary work allowed from home if work permitted; no furlough cases at this time
- \* **FFCRA Temporary Handbook Policy**- temporary addendum policy was added to the Pepin County Employee Handbook

Administrative Coordinator Pam Hansen presented the Emergency Administrative Flexibility actions that have been put into place since the COVID-19 epidemic started.

Motion was made by Supervisor John Andrews, seconded by Supervisor Michelle Pittman, to approve the Extending Pepin County COVID-19 Emergency Administrative Flexibility Actions as presented.

**Resolutions:**

**RESOLUTION NO. 17-20  
EXTENDING PEPIN COUNTY’S COVID-19 EMERGENCY DECLARATION**

**WHEREAS**, on March 18, 2020 the Pepin County Board of Supervisors declared an emergency pursuant to Wis. Stat. § 323.11 in response to the COVID-19 pandemic that has continued to spread throughout the world, including the United States and the State of Wisconsin; and

**WHEREAS**, the federal government, state governments, and local governments have engaged in ongoing efforts to contain the further spread of the disease and treat existing cases; and

**WHEREAS**, Pepin County (the “County”) has been continuing to work to protect the health and well-being of its residents from the spread of COVID-19, and to prepare for the impacts the disease is likely to have on the County; and

**WHEREAS**, extending the state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of the spread of COVID-19 while maintaining continuity of operations for the County; and

**WHEREAS**, the County Board (the “Board”) has determined that it is necessary to make all possible resources and means available to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

**NOW THEREFORE BE IT RESOLVED** that pursuant to Wis. Stat. § 323.11 the Board finds and declares that an emergency continues to exist within the County by reason of imminent threat of the COVID-19 pandemic impairing public health and safety and that it is expedient for the health, safety, welfare and good order of the county to proclaim that emergency conditions exist.

**BE IT FURTHER RESOLVED** that during the period of emergency prescribed by this Resolution, the Board may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the County including the following possible actions:

- ✓ Authorize emergency purchases of services, goods, and materials, and/or securing of resources and equipment to support COVID-19 activities and continuity of government operations
- ✓ Request Wisconsin National Guard, to support COVID-19 response activities that exceed Pepin County’s capacity
- ✓ Request Wisconsin state resources to support local COVID-19 response
- ✓ Authorize hiring or temporary reassignment of staff to support emergency operations and public health activities
- ✓ Authorize contracting in excess of \$20,000 without advertising or bid, if directly related to containing the spread of COVID-19 and protecting public health and safety within Pepin County

**BE IT FURTHER RESOLVED** that the County Administrative Coordinator is hereby authorized and directed by the Board to coordinate and administer the County’s emergency management response and to carry out the orders of the Board related thereto.

**BE IT FURTHER RESOLVED** that the Head of Emergency Management of the County is authorized and directed to carry out their duties under the County’s Emergency Response Plan under the supervision and direction of the County Administrative Coordinator and perform such other duties as may be directed by further resolution of the Board.

**BE IT FURTHER RESOLVED** that during the period of emergency, the County Supervisors are hereby authorized to attend meetings of the Board remotely and shall be entitled to vote as if they were personally and physically present, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

**BE IT FURTHER RESOLVED** that, based upon the information available to the Board and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for sixty (60) days from the effective date of this Resolution unless sooner terminated or extended by further resolution of the Board.

**BE IT FURTHER RESOLVED** that all actions heretofore taken by the Board and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

**FISCAL IMPACT REVIEWED** – Resolution will be necessary to obtain any Federal and/or State aid if and when any becomes available. At this time, the fiscal impact of this emergency cannot be reasonably predicted. However, the fiscal impacts on operations will be mitigated to the extent possible.

/s/ Pamela Hansen  
Finance Director

          X            
Recommend    Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of April 2020  
In favor – 12    Oppose – 0    Absent – 0    Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Emergency Management Director Maria Nelson presented the Extending Pepin County COVID-19 Emergency Declaration resolution to the County Board. On March 18, 2020, the County Board adopted the Emergency Administrative Flexibility for COVID-19 and Resolution 15-20 Declaring an Emergency. An extension of the Emergency Declaration is needed for an additional 60 days from the date of adoption, unless sooner terminated or extended by further resolution of the Board. This is needed to continue to protect the health and well- being of the residents from the threat posed by the continued spread of COVID-19. Actions were listed in this resolution that would be authorized to carry out under this Declaration if needed. Motion was made by Supervisor Jean Dougherty, seconded by Supervisor Tessa King, to adopt Resolution 17- 20 titled, “Extending Pepin County COVID-19 Emergency Declaration.” Voice vote was taken, all in favor. Motion carried.

**Ordinance:**

**AMENDMENT NO. 126 TO ORDINANCE 179  
PEPIN COUNTY CODE OF ORDINANCES  
AN ORDINANCE CREATING**

**CHAPTER 31 – UNIFORM ADDRESSING SYSTEM ORDINANCE**

Section 1. Authority and Purpose. This ordinance is enacted under the authority of §§59.54(4) and (4m), Wis. Stats.

Section 2. That the Code of Ordinances of the County of Pepin be amended by adding Chapter 31 as follows:

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**31.01 GENERAL PROVISIONS**

- (1) AUTHORITY  
This chapter is adopted pursuant to the authority granted under §§59.54(4) and (4m), Wis. Stats.
- (2) TITLE  
This ordinance shall be known as, referred to, and may be cited as the “Pepin County Uniform Addressing System Ordinance” and is hereinafter referred to as the “ordinance”.
- (3) PURPOSE  
The purpose of this ordinance is to promote the health, safety and general welfare of the general public of Pepin County by providing a means for effectively and efficiently locating properties and structures located in the unincorporated areas of the County. The primary and vital purpose of a uniform addressing system is to aid in fire protection, emergency services, and civil defense, and to provide the means and standards for the location of residences and businesses by law enforcement, fire departments, first responders and other emergency service providers, mail, delivery services, utilities, travelers, and others dependent on timely responding to locations throughout the County.  
It is the intent of this ordinance to define policies and administrative procedures related to the naming of roads and highways, signing of roads and highways, assigning of addresses, location of address signs, and ongoing maintenance of the uniform addressing system. It is further intended to provide for review and acceptance of all private and public road and highway names in order to ensure compatibility with the county’s computer aided dispatch system.
- (4) JURISDICTION  
The provisions of this ordinance shall apply to all unincorporated areas of Pepin County, including, without limitation, to all highways, roads, addressable structures, and addressable parcels. Incorporated areas of the County are exempt from this section unless otherwise indicated in an intergovernmental agreement.
- (5) ABROGATION AND GREATER RESTRICTIONS  
It is not intended by this ordinance to repeal, abrogate, annul, impair, or interfere with any existing ordinances, rules, or regulations adopted by Pepin County. However, wherever this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.
- (6) SEVERABILITY  
If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.  
This ordinance shall not create liability on the part of, or cause action against, Pepin County or any office or employee thereof for any damages that may result from reliance on this ordinance.
- (7) EFFECTIVE DATE  
This ordinance shall be effective upon adoption by the Pepin County Board of Supervisors and shall take effect as of the date of adoption.

### **31.02 FOUNDATIONAL ELEMENTS OF UNIFORM ADDRESSING SYSTEM**

Pepin County has maintained a uniform addressing system since 1995. The uniform addressing system is comprised of and subject to the following general terms and conditions, upon which all official address numbers within the County are determined and assigned:

- (1) Grid System. The official uniform addressing system of Pepin County is the grid system as established in 1995; the grid system was established to align with section lines.
- (2) Address Number Determination. The grid system established allows for 400 address numbers per mile of roadway or section, which is equivalent of one address number every 13.2 feet. An address number designates the intersection point of a driveway centerline with a public road or highway. Address numbers are derived from measurements taken from the north or west grid section with the result adjusted to correspond to the side of the road or highway the subject driveway and property are located on.
- (3) Even/Odd Address Number Determination. All addressable structures and addressable parcels located on the east side of north-south roadways or highways and all addressable structures and addressable parcels located on the north side of east-west roadways or highways shall be assigned even numbers. All addressable structures and addressable parcels located on the west side of north-south roadways or highways and all addressable structures and addressable parcels located on the south side of east-west roadways or highways shall be assigned odd numbers. Address numbers shall increase as they go north or west across the county; all numbers must be sequential. Roads and highways that loop or circle may be addressed in a manner that keeps the even numbers on one side of the road or highway and odd numbers on the other side of the road or highway in order to avoid alternating in the even/odd designations on the same side of the road or highway.
- (4) Address Prefix Determination. All address numbers assigned to a north-south roadway shall be preceded by an "N". All address numbers assigned to east-west roadways shall be preceded by a "W". In cases where the road or highway switches direction of travel, the Master Street Address Guide (MSAG) should be referenced to verify the prefix assigned to specific segments of the roadway.

### **31.03 ADDRESS NUMBER ASSIGNMENTS**

Every property containing an addressable structure or that is an addressable parcel under the jurisdiction of this ordinance shall have an assigned address number. The department shall be responsible for assigning all address numbers in accordance with this ordinance, including, without limitation satisfaction of each of the following conditions:

- (1) A property owner must apply for an address number, and an address number must be assigned, prior to the issuance by the County or a town of any land use or building permits for said property.
- (2) Property owners shall provide a copy of their driveway permit with their address application.
- (3) Upon issuance of an address number, the department will notify the affected property owner, the town in which the property is located, the Pepin County Sheriff's Office, emergency responders, and the local post office of the official address number.
- (4) The address number assigned by the department to a property shall be the official address number for said property and shall replace any prior address number used.
- (5) There shall be no duplication of address numbers assigned to properties located along the same road or highway.

- (6) Properties with more than one single family residence shall have a separate address number for each residence.
- (7) Industrial or business complexes shall be assigned one address number with extensions given for individual units.
- (8) Multifamily dwellings of more than two units shall be assigned one address number with extensions assigned for each unit. Multifamily dwellings shall have distinct markings adjacent to the door to identify the individual unit.
- (9) Mobile home parks or campgrounds shall be assigned one “main address number” along with a unique number identifying each individual lot. The landowner and/or proprietor shall be responsible for ensuring that each lot/site number is clearly marked. Lot numbers can be placed on the front of the unit if it is facing and clearly visible from the roadway. Lot numbers may also be placed on a post within 5-10 feet of the unit driveway and facing the roadway.
- (10) Unit and lot numbers shall be numerals and not alphabetical letters spelling the number. Numbers shall be fully reflective with a height of not less than 2 ½ inches high, black in color, screened on a white background. Unit and lot numbers shall be clearly visible from the roadway.
- (11) Assignment of vanity addresses shall not be permitted under any circumstances. A vanity number is an address number and/or road or highway name bearing the letters or numbers designated by the owner or tenant, which are not consistent with the address number and/or road or highway system name established by this ordinance.
- (12) Address numbers shall be assigned according to where the access driveway intersects with the public or private road or highway based on the Pepin County grid system.
- (13) If the location of an existing driveway access point changes, the owner shall submit a new address application to the department.
- (14) An official address number that exists at the time of adoption of this ordinance, but does not comply with all of the provisions and requirements of this ordinance, may be permitted to remain the official address number for a property by the department, provided that all of the following requirements are met:
  - a. The department has a completed address application for the property in its records; and
  - b. The department determines that the effect of approving the existing official address number to remain the property’s official address number would not adversely affect the health, safety and general welfare of the public.

A nonconforming address number permitted to remain an official address number under the provisions of this Subsection (14) shall be known as an “existing nonconforming address number.”

- (15) Any address number not documented as being an official address number shall be deemed void and an official address number shall be assigned by the department staff and fees paid by the property owner according to the provisions of this ordinance.
- (16) Incorrect address number assignments, which may be due to incomplete or incorrect information on the address application or an error on the part of the person issuing the address number, shall be corrected immediately.
- (17) If an existing official address number, including, without limitation, an existing nonconforming address number, is discovered to have been incorrectly assigned and

results in public safety concerns or delay of emergency services, the official address number shall be changed in order to comply with the provisions of this ordinance.

- (18) In all cases, when an address sign for an existing nonconforming address number needs replacement, including, without limitation, when an address sign no longer conforms to the standards set forth under this ordinance, and as otherwise determined by the department, a new address number shall be assigned and an address sign obtained in compliance with the provisions of this ordinance and the existing nonconforming address number shall become null and void.
- (19) In the event that a property with an existing nonconforming address number is transferred or conveyed to a new property owner the existing nonconforming address number shall become null and void. Upon a transfer or conveyance, the new property owner shall submit an address application to the department and the department shall assign a new address number to the property, and a new address sign must be obtained, in compliance with the provisions of this ordinance.
- (20) Address numbers assigned to public roadways or highways that are altered or discontinued by resolution of municipality in accordance with Chapter 82.12, Wis. Stats. or private roadways that are decommissioned or expanded may be modified at the time of their retirement or expansion to reflect updated changes to the Master Street Address Guide (MSAG).
- (21) Any existing address sign that is not a valid address sign conforming to the standards set forth in this ordinance shall be removed.

#### **31.04 ADDRESS SIGNAGE**

- (1) Every addressable structure and addressable parcel must have an address sign displayed pursuant to this Section 31.04. The address sign shall consist of a sign blade, which is mounted on a signpost with associated hardware.
  - a. All sign blades shall have a red background.
  - b. New address signs issued after the adoption of this ordinance shall be double-sided.
  - c. Numbers, letters and the background of the sign blade shall be fully reflective.
  - d. The town name shall be displayed on the top of the address sign in white, in no less than 1-inch lettering.
  - e. The roadway or highway name shall be displayed on the bottom of the address sign in white in no less than 1-inch lettering.
  - f. The address number shall be displayed in letters of 4 inches in height.
  - g. Address signs shall be manufactured to accommodate 2 attachment bolts.
- (2) The property owner shall be responsible for the physical placement of the address sign in accordance with the following standards:
  - a. Address signs shall be mounted on a on steel fence post driven so that the sign is no less than 42 inches and no more than 54 inches above the ground surface.
  - b. Address signs shall be installed so that they are perpendicular to the roadway or highway and highly visible from both directions of travel.
  - c. Address signs shall be located on the right side of the driveway, as the driveway is viewed from the public roadway or highway, whenever possible.
  - d. Address signs shall be located within ten feet of the road or highway right-of-way and within 5-10 feet from the driveway serving the addressed property.

- e. Mailboxes shall not be used to mount address signs.
- f. Digger's Hotline shall be contacted before installation of any address sign.

### **31.05 MAINTENANCE**

It shall be the responsibility of the property owner to maintain all address signs for their property in accordance with the standards set forth in Section 31.04. Maintenance includes replacement of address sign, repairs, reinstallation, and keeping the address sign(s) in a physical condition whereby the address number is easily and clearly legible at any time. The property owner shall also ensure the address sign is clearly visible from the public road or highway and not obscured by vegetation, structures, snow, etc.

There shall be no requirement to replace legally existing address signs that are in adequate condition. As address signs become damaged, disappear or deteriorate, they shall be replaced in accordance with Section 31.04.

### **31.06 ROAD AND HIGHWAY NAMING STANDARDS**

The following uniform criteria are established for naming all highways and roads in the unincorporated areas of Pepin County.

- (1) U.S. and State Highways – All U.S. and State Highways shall be numbered by the Wisconsin Department of Transportation.
- (2) County Highways – County highways, which are presently designated by letter by Pepin County, shall retain the designation in place as of the effective date of this ordinance. The Pepin County Board of Supervisors shall name new county highways or change county highway designations pursuant to §83.025, Wis. Stats. County highway signs shall read "COUNTY ROAD "letter"".
- (3) Other public highways and roads. All existing public town roads and highways may retain the designation in place as of the effective date of this ordinance. Towns may choose to rename existing town roads and highways in accordance with the standards set forth below and with the assistance of the department. All new public town roads and highways shall be named by the corresponding town by resolution under the following terms and conditions:
  - a. All public "through" town roads and highways shall end using a suffix of "RD"
  - b. All public or private "dead end" roads and highways shall end using a suffix of "CIR" (circle), "CT" (court), "DR" (drive) or "LN" (lane).
  - c. New road and highway names crossing the boundary from one municipality into another, or a new road or highway that is an extension from an existing road or highway, shall bear the same name. *Note: It is strongly encouraged that municipalities having current roads or highways that continue into adjoining municipalities mutually agree on the naming or renaming of those roads or highways as soon as possible.*
  - d. A new road or highway name shall not be duplicated with other existing road and highway names.
  - e. The name of a proposed public road or highway, or renaming of an existing road or highway, shall not have a similar sounding name, when pronounced phonetically, to any other road, highway, or street name in the county; e.g., Baier Road and Bear Road.
  - f. The county or the town may deny a proposed road or highway name if it is deemed inappropriate or offensive to the general public.
- (4) Private roads. When consistent with the public interest in providing government and emergency services and on application of the owner, the town may name private roads

following the same process that is used in naming public roads and highways. Owner(s) of the lands on which any such private road is located must agree, by written instrument, to maintain approved signs displaying the road name(s) assigned by the department. All road surface maintenance, upkeep, and liability associated with a named private drive shall remain with the respective property owners. Owner(s), heirs, successors and assigns, shall not thereafter change of any such road without the consent of the department.

### **31.07 ROAD AND HIGHWAY SIGNAGE**

- (1) Road/highway signs shall be placed at the intersection of all roads and highways, showing the names of the roads and highways in accordance with the official road and highway naming map and Master Street Address Guide (MSAG). Town road/highway signs are the responsibility of the town in which the road or highway is located. County highway signs shall be the responsibility of the Pepin County Highway Department pursuant to Wis. Stat. ch. 83. Road/highway signs within private, commercial, business, industrial, apartment, and condominium complexes shall be the sole responsibility of the property owner.
- (2) The type of lettering, composition, material, color, mounting post, and accessories shall be in accordance with the standards established by federal, state, or local law, as applicable.

### **31.08 ADMINISTRATION**

- (1) The department shall create and make available an address application form to be completed by property owners, towns, or other applicants requiring an address number under this ordinance.
- (2) Every applicant shall also provide all additional information that may be required by the department to assign the address number to the correct location. Examples of supporting information that may be requested include aerial photo or map showing proposed location of driveway, driveway permits, and/or measurements to nearest intersection or neighbors.
- (3) The address application provided under (1) shall also include requests for replacement or duplicate signs provided that the applicant provides all of the information required by the department under (2).
- (4) Completed address applications shall be returned to the department with the appropriate fee. Department staff will review the address application and determine whether the address application is complete. If the address application is complete, the department shall assign an address number that conforms to the standards set forth in this ordinance. If the address application is not complete, the department shall notify the applicant and identify the reason for its determination.
- (5) The department shall notify the property owner, Pepin County Sheriff's Office, all emergency response agencies assigned to the official address number, the town clerk, the county treasurer, and the post office of the new official address number.
- (6) The address application and records supporting the new official address number will be maintained by the department.

### **31.09 FEES**

There shall be fees established by County Board Resolution for the following:

- (1) The assignment of a new official address number, which will include the cost of procurement of the required sign.
- (2) The procurement of a replacement address sign or additional address signs.

It is the responsibility of the property owner to pay all fees. In the case where a town requests a replacement sign, the town may choose to pay the fee and seek reimbursement from the affected property owner. In the case where a property owner refuses to pay for the required sign, the county shall request payment from the affected town so that the cost may be assigned by the town to the affected property's tax roll.

### **31.10 ENFORCEMENT**

- (1) Written Order – department staff shall have the power to issue a written order to correct any violation of this ordinance. The written order shall specify the following:
  - a. The nature of the violation and the steps needed to correct it.
  - b. The time period in which the violation must be corrected.
  - c. The penalty or penalties the violator will be subject to if the violation is not corrected in the given time period.
- (2) Non-compliance with Order – If the property owner does not comply with a written order from the department, the property owner shall be subject to one or more of the following actions and/or penalties.:
  - a. The issuance of a citation for a violation of this ordinance. Any citation issued under this ordinance may be issued by the department or by the Pepin County Sheriff's Department.
  - b. Commencement of legal action seeking a court-imposed forfeiture for a violation of this ordinance.
- (3) Penalties – Any person who fails to comply with, or violates, any provision of this ordinance shall, upon conviction of such violation, forfeit not less than \$50.00 or more than \$250.00 plus the costs of the prosecution for each violation. Said person shall be responsible for all damages including address sign and/or post replacement. Each day that a property owner does not comply with a written order of the department shall constitute a separate violation.

### **31.11 DEFINITIONS**

- (1) *ADDRESS APPLICATION* – the address application form prescribed under Section 31.08 of this ordinance.
- (2) *ADDRESS NUMBER* – A number assigned by Pepin County that is posted directly on or near an addressable structure or addressable parcel and is used to identify the addressable structure or addressable parcel for the purposes set forth in this ordinance.
- (3) *ADDRESS SIGN* – Commonly referred to as a fire or emergency number sign identifying and displaying an official address number, and placed and maintained pursuant to Sections 31.04 and 31.05 of this ordinance.
- (4) *ADDRESSABLE STRUCTURE* – Any structure including, but not limited to, a single dwelling home, duplex, mobile home, manufactured home, cabin, apartment building, government building, business, farm building, storage building, warehouse, utility building, church, or school. A structure shall be assigned an address number regardless of whether it is used as a primary or secondary residence.
- (5) *ADDRESSABLE PARCEL* – Any parcel which satisfies any of the following:
  - (a) a parcel containing a secondary or non-occupiable structure where limited activity may take place but the need for emergency response access may be required. Such places include, but are not limited to, a cemetery, quarry, campground, and tower site;
  - (b) any parcel not containing a structure, but with ongoing business operation or similar activities; or

(c) any parcel that contains a driveway access point or otherwise requires emergency response access as determined by the department.

- (6) *DEPARTMENT* – The Pepin County Land Conservation & Planning Department.
- (7) *EXISTING NONCONFORMING ADDRESS NUMBER* – An official address number existing at the time of adoption of this ordinance that does not comply with all of the provisions and requirements of this ordinance, but that is permitted to remain the official address number for a property by the department pursuant to Section 31.04(14).
- (7) *MASTER STREET ADDRESS GUIDE (MSAG)* – A perpetual database defining the geographic area of a 911 service by an alphabetical list of the street names and also includes the low and high ranges of the address numbers on each street, community names, emergency service number (ESN), and Public Safety Answering Point (PSAP) identification codes.
- (8) *OFFICIAL ADDRESS NUMBER* – The address number assigned by the department to each addressable structure or addressable parcel.
- (9) *PERSON* - includes an individual, association, corporation, partnership, limited liability company, joint venture or a government or an agency or a political subdivision thereof.
- (10) *PRIVATE ROAD* – Any road on private property leading to three or more driveways and/or principal structures.
- (11) *ROAD/HIGHWAY SIGN* – A sign posted at a road and/or highway intersection that identifies the road and/or highway name(s).
- (12) *UNIFORM ADDRESSING SYSTEM* – the uniform addressing system created and maintained pursuant to this Chapter 31.

Published Date: 04-30-2020

Amendment # 126 Ordinance 179 will be effective upon publication.

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

**COMMITTEE MEMBERS VOTE**

<u>/s/ Steven L. Anderson</u>	In Favor - 5	Oppose - 0	Absent - 0	Abstain - 0
Committee Chair				

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of April 2020

In favor - 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Zoning Administrator Maria Nelson presented the Amendment to Ordinance 179 by adding Chapter 31- Uniform Addressing System Ordinance. This addressing system would aid in promoting health, safety and general welfare by having a uniform numbering system in place. This final copy of the amendment was approved by the County’s Corporation Counsel and has been recommended for adoption by the Law Enforcement/Emergency Management Committee.

Motion was made by Supervisor John Andrews, seconded by Supervisor Angie Bocksell, to adopt Amendment #126 to Ordinance 179-Pepin County Code of Ordinance- Chapter 31- Uniform Addressing System Ordinance. Voice vote was made, all in favor. Motion carried.

### **Wisconsin County Association- 2020 Membership Survey**

County Clerk Audrey Bauer distributed the Wisconsin County Association 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**

Thank you from Administrative Coordinator Pam Hansen to Superintendent Greg Doverspike from the Durand High School to allow us to use their gym for our meeting tonight. And to Custodian Roy Snyder for help with the set up and take down in the school gym.

### **County Board Committee Reports**

Chair Tom Milliren presented the Administrative Committee report to the County Board.

### **Future agenda items and next meeting date**

Next meeting date will be May 20, 2020 at 7:00 p.m.

### **Adjournment**

Meeting adjourned by Chair Tom Milliren at 7:44 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 May 20, 2020.

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

## PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

May 20, 2020

The Pepin County Board of Supervisors meeting was called to order at 7:03 p.m. on Wednesday, May 20, 2020 by Chairman Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> 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- present attending:**

District #1	Michael Wright	in person	District # 7	Bill Ingram	remotely
District #2	Jean Dougherty	in person	District #8	Tom Milliren	in person
District #3	Chris Kees Winkler	remotely	District #9	John C. Andrews	in person
District #4	Paul Hoch	remotely	District #10	Kevin Kosok	in person
District #5	Michelle Pittman	remotely	District #11	John McDonough	in person
District #6	Tessa King	in person	District #12	Angela Bocksell	remotely

The Pepin County Board of Supervisors had all twelve (12) members attend the meeting in person or remotely as noted above.

### **PLEDGE OF ALLEGIANCE**

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

### **APPROVAL OF THE AGENDA**

No changes made to the agenda at this point.

### **PUBLIC COMMENTS REGARDING LISTED AGENDA ITEMS**

No public comments

### **CONSENT AGENDA**

#### **Approval of the April 21, 2020 County Board Minutes**

Motion was made by Supervisor McDonough, seconded by Supervisor Wright, to approve the Consent Agenda as submitted. Roll call vote was taken, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

### **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.

#### **Emergency Management 2019 Annual Report**

Emergency Management Director Maria Nelson presented her 2019 Annual Report to the full County Board.

#### **Veterans Services 2019 Annual Report**

Veterans Service Officer Sheri Peterson remotely presented her 2019 Annual Report to the full County Board.

**Business Items:**

**Review and Approve Emergency Administrative Flexibility Actions**

Administrative Coordinator Pam Hansen explained the following policy and procedure:

- **Safer at Home Order Cleaning Protocol**  
Written guidelines and procedure were presented for cleaning and disinfecting the County facilities that may be exposed to a positive COVID-19 case.
- **On Call Process and Flex Staffing Policy- Health Department**  
Written guidelines assignments were presented with schedule of on-call coverage regarding COVID-19. Detailed instructions were listed in the policy.
- **Continuation of Facility Limited Access**  
At this time, allowing limited access, with appointments for necessary services.  
Motion made by Supervisor Andrews, seconded by Supervisor McDonough, to approve the Emergency Administrative Flexibility Actions as presented.  
Roll call vote was taken, Supervisor Ingram-yes, Supervisor Bocksell-yes, Supervisor Hoch-yes, Supervisor Kees Winkler-yes, Supervisor Pittman-yes, Supervisor Dougherty-yes, Supervisor Milliren-yes, Supervisor Wright-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Andrews-yes and Supervisor King-yes.  
Motion carried.

**COVID-19 Update and next steps**

Health Director Heidi Stewart presented COVID-19 updates to the County Board Supervisors. She explained the newest information at this time. Pepin County has been notified of our 1<sup>st</sup> case in Pepin County on May 13<sup>th</sup> and the Safer at home order was overturned. A public health alert has been issued by the Health Director with guidelines for the general public to follow, but no order given. This alert is located on our Pepin County Website.

Administrative Coordinator Pam Hansen informed of the need to work together with the Health Department to continue with COVID-19 issues. Discussion was had on what items are required before we would open to the public. The consensus of the County Board members was to stay closed, allowing necessary appointments when needed. There is a need to have items in place such as protective plexiglass in offices, proper signage, hand sanitizer, etc. The direction of the County Board members was to revisit this at the next County Board meeting, setting the target date of July 1<sup>st</sup> to open to the public.

**Ordinances:**

**AMENDMENT NO. 127 - TO ORDINANCE NO. 179  
CHAPTER 1 GENERAL GOVERNMENT**

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

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

Section 2. That the code of Ordinances of the County of Pepin be amended as follows:

**1.11- HIGHWAY COMMISSIONER**

~~ELECTION. Under §83.01(1)(a) the County Board shall elect a County Highway Commissioner. Each Highway Commissioner so elected shall serve an indefinite term of office, subject to removal by affirmative vote of two-thirds of the entire County Board.~~

Pursuant to § 83.01, Wis. Stats., the County Highway Commissioner shall be elected by the County Board. An elected Highway Commissioner shall serve an indefinite term of office, subject to removal

from office at the pleasure of the Board by an affirmative vote of two-thirds of the supervisors entitled to seats on the County Board or such other vote established in Wisconsin Statutes and applicable to the Highway Commissioner.

Section 3. Effective Date. This amendment shall take effect 5-28-2020.

ADOPTED: May 20,2020

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren  
Committee Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**COUNTY BOARD ACTIONS:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Supervisors on this 20<sup>th</sup> day of May 2020

In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

County Clerk Audrey Bauer explained to the County Board members, Chapter 1 under Section 1.11, Highway Commissioner, needed to be updated and since we were between Highway Commissioners it was a good time to make these updates.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the Amendment to Chapter 1, General Government: 1.11 Highway Commissioner. Roll call vote was taken, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, and Supervisor Kees Winkler-yes. Motion carried.

**AMENDMENT NO. 128 - TO ORDINANCE NO. 179  
CHAPTER 2 THE GOVERNMENT BODY**

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

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

Section 2. That the code of Ordinances of the County of Pepin be amended as follows:

**2.04 COMMITTEES**

- (1) TYPES OF COMMITTEES. There shall be two types of County Board Committees: Special Committees and Standing Committees. **Only current County Board Supervisors are eligible for the positions of Chair and Vice Chair on any Standing Committee or Special Committee.**

Section 3. Effective Date. This amendment shall take effect 5-28-2020

ADOPTED: May 20, 2020

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

/s/ Tom Milliren  
Committee Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**COUNTY BOARD ACTIONS:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Supervisors on this 20<sup>th</sup> day of May 2020  
In favor - 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Chapter 2 under Section 2.04 Committees was added to clarify that only County Board Supervisors are eligible for the positions of Chair and Vice Chair on any Standing Committees and Special Committees.

Motion was made by Supervisor King, seconded by Supervisor Bocksell, to approve Amendment to Chapter 2, The Government Body: 2.04 Committees. Roll call vote was taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes and Supervisor Hoch-yes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 18-20  
UPDATING ADMINISTRATIVE COORDINATOR POSITION**

**WHEREAS**, Resolution 43-15 previously updated the designation of Pepin County's Administrative Coordinator as a 0.6 FTE position with duties outlined in the current Administrative Coordinator job description as was attached to the resolution at that time and the position remaining in the Finance Director's job description; and

**WHEREAS**, as a part of the annual employee review process, job descriptions are reviewed and updated; and

**WHEREAS**, the Administrative Committee has reviewed and approved the updated Administrative Coordinator job description as attached; and

**WHEREAS**, Pepin County Ordinances 1.10(1) states the Administrative Coordinator shall be appointed by majority vote of the board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors continues the appointment of the Finance Director as Pepin County's Administrative Coordinator at 0.6 FTE, with duties outlined in the updated Administrative Coordinator job description, as attached.

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

/s/ Tom Milliren  
Committee Chair

In favor – 5 Oppose – 0 Absent – 0 Abstain - 0





discussion, it was decided to remove in the 2<sup>nd</sup> Whereas of the resolution, “and shall” from the resolution as this was not what the Highway Committee agreed to when amending the resolution and approved. Motion was made by Supervisor Dougherty, seconded by Supervisor King, to adopt Resolution 19-20 titled, “Appointment of Pepin County Interim Highway Commissioner.” with amendment. Roll call vote was taken, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-no, Supervisor McDonough-no, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler- no, Supervisor Hoch-yes, Supervisor Pittman-no, Supervisor King-yes. Eight votes to adopt with four negative votes, motion carried.

**Appointments:**

**Appoint County Board Supervisor to the Pepin County Land Information Council**

Land Information Officer Maria Nelson informed the County Board members that the Pepin County Land Information Council guides how grants are used, recording of documents in the Treasurer’s and Register of Deeds offices. Members of this council will be meeting approximately 2 to 3 times a year, between August- November. Supervisor King agreed and was appointed to the Pepin County Land Information Council.

**Nominations for Mississippi River Regional Planning Commissioner- need two (2) Governor and County Board joint Appointment**

Two nominations are needed for the Governor to appoint to the Mississippi River Regional Planning Commission. Supervisor Kees Winkler and Supervisor Hoch were nominated and agreed have their names submitted to the Governor for this appointment.

**Future Agenda Items:** no agenda items given at this time

**Next Meeting Date**

- Next meeting date set for June 17, 2020 at 7:00 p.m.

**Adjournment**

Meeting adjourned by Chairman Tom Milliren at 9:35 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 17, 2020

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

# PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

June 17, 2020

The Pepin County Board of Supervisors meeting was called to order at 7:05 p.m. on Wednesday, June 17, 2020 by 1<sup>st</sup> Vice Chairman John Andrews. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> 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- present attending:**

District #1	Michael Wright	remotely	District # 7	Bill Ingram	remotely
District #2	Jean Dougherty	in person	District #8	Tom Milliren	absent
District #3	Chris Kees Winkler	remotely	District #9	John C. Andrews	in person
District #4	Paul Hoch	in person	District #10	Kevin Kosok	in person
District #5	Michelle Pittman	remotely	District #11	John McDonough	in person
District #6	Tessa King	in person	District #12	Angela Bocksell	in person

The Pepin County Board of Supervisors had all eleven (11) members attend the meeting in person or remotely as noted above. Tom Milliren was absent.

## **PLEDGE OF ALLEGIANCE**

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

## **APPROVAL OF THE AGENDA**

No changes made to the agenda at this point.

## **PUBLIC COMMENTS REGARDING LISTED AGENDA ITEMS**

No public comments

## **CONSENT AGENDA**

### **Approval of the May 20, 2020 County Board Minutes**

Motion was made by Supervisor McDonough, seconded by Supervisor Bocksell, to approve the Consent Agenda as submitted. Roll call vote was taken, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

## **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.

### **Sheriff's Department 2019 Annual Report**

Sheriff Joel Wener presented his Sheriff's Department 2019 Annual Report to the full County Board.

### **Land Conservation, Planning Department 2019 Annual Report**

Land Conservationist & Planning Director Chase Cummings presented his Land Conservation, Planning Department 2019 Annual Report remotely to the full County Board.

### **Human Services Board 2019 Annual Report**

Human Services Director Paula Winter presented her Human Services Board 2019 Annual Report to the full County Board



Supervisor Pittman-yes, Supervisor King-yes and Supervisor Ingram-yes. Motion carried with one negative vote.

**Facility Reopening and Employee Safety Plan**

Administrator Coordinator Pam Hansen presented the draft of the Facility Reopening and Employee Safety Plan to the County Board members. The consensus of the Board was to make the following changes: Changing the reopening date of the Government Center to August 1<sup>st</sup> to coincide more with the jail face to face appointments and the returning of the staff back into the building that have been working remotely from home; purchasing and installing wireless doorbells to our doors. Recommended by the Administrative Committee was to extend all Committee and County Board meetings to be held remotely with paying full per diem and be counted as a quorum through December 31<sup>st</sup>. The County Board also agreed with this recommendation to extend through December 31<sup>st</sup>. The full detailed plan can be found at the County Clerk's office.

Motion was made by Supervisor Pittman, seconded by Supervisor Bocksell, to approve the Facility Reopening and Employee Safety Plan with the changes made. Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes and Supervisor Andrews-yes. Motion carried.

**Re-appoint Vicky Asher to the Housing Authority, term ending June 30, 2025**

Motion was made by Supervisor Dougherty, seconded by Supervisor Hoch, to re-appoint Vicky Asher to the Housing Authority. Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes ,Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Re-appoint Mary Ann Svoboda to the Board of Adjustments, term ending June 30, 2023**

Motion was made by Supervisor Kees Winkler, seconded by Supervisor Dougherty, to re-appoint Mary Ann Svoboda to the Board of Adjustments. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Dougherty-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes ,Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes, Motion carried.

**Announcements:**

Supervisor Jean Dougherty informed everyone that she has decided to resign as Pepin County Supervisor, effective as of June 17, 2020. Letter of resignation has been sent to Sheriff Joel Wener to make it official.

Supervisor Chris Kees Winkler suggested to bring forward a resolution on water quality like what other Counties have recently adopted.

**Future Agenda Items:** no agenda items given at this time

**Next Meeting Date**

- Next meeting date set for July 15, 2020 at 7:00 p.m.

**Adjournment**

Meeting adjourned by Vice Chairman John Andrews at 8:37 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on July 15, 2020

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

# PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

July 15, 2020

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, July 15, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

## **ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- in person	District #7- Bill Ingram-remotely
District #2- vacant	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-in person
District #4-Paul Hoch-In person	District #10- Kevin Kosok – in person
District #5-Michelle Pittman-remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

Eleven (11) of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above, with one vacant position at the time of roll call.

## **PLEDGE OF THE ALLEGIANCE**

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

## **APPOINT COUNTY BOARD SUPERVISOR AND STANDING COMMITTEES FOR DISTRICT 2, TOWN OF LIMA, WARD 1**

Since the resignation of Supervisor Jean Dougherty of District 2, Town of Lima, Ward 1, there is a need to fill this position. A notice was placed in our local papers and posted looking for an interested Pepin County resident to join the County Board that lives in the correct district. Rebecca Hansen presented a letter of interest in becoming a County Board Supervisor. Chairman Milliren recommended the appointment of Rebecca Hansen to the County Board of Supervisors.

Motion was made by Supervisor Pittman, seconded by Supervisor King, to appoint Rebecca Hansen as the County Board Supervisor and to Standing Committees for District 2, Town of Lima for Ward 1, Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

## **OATH OF OFFICE FOR NEWLY APPOINTED SUPERVISOR**

Newly appointed Supervisor Rebecca Hansen was given the Oath of Office by County Clerk Audrey Bauer.

## **APPROVAL OF THE AGENDA**

No changes are needed.

## **PUBLIC COMMENTS REGARDING LISTED AGENDA ITEMS**

No public comments.

## **CONSENT AGENDA**

### **APPROVAL OF THE JUNE 17, 2020 COUNTY BOARD MINUTES**

Motion was made by Supervisor Andrews, Seconded by Supervisor Hoch, to approve the consent agenda item. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried.

## **REPORTS**

### **Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

### **Register of Deeds 2019 Annual Report**

Register of Deeds Monica J. Bauer presented her 2019 Annual Report to the full County Board.

### **Personnel Department 2019 Annual Report**

Personnel Director Michelle Weiss presented her 2019 Annual Report to the full County Board.

### **UW Madison Extension Pepin County 2019 Annual Report**

Area Extension Director Patricia Malone presented her 2019 UW Madison Extension Annual Report to the full County Board.

## **BUSINESS ITEMS: DISCUSS AND POSSIBLE ACTION:**

### **Covid-19 Update & Revisit County Government Center Reopening Time Frame**

Health Director Heidi Stewart presented a COVID-19 update to the County Board. She informed the Board that at the August Board of Health meeting they will be discussing hiring a limited term employee to fill in during the COVID-19 pandemic. Authorizing before approval was done by using the Administrative Flexibility action. Board of Health Chair John Andrews and County Board Chair Tom Milliren supported this decision, along with the Administrative Coordinator Pam Hansen to go ahead and fill this position.

Administrative Coordinator Pam Hansen presented the draft dated 6/18/2020 of the reopening the Government Center facilities and employee/customer/ visitor safety plan. Discussion took place among the Board about making a few changes to the plan.

Supervisor Kees Winkler suggested to change the wording “requested” to “required” in the entire document in relating to mask wearing. Supervisor King agrees with Supervisor Kees Winkler and also would like to bump back the opening date of the Government Center and bringing back employees with looking at it next month. Changing to September 1<sup>st</sup> as the Government Center opening date.

Motion was made by Supervisor King, seconded by Supervisor Kees Winkler, to change the date of reopening of the Government Center to September 1<sup>st</sup>, and returning all staff on September 1<sup>st</sup>, changing all face covering requests to required. Chair Milliren, decided to separate into two motions.

Amending the motion by Supervisor King, seconded by Supervisor Andrews, to change the date to open and returning staff to September 1<sup>st</sup>. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-no, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes. Motion carried with two negative votes.

Motion was made by Supervisor King, seconded by Supervisor Kees Winkler, to change the mask covering wording from requests to required for the Pepin County Government Center.

Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-no, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-no. Motion carried with two negative votes.

These changes to the plan take effect on September 1<sup>st</sup>.

**RESOLUTIONS: RESOLUTION NO. 21-20  
APPOINTMENT OF PEPIN COUNTY HIGHWAY COMMISSIONER**

**WHEREAS**, Kris Quandt resigned as Pepin County Highway Commissioner effective June 4, 2020; and

**WHEREAS**, the Pepin County Highway Committee and Administrative Committee have jointly conducted interviews and selected a candidate they recommend being appointed as Pepin County Highway Commissioner; and

**WHEREAS**, the Pepin County Highway Committee also recommends Brent Bauer to return to his foreman position and that the additional pay per hour for those duties ends as of the start date of the new Highway Commissioner; and

**WHEREAS**, the Pepin County Highway Committee also recommends that the additional pay per hour for additional duties for Dale Carothers and Chris Bates, ends as of the start date of new Highway Commissioner; and

**WHEREAS**, Wisconsin State Statutes Section 83.01(1)(a) requires the county board to elect a County Highway Commissioner in order to participate in state allotments for highways.

**NOW THEREFORE BE IT RESOLVED**, the Pepin County Board of Supervisors hereby elects Robert J. Platteter as Pepin County Highway Commissioner effective July 27, 2020.

**RECOMMENDED BY THE PEPIN COUNTY HIGHWAY COMMITTEE:**

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Chair

In favor - 3 Oppose - 1 Absent - 0 Abstain - 0

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Chair

In favor - 5 Oppose - 1 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – All expenditures are within the amounts as Budgeted for the position in the 2020 Adopted Budget.

/s/ Pamela Hansen  
Finance Director

    X     \_\_\_\_\_  
Recommend Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
\_\_\_\_ DEFEATED  
\_\_\_\_ TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of July 2020  
In favor - 11 Oppose - 1 Absent - 0 Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board due to the recent resignation of Highway Commissioner Kris Quandt. Interviews took place and after a counteroffer, the Highway and Interviewing Committee recommends appointing Robert J. Platteter for this position.

Motion was by Supervisor King, seconded by Supervisor Hoch, to adopt Resolution 21-20 titled, "Appointment of Pepin County Highway Commissioner." Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch- yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried with one negative vote.

**RESOLUTION NO. 22-20**  
**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**  
**LAWRENCE W BERG**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 002-00088-0000	2013	2014	9/3/2014	2	\$ 2.17
PRT OF NE 1/4 NE 1/4 COM	2014	2015	9/1/2015	1	\$ 2.06
62' N OF SE COR, TH S 62',	2015	2016	9/1/2016	5	\$ 2.00
W 660', NE TO POB	2016	2017	9/7/2017	4	\$ 2.12
SEC. 05-25-11	2017	2018	9/4/2018	2	\$ 2.07

**TOWN OF DURAND**  
**BRIAN A FAHNEL**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 004-00184-0000	2017	2018	9/4/2018	7	\$ 58.49
THE E 1/4 OF THE E 1/2 OF THE SE 1/4 OF SE 1/4 EX WLY 1/2 ROD SEC. 14-25-13					

**TOWN OF LIMA**  
**BRIAN A FAHNEL**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 008-00497-0000	2017	2018	9/4/2018	25	\$ 667.26
PRT OF SE 1/4 OF NW 1/4 SEC. 2-24-14					

**TOWN OF WATERVILLE**  
**DAVID L BAUER**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 014-00658-0000	2017	2018	9/4/2018	72	\$ 927.13
LOT 5 BLK. 10 VILLAGE OF ARKANSAW SEC. 24-25-14					

**DURAND AUTO SALVAGGE & RECYCLING INC**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 014-00942-0000	2017	2018	9/4/2018	78	\$ 674.60
PRT OF SW 1/4 OF SE 1/4 SEC. 20 & PRT OF G.L. 1 SEC. 29 SEC. 29-25-13					

**BRIAN A FAHNEL**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 014-00939-0000	2017	2018	9/4/2018	77	\$ 661.18
PRT OF SW 1/4 OF SE 1/4 SEC. 20-25-13					

**BRIAN A FAHNEL**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 014-00944-0000 PRT OF G.L.1 SEC. 20-25-13	2017	2018	9/4/2018	79	\$ 422.21

**TOWN OF WAUBEEK****TYLER J STUART**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 016-00127-0000 PRT OF NW 1/4 OF SW 1/4 SEC 07-25-13	2017	2018	9/4/2018	81	\$ 435.63

**CITY OF DURAND****DENNIS J & MARIE J BAUER**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 216-00258-0000 L. 5 & 6 EX NWLY 40' OF L. 6 BLK 4 R 3 E OF BASE LN CITY OF DURAND	2017	2018	9/4/2018	125	\$ 1532.52

**PHYLLIS J LEE CATARACT**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 216-00684-0000	2009	2010	9/1/2010	247	\$ 2.21
PRT OF LOT 80 COM @ NW	2010	2011	9/6/2011	217	\$ 2.17
COR OF SD L, TH SELY ALG 3RD	2011	2012	9/4/2012	188	\$ 2.28
AVE E 119.5' TO POB, TH SELY	2012	2013	9/3/2013	195	\$ 2.19
6', NELY 132' NWLY 6', SWLY	2013	2014	9/3/2014	178	\$ 2.21
132' TO POB.	2014	2015	9/1/2015	166	\$ 2.19
CITY ADDITION	2015	2016	9/1/2016	156	\$ 2.30
CITY OF DURAND	2016	2017	9/7/2017	177	\$ 2.27
	2017	2018	9/4/2018	139	\$ 2.27

**SHERRY L COLLITON**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 216-00714-0000	2016	2017	9/7/2017	181	\$ 1,058.09
ELY 60' OF SLY 150' OF L.99	2017	2018	9/4/2018	140	\$ 998.55
CITY ADDITION CITY OF DURAND					

**DENNIS J SMITH**

DESCRIPTION	TAX YEAR	YEAR OF SALE	CERT DATE	CERT NUMBER	CERT AMOUNT
Parcel 216-00060-0000 PRT OF LOTS 1 & 2 BLK 4 R 2 W OF BASE LINE CITY OF DURAND	2017	2018	9/4/2018	119	\$ 950.90



**Town of Waterville** - David L. Bauer: Treasurer Patty has talked to Dave on 7/09/20. He has started back to work and hope to start making payments on RE taxes. He was informed that he would need to have at least 2017 paid in full by December and provide to him information on housing assistance.

Durand Auto Salvage and Recycle ( Brian Fahnel)

On a payment plan of \$500 a month on parcel # 014-00942-0000

Brian Fahnel ( 2 different parcels)

On a payment plan of \$500 a month on parcel # 014-00939-0000

And on the other parcel # 014-00944-0000, made a payment on 7/10/20 reducing the amount owed to \$167.90

**Town of Waubeek** - Tyler J. Stuart: On a payment plan but has fallen behind making recent payments. Out of work due to COVID-19. Gave him information on housing assistance

**City of Durand** - Dennis J. & Marie J. Bauer: Treasurer Patty informed the Board that she is unable to contact them. It appears to be a rental.

Phyllis J. Lee Cataract

A retaining wall between two houses and neither of the property owners on either side are interested in purchasing the wall. Due to the condition of the wall and its possible liability, the County Board in the past has not been interested in taking the property on TAX DEED because of the cost to repair.

Sherry L. Colliton

Treasure Patty Scharr thought that the County could proceed with TAX DEED action on this parcel. A \$250 payment was received on 7/15/20 reduced the 2016 amount to \$894.16. She was informed that she needs to have 2016 & 2017 paid in full at the end of the year.

Dennis J. Smith

Treasurer Patty informed that there may be a chance of a possibility of selling this property

Randall W. & Carolyn A. Tyra

Receiving \$300 a month through auto withdrawal from Bank. Actual balance owed \$346.30 after 7/2/2020.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 22-20 titled, "Order Issuance of Deed to Pepin County of Properties subject to Tax Certificate." Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

## **RESOLUTION NO. 23-20**

### **2020 BUDGET MODIFICATION - HEALTH DEPARTMENT GRANT AGREEMENTS, CONTRACTS and SUPPLEMENTAL FUNDING**

**WHEREAS**, the Pepin County Board of Supervisors approved the 2020 Health Department Budget based on grant and contract information available in the Fall of 2019 the following grants have received an increase or decrease in funding according to formula or other changes:

1. GYT increase of \$1500 for additional outreach, education, prevention, testing and follow up of sexually transmitted infections.

2. Prevention increase of \$1500 to aid in the response of COVID-19.
3. Preparedness At-Risk Population Planning awarded \$3000 for focused work with groups within the community around preparedness and prevention.
4. Preparedness training scholarship of \$775 was awarded for attendance at the WALHDAB-WPHA conference and is now allowable aid in the response of COVID-19.
5. Title X increase of \$10,672 for reproductive health program sustainability, quality assurance and improvement efforts and alignment with the State reporting program.
6. Reproductive Health increase of \$22,305 based on changes to the funding formula, specifically caseload of the LHD.
7. Immunization funding decrease of \$44 based on State funding formula.
8. Maternal Child Health (MCH) decrease of \$63 based on State funding formula.
9. Northwest Wisconsin Healthcare Emergency Readiness Consortium training scholarship was not able to be used due to COVID-19.
10. WINS (Tobacco) decrease of \$146 due to hold on compliance checks during COVID-19.
11. Medicaid reimbursement for Family Planning Only Services (FPOS) is anticipated to decrease \$14,000 due to the change in services during COVID-19.
12. Pepin County Sheriff's Department revenue and expenditure has decreased due to a decrease in services during COVID-19. This decrease for 2020 is anticipated to be \$6000.
13. Pepin County Human Services revenue and expenditure has decreased due to limited drug testing by the Health Department staff during COVID-19. This decrease for 2020 is anticipated to be \$4000.

**WHEREAS**, the State of Wisconsin is providing funding through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) and the Coronavirus Preparedness and Response Supplemental Appropriations Act for Local Health Departments (LHD) to enhance their COVID-19 activities as follows:

1. Pandemic Preparedness Plan Update \$30,000: Update local plans for COVID 19 to match Wisconsin's statewide "Box It In" Strategy consisting of testing, isolation, quarantine and contact tracing. Ends December 31, 2020.
2. Local Testing Coordination \$39,000: Supports the work of a local testing coordinator to assure that, in alignment with the state testing strategy, adequate testing is being done and access to testing is available for all members of the community who need a test. Ends December 31, 2020.
3. Contact Tracing \$63,331: Supports contact tracing and subsequent isolation and quarantine as an essential follow up to testing. LHD will conduct disease investigations and contact tracing for a wide variety of communicable diseases. Ends December 31, 2020.
4. Public Health Emergency Preparedness \$29,447: Supports LHD activities that align with any prioritized COVID-19 activities in the PHEP capability domains such as Incident Management for Early Crisis Response, Jurisdiction Recovery, Information Management, Countermeasures and Mitigation, Surge Management, and Bio surveillance. Ends March 15, 2021.
5. Epidemiology and Laboratory Capacity \$11,300: Provides resources to support conducting surveillance to detect transmission that may be occurring in the community beyond travel and contact-related cases. Ends September 30, 2021.

**NOW THEREFORE BE IT RESOLVED** that the County Board of Supervisors authorizes the 2020 Health Department Budget to be modified as follows:

ACCOUNT NUMBER	DESCRIPTION	APPROVED		AMMENDED
		BUDGET	DIFFERENCE	BUDGET
230-00-43545-000	S/A-IMMUNIZATION (155020)	3,944.00	(\$35.00)	3,909.00
230-00-43548-000	S/A-WINS TOBACCO (181004)	730.00	(\$146.00)	584.00
230-00-43549-000	S/A-MCH (159320)	6,599.00	(\$63.00)	6,536.00
230-00-43552-000	S/A-NWWIHCC	2,500.00	(\$2,500.00)	-
230-00-43553-000	S/A-REPRODUCTIVE HEALTH (159317/ 159322)	21,765.00	\$22,305.00	44,070.00
230-00-43555-000	S/A-PREVENTION (159220)	4,756.00	\$1,500.00	6,256.00
230-00-43561-000	S/A TITLE X (159328)	5,548.00	\$10,672.00	16,220.00
230-00-43562-000	S/A GYT	1,500.00	\$1,500.00	3,000.00
230-00-43563-000	S/A PHEP AT RISK POPULATIONS (155050)	-	\$3,775.00	3,775.00
230-00-43564-000	S/A PHEP COVID-19 (155801)	-	\$29,447.00	29,447.00
230-00-43566-000	S/A CARES ACT FUNDING- Pandemic Plan Updates (155804)	-	\$30,000.00	30,000.00
230-00-43565-000	S/A CARES ACT FUNDING- Testing Coordination (155803)	-	\$39,000.00	39,000.00
230-00-43560-000	S/A CARES ACT FUNDING- Disease Investigation/ Contact Tracing (155805)	-	\$63,331.00	63,331.00
230-00-43543-000	S/A CARES ACT FUNDING- Epi and Lab Capacity (155802) Ends 9/2021	-		
230-00-43550-001	MA-FPOS	50,000.00	(\$14,000.00)	36,000.00
230-00-46510-901	REVENUES FROM HUMAN SERVICES	7,000.00	(\$4,000.00)	3,000.00
230-00-46510-902	REVENUES FROM SHERIFF'S DEPT	13,000.00	(\$6,000.00)	7,000.00
<b>Revenue Totals</b>		<b>117,342.00</b>	<b>174,786.00</b>	<b>292,128.00</b>
230-00-54120-000	IMMUNIZATION (155020)	9,276.00	\$0.00	9,276.00
230-00-54118-000	WINS TOBACCO (181004)	988.00	\$0.00	988.00
230-00-54117-000	MCH (159320) 75% Match Required	13,143.00	\$0.00	13,143.00
230-00-54115-000	NWWIHCC	2,500.00	(\$2,500.00)	-
230-00-54111-000	REPRODUCTIVE HEALTH (159317/ 159322)	21,764.00	\$22,306.00	44,070.00
230-00-54113-000	PREVENTION (159220)	7,390.00	(\$1,004.00)	6,386.00
230-00-54129-000	TITLE X (159328)	5,542.00	\$10,678.00	16,220.00
230-00-54130-000	GYT	1,500.00	\$1,500.00	3,000.00
230-00-54131-000	PHEP AT RISK POPULATIONS (155050)	-	\$3,775.00	3,775.00
230-00-54132-000	PHEP COVID-19 (155801)	-	\$29,447.00	29,447.00
230-00-54134-000	CARES ACT FUNDING- Pandemic Plan Updates (155804)	-	\$30,000.00	30,000.00
230-00-54133-000	CARES ACT FUNDING- Testing Coordination (155803)	-	\$39,000.00	39,000.00
230-00-54112-000	CARES ACT FUNDING- Disease Investigation/ Contact Tracing (155805)	-	\$63,331.00	63,331.00
230-00-54123-000	CARES ACT FUNDING- Epi and Lab Capacity (155802)	-		
230-00-54151-000	MA-FPOS	49,660.00	(\$14,000.00)	35,660.00
230-00-54158-000	HUMAN SERVICES (SAPT/ UA)	6,818.00	(\$3,818.00)	3,000.00
230-00-54159-000	JAIL HEALTH	12,429.00	(\$5,429.00)	7,000.00
<b>Expenditure Totals</b>		<b>131,010.00</b>	<b>173,286.00</b>	<b>304,296.00</b>

**RECOMMENDED BY THE PEPIN COUNTY BOARD OF HEALTH:**

**COMMITTEE MEMBERS VOTE**

/s/ John Andrews, Chair

In favor - 6 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED – Entire impact as noted above.**

/s/ Pamela Hansen  
Finance Director

          X            
Recommend                      Not Recommended

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**COUNTY BOARD ACTION:**

X  ADOPTED

DEFEATED

TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of June 2020

In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Health Director Heidi Stuart presented this resolution to the County Board. Every fall during the budget process, grants and contract information is figured for the following year. Since then, changes in funding have caused a change in the budget so a budget modification is needed.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 23-20 titled, "2020 Budget Modification-Health Department Grant Agreements, Contracts and Supplemental Funding." Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough- Yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**RESOLUTION NO. 24-20**

**2020 BUDGET MODIFICATION – COVID-19 Routes to Recovery Funding**

**WHEREAS**, the State of Wisconsin has allocated Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding to each municipality in the state, including Pepin County, through the Routes to Recovery Local Government Aid Grants program; and

**WHEREAS**, Pepin County can seek reimbursement for up to \$120,810 of eligible expenses under the Routes to Recovery Local Government Aid Grants program for necessary and unbudgeted COVID-19 public health emergency expenditures incurred between March 1, 2020 and November 6, 2020; and

**WHEREAS**, Pepin County government has incurred unanticipated expenses related to the COVID-19 public health emergency, including increasing teleworking capabilities, additional supplies and equipment, cleaning, installing protective barriers, and other emergency related measures to reduce potential spread of the virus if exposure occurs within Pepin County facilities; and

**WHEREAS**, the State of Wisconsin indicates the CARES Act funding could also be utilized to help cover expenses related to paid leave for public health and safety employees to take COVID-19 precautions or for increased workers compensation costs due to COVID-19; and

**WHEREAS**, unanticipated expenses resulting from a community outbreak, such as testing, contact tracing, and isolation facilities for infected or at-risk individuals could also be covered by this program; and



County through the Routes to Recovery Local Government Aids Grants program. Eligible expenses that incur between March 1, 2020 through November 6, 2020 may be reimbursed through the CARES ACT. A budget modification is needed for the amount of \$120,810 as result of this funding.

Motion was made by Supervisor Andrews, seconded by Supervisor Pittman to adopt Resolution 24-20 titled, "2020 Budget Modification-COVID-19 Routes to Recovery Funding." Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-Yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**RESOLUTION NO. 25-20  
2020 BUDGET MODIFICATION – HAZARD MITIGATION  
GRANT FOR EDUCATIONAL FLOODPLAIN MODEL**

**WHEREAS**, the Federal Emergency Management Agency and the State of Wisconsin has approved Pepin County’s Emergency Management Department Hazard Mitigation Grant application to purchase an educational floodplain model with a grant of up to \$1,750; and

**WHEREAS**, the Federal Emergency Management Agency is providing 75 percent of the funds (\$1,312.50), Wisconsin Emergency Management is providing 12.5 percent of the funds (\$218.75) and the remaining balance of 12.5 percent (\$218.75) is required to be matched locally by Pepin County; and

**WHEREAS**, the State of Wisconsin approved funding of an additional 5 percent for administration of the grant (\$88) if Pepin County staff can document their time/activities associated with carrying out the project; and

**WHEREAS**, this was an unplanned source of revenue and expenditure as Pepin County’s Emergency Management Director applied for this grant in 2018 and the State of Wisconsin and the Federal Emergency Management Agency approved the project for implementation in June of 2020; and

**WHEREAS**, the State of Wisconsin has awarded Pepin County a grant and will provide reimbursement for the purchase that will be deposited into the S/A Pre-Disaster Grant account to offset the expense of purchasing the educational floodplain model; and

**WHEREAS**, Pepin County will utilize existing education or supply accounts to provide the required 12.5 percent grant match; and

**WHEREAS**, neither the additional 2020 S/A Pre-Disaster Grant Revenue, nor the additional expenses as described within were provided for in the original 2020 budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors approves the purchase of the educational floodplain model and authorizes the 2020 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>				
100-00-43523-000	S/A Pre-Disaster Plan Grant	\$ 0	\$ 1,750	\$ 1,750
100-00-52613-703	Pre-Disaster Planning Grant	\$ 0	\$ 1,750	\$ 1,750



**WHEREAS**, the State Senate never had the opportunity to consider these “Water Bills” when its last scheduled session on March 24, 2020, was postponed by the COVID-19 pandemic.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby request the State Senate to convene in “extraordinary session” to address the 13 “Water Bills” passed in the Assembly earlier this year; and

**BE IT FURTHER RESOLVED** that the Pepin County Clerk is directed to send a copy of this resolution to members of the Assembly who represent Pepin County, all State Senators, the Wisconsin Counties Association, and the Wisconsin Towns Association.

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

**COMMITTEE MEMBERS VOTE**

/s/ Angie Bocksell, Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – No impact to current County budget. Adoption of “Water Quality Bills” may provide additional revenue to Pepin County to support local water quality efforts.

/s/ Pamela Hansen  
Finance Director

    X          \_\_\_\_\_  
Recommend    Not Recommended

**COUNTY BOARD ACTION:**

    X     ADOPTED

\_\_\_\_\_ DEFEATED by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of August 2020

\_\_\_\_\_ TABLED                      In favor - 11 Oppose - 1 Absent - 0 Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Chairman Milliren presented this resolution to the County Board. The State Senate never considered these “Water Bills” when in its last session due to the COVID-19 pandemic. This resolution is requesting the State to address the 13 “Water Bills” passed in the Assembly earlier this year.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 26-20 titled, “Supporting a State Senate Special Session on Water Quality.”

Roll call vote was taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-Yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no and Supervisor Hoch-yes. Motion carried with one negative vote.

**RESOLUTION NO. 27-20  
AMENDMENT NO. 37 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

- 4. ~~TEMPORARY WORK FROM HOME ASSIGNMENT~~ **TELEWORK**

~~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.~~ Pepin County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Pepin County offers employees the ability to perform certain job duties away from the central work site. The determination that a position may or may not be appropriate for a ~~temporary work from home telecommuting~~ 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.~~ Occasional work off-site that is equivalent to less than a day or; while traveling on County business, does not constitute telework. Prior approval from the Department Head is required and Department Heads will require prior approval from the Administrative Coordinator or Personnel Director. All offsite work must be indicated on timesheets.

### **Definition**

Telework or teleworking refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

### **Types of Telework Arrangements**

- 1) Routine telework in which telework occurs as part of an ongoing, regular schedule
- 2) Situational telework that is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, ~~doctor appointment~~, or special work assignments (short term need for uninterrupted time to complete work on a special project or an employee is recovering from an illness or injury and temporarily unable to physically report to the traditional office)
- 3) Continuity of Operations due to a National or local emergency; during an emergency event or another situation may result in a disruption to normal office operations.

### **Benefits of Telework**

The benefits of teleworking for Pepin County are:

- Helps with recruiting and retaining workforce,
- Ensures Continuity of Operations and maintains operation during emergency events,
- Promote management effectiveness by targeting reductions in management costs related to employee turnover and absenteeism,
- Possible reduction of office space needs,
- Enhances work/life effectiveness and balance, telework allows employees to better manage their work and family obligations.

### **Eligibility**

- The determination that a position may or may not be appropriate for telework arrangements is made on a case-by-case basis at the department level with approval from the director. Approval from the Personnel Director, Administrative Coordinator, Oversight Committee and Administrative

Committee is also required prior to routine telework—approval. Department Head/Elected Official and Administrative Coordinator or Personnel Director approval needed for Situational and Continuity Telework Arrangements.

- All Telework Agreements will include measurable work performance details prior to approval.
- Departments evaluate whether a position is suitable for telework based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
  - The employee's duties can be fulfilled within the telework structure.
  - Telework fits with the needs of the department.
  - Telework provides for space savings or increased productivity.
  - The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while teleworking.
  - The department can maintain quality of service for clients, employees, and members of the community.
- Generally, requests to telework should not be considered when:
  - The job requires the employee's physical presence or telework would impair the department's efficiency.
  - The employee's current job duties require frequent supervision, direction or input from others.
  - The employee's job duties require that the employee provide frequent supervision, direction or input to other employees on site at a Pepin County Site.
  - The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
  - The employee has a documented attendance problem.
  - The employee has less than ~~six months~~ 90 days of service with Pepin County.

### **Request Process**

- An employee requesting a telework arrangement should complete Pepin County Telework Agreement

- The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the Personnel Director and Administrative Coordinator.

~~Under such conditions the following~~ eExpectations 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~~ telework site. Telework Work from home hours will be noted on time sheets. (~~Department heads will indicate working from home when time exceeds 1/2 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~~ Teleworking 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, internet access fees, telephone service, utility costs, homeowner's or renter's insurance, furniture or equipment rental fees or any other incidental costs associated with the use of the employee's residence or telework site unless preapproved.
- 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)
- ~~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~~ telework site 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.
- 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~~ personal computer/device is a public record.
- Employees who telework are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments as designated by their supervisor either in person or remotely.
- Employees entering into a telework agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
- Pepin County shall normally reimburse travel and other work-related expenses as per the standard employee expenses policy. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.

- Office supplies necessary to complete work assignments must be obtained during the employee's in-office days. Employees shall not be reimbursed for supplies normally available in the office. The employee should never purchase or rent equipment, services, or supplies on the assumption that Pepin County will reimburse the cost. Prior supervisor approval must be obtained.

### **Information Security**

Security of client confidential information and documents is an issue whether an employee is teleworking or at the office. When the employee possesses confidential client information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the home to ensure that sensitive information is not disclosed to outsiders in some inadvertent way.

Employees teleworking shall follow all procedures outlined in the County-wide Information Technology, Security, Privacy and Confidentiality policies and procedures. In addition, employees must ensure the following:

- The protection of organization data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite.
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- That flash drives or other portable drives are scanned for viruses before used for uploading or downloading data.
- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to Pepin County procedures.
- The Pepin County's network is only accessed from the remote worksite or other locations as authorized and for approved purposes.
- The employee agrees to follow the county guidelines pertaining to confidentiality and data security policies.

### **Safety**

The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to their supervisor at the earliest opportunity, and to hold Pepin County harmless for injury to others at the telecommuting location. In signing this Agreement, the employee verifies that the home office provides work-space that is free of safety and fire hazards.

### **Limitations**

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site
- Employees cannot operate a business or work for another employer during work hours.
- Employees cannot use Pepin County equipment for personal use.
- Employees cannot allow others to use Pepin County equipment or access the organization network.

- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions with prior approval listed in the agreement.
- Department Heads and supervisors would only be allowed to Telework one day per week or for special projects
- Telework on Fridays should be avoided in most instances
- Employees will not consume alcohol or drugs including prescription drugs that could impair while teleworking.

### **Liability**

Pepin County shall not be liable for damages to the employee's property resulting from participation in the telecommuting program. In signing this document, the employee agrees to hold Pepin County harmless against any and all claims, excluding workers' compensation claims.

### **Workers' Compensation**

The telework location is considered an official worksite for purposes of worker's compensation. The employee shall report any injury to their supervisor immediately.

Worker's compensation does not cover accidents to family members or other third parties at the telework site.

### **Tax and/or Insurance Consequences**

The employee understands that he or she is responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

### **Termination**

This Agreement may be terminated at any time by either Pepin County or the employee which will result in the employee returning to the office worksite arrangement.

A telework arrangement may not be allowed to continue if it is detrimental to work quality, client service, the work unit, or the organization. In such situations, the supervisor shall make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate this Agreement. In the event this agreement is terminated, each party will attempt to give as much advance notice of change as practicable and whenever possible at a least 30-day notice.

### **Agreement**

This Agreement shall be maintained by Pepin County and may be amended at any time. A copy of this agreement and any addendums or amendments shall be provided to the employee.

Violations of this agreement are subject to disciplinary action up to and including termination. See section 3.3 of the Pepin County Employee Handbook.



**WHEREAS**, the County is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds for such public purpose; and

**WHEREAS**, it is the finding of the County Board of Supervisors that it is in the best interest of the County to direct its financial advisor, PMA Securities, LLC ("PMA"), to take the steps necessary for the County to offer and sell the general obligation bonds authorized by the Initial Resolution (the "Bonds") at public sale and to obtain bids for the purchase of the Bonds; and

**WHEREAS**, in order to facilitate the sale of the Bonds in a timely manner, the County Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of the County to delegate to either the Chairperson or Finance Director and Administrative Coordinator (each an "Authorized Officer") of the County the authority to accept on behalf of the County the bid for the Bonds that results in the lowest true interest cost for the Bonds (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Supervisors of the County that:

Section 1. Sale of the Bonds; Parameters. For the purpose of paying costs of the Project, the County is authorized to borrow pursuant to Section 67.04 Wisconsin Statutes, the principal sum of not to exceed NINE MILLION DOLLARS (\$9,000,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the County, Bonds aggregating the principal amount of not to exceed NINE MILLION DOLLARS (\$9,000,000). The purchase price to be paid to the County for the Bonds shall not be less than 100% nor more than 102% of the principal amount of the Bonds.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Highway Department Facility Bonds" with any series designation assigned in the Approving Certificate; shall be issued in the aggregate principal amount of up to \$9,000,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on March 1 in each of the years 2022 through 2040. The schedule of principal and interest payable in each year shall be set forth in the Approving Certificate. The total amount of principal and interest due in each of the years 2022 through 2040 shall be substantially equal and shall not exceed \$620,000 in any year.

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2021. The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) shall not exceed 3.50%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such

Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the County shall direct.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2020 through 2039 for the payments due in the years 2021 through 2040 in such amounts as are sufficient to meet the principal and interest payments when due, as set forth in the Approving Certificate.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Highway Department Facility Bonds - 2020" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage

bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or County Treasurer (the "Fiscal Agent") unless a fiscal agent is specified in the Approving Certificate.

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or

transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Condition on Issuance and Sale of the Bonds. The issuance of the Bonds and the sale of the Bonds to the Purchaser are subject to approval by an Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Bonds, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Bonds shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, an Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Bonds to the Purchaser.

Section 17. Official Statement. The County Board of Supervisors hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Bonds and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure



Finance Director Pamela Hansen presented the resolution to the County Board. She explained that on April 17, 2019 the County Board of Supervisors adopted the initial resolution, authorizing the issuance of general obligation bonds or promissory notes in an amount not to exceed \$9,000,000 for the public purpose of financing the building of a new Highway Department Facility. Previously the County Board of Supervisors passed a similar bond for \$3,500,000 for the Communication Project using this same process.

The Administrative Committee recommended the approval of this resolution.

Motion was made by Supervisor Pittman, seconded by Supervisor Wright, to adopt Resolution 28-20 titled, "Resolution Establishing Parameters for the Sale of Not to Exceed \$9,000,000 General Obligation Highway Department Facility Bonds." Roll call vote was taken, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-Yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes and Supervisor King-yes. Motion carried with one negative vote.

### **Announcements**

Supervisor Paul Hoch had attended the West Cap Meeting that was held remotely on June 8<sup>th</sup>, 2020. The minutes of the meeting was included in the County Board packet.

### **Future Agenda Items**

#### **Next Meeting Date**

- Next meeting date set for August 19, 2020 at 7:00 p.m.

#### **Adjournment**

The Chair adjourned the meeting at 9:40 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on August 19, 2020

/s/ Tom Milliren

Pepin County Board of Supervisor Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**August 19, 2020**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, August 19, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-in person
District #4-Paul Hoch-In person	District #10- Kevin Kosok – in person
District #5-Michelle Pittman- in person	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

All twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**RECOGNITION OF OUTGOING SUPERVISORS**

A recognition was given to Frank Milliren, Irene Wolf and Jean Dougherty. Jean Dougherty had recently resigned as County Board Supervisor in July. Both Frank Milliren and Irene Wolf had been County Board Supervisors that never received proper recognition due to the COVID-19 pandemic. A big “Thank You” was given to them for all of their hard work for the County.

**APPROVAL OF THE AGENDA**

No changes are needed.

**PUBLIC COMMENTS REGARDING LISTED AGENDA ITEMS**

No public comments.

**CONSENT AGENDA**

**APPROVAL OF THE JULY 15, 2020 COUNTY BOARD MINUTES**

Motion was made by Supervisor McDonough, seconded by Supervisor Pittman, to approve the consent agenda item. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**REPORTS**

**COMMITTEE REPORTS**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**COUNTY CLERK’S 2019 ANNUAL REPORT**

County Clerk Audrey Bauer presented her 2019 Annual Report to the full County Board.

## **PEPIN PUBLIC LIBRARY 2019 ANNUAL REPORT AND 2021 PROPOSED BUDGET**

Pepin Public Library Director Christy Rundquist remotely attended the County Board meeting. She presented and explained her 2019 Annual report for the Pepin Public Library. The 2021 Proposed budget information was included in the packet.

### **REVIEW HIGHWAY FACILITY PROJECT TIMELINE AND CURRENT PROJECT STATUS**

Administrative Coordinator Pam Hansen presented to the County Board Supervisors the Highway Facility project timeline as of 8/19/2020. Details include the date of occurrence, what is happening at that time, and the responsible party for the action. This detailed outline is available at the County Clerk's office for interested parties.

### **BUSINESS:**

#### **EMERGENCY ADMINISTRATIVE FLEXIBILITY ACTIONS**

- **APPROVE HEALTH DEPARTMENT LIMITED TERM EMPLOYEE (LTE) RN HIRE AND PAY RATE**

Since last month's County Board meeting, the only Emergency Administrative Flexibility action that took place was the hiring of a limited term Registered Nurse for the Health Department. The Board of Health Director Heidi Stewart requested additional help in her office during the COVID-19 pandemic. Together the Board of Health Chair John Andrews and Administrative Coordinator Pam Hansen approved this action with the wage being at the four-year step. The Board of Health Committee and the Administrative Committee both approved this action. Motion was made by Supervisor Andrews, seconded by Supervisor King, to approve the Emergency Administrative Flexibility Action of hiring a LTE RN with the suggested pay rate. Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

#### **ONGOING REVIEW- FACILITY REOPENING AND EMPLOYEE SAFETY PLAN**

Administrative Coordinator Pam Hansen reviewed the plan for the facility reopening that is set for September 1<sup>st</sup>. Doorbells have been put into place; Appointments are still encouraged, but not necessary; Doors will remain locked and the public will be directed to use the handicap back door; Staff from the desired department will meet the public and screen them before entering the building. Courts will open back up on September 7<sup>th</sup> to in-person business. Masks are required per the governor's order in the building. Meetings will continue to be offered remotely until the end of the year. Continue to no more than two people ride together in a vehicle and business travel restriction is still in effect. No changes made at this time to the plan. Discussion will take place and be reviewed at the September meeting for any updates or changes.

#### **ANNOUNCEMENTS**

Supervisor Chris Kees Winkler informed that she has been appointed by the Governor to the Mississippi River Regional Planning Commission. John Andrews and Chris Kees Winkler have been both appointed by the County Board.

#### **FUTURE AGENDA ITEMS**

- \* 2021 Budget time

**NEXT MEETING DATE** - Next meeting date set for September 16, 2020 at 7:00 p.m.

#### **ADJOURNMENT**

The Chair adjourned the meeting at 8:00 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on September 16, 2020

/s/ Tom Milliren

Pepin County Board of Supervisor Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**September 16, 2020**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, September 16, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-remotely
District #4-Paul Hoch-In person	District #10- Kevin Kosok – in person
District #5-Michelle Pittman- in person	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

All twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

Personnel Director Michelle Weiss informed the Board that the Resolution listed on the agenda is no longer needed.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda**

**Approval of the August 19, 2020 County Board minutes**

Motion was made by Supervisor Pittman, seconded by Supervisor Hoch, to approve the consent agenda item. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

**Reports**

**Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Treasurer’s 2019 Annual Report**

Treasurer Patty Scharr remotely presented her 2019 Annual Report to the full County Board.

**Durand Public Library 2019 Annual Report and 2021 Proposed Budget**

County Clerk Audrey Bauer received supporting documents of the Durand Public Library 2019 Annual Report and their 2021 Proposed Budget from Director Lori Gilles.

Director Lori Gilles was unable to attend, so County Clerk Audrey Bauer presented and explained their Annual Report and the requested amount for the 2021 proposed budget in the amount of \$37,967.00 from the County.

**Judge’s 2019 Annual Report**

Judge Clark remotely presented his 2019 Annual Report to the full County Board.

## **Buffalo/Pepin County Community Justice Service 2019 Annual Report**

Criminal Justice Service Coordinator Brenda Berning remotely presented the 2019 Buffalo/Pepin County Community Justice Service Annual Report to the full County Board.

## **Clerk of Courts 2019 Annual Report**

Clerk of Courts Audrey Lieffring remotely presented her 2019 Annual Report to the full County Board

## **Highway Department 2019 Annual Report**

No report was given at this time.

## **2021 Budget Timeline Review**

Finance Director Pam Hansen explained the 2021 Budget timeline and how the process works for the upcoming months.

## **Business Items:**

### **COVID-19- Ongoing Review – Government Center Facility**

Finance Director Pam Hansen presented the reopening of the Government Center Facility and Employee Plan that was put into effect on September 1, 2020. Points of interests were mentioned of possible changes, but the only update to the plan was under the shared staff with other counties. It should be reviewed by the Department Head and Administrative Coordinator on a case by case basis if allowed or not.

Motion was made by Supervisor Bocksell, seconded by Supervisor King, to change to shared staff with other counties should be reviewed by the Department Head and Administrative Coordinator on a case by case basis. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried with one negative vote. Motion carried.

### **2021 Budget Priorities**

Finance Director Pam Hansen informed the County Board Supervisors of the need to discuss the priorities for the upcoming 2021 budget. She explained some of the items that needed to be considered. Wage and Fringe benefits, Health Insurance Benefits, Retirement Plan and Capital Expenditures. Overall the County Board directed Finance Director Pam Hansen to prioritize budget items the same as last year and bring to the Board to discuss and final approval.

## **Announcements**

### **Highway Facility Groundbreaking Ceremony**

Administrator Coordinator Pam Hansen informed that the Highway Facility Groundbreaking Ceremony is going to be held on September 21<sup>st</sup> at the new Highway Location at N5585 County Road N., Arkansas, WI at 10:00 am. RSVP is needed by Friday, Sept 18 if you are planning to attend.

**Future Agenda Items** – finalize budget, wage comp study

**Next Meeting Date** - Next meeting date set for October 21, 2020 at 7:00 p.m.

## **Adjournment**

Chair Milliren adjourned the by meeting at 8:45 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on October 21, 2020

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**October 21, 2020**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, October 21, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-in person
District #4-Paul Hoch-In person	District #10- Kevin Kosok – in person
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-remotely	District #12-Angela Bocksell- remotely

All twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

No changes made to the agenda.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda**

**Approval of the September 16, 2020 County Board minutes**

Motion was made by Supervisor Hoch. Seconded by Supervisor Andrews to approve the consent agenda item. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**Reports**

**Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Coroner's 2019 Annual Report**

Coroner Joan Huppert, County Coroner remotely presented her 2019 Annual Report to the full County Board.

**Highway Department 2019 Annual Report**

Highway Commissioner Robert Platteter remotely presented the 2019 Annual Report to the full County Board.

**Health Department 2019 Annual Report**

Health Director Heidi Stewart remotely presented her 2019 Annual Report to the full County Board.

**District Attorney 2019 Annual Report**

Jon Seifert, District Attorney, submitted his 2019 Annual Report and 2021 Budget to the County Clerk’s office. Mr. Seifert was unable to attend, so County Clerk Audrey Bauer briefly explained his report and budget request.

**Business Items:**

**Revisit COVID-19- Ongoing Review – Pepin County Government Center Facility**

Finance Director Pam Hansen reviewed the reopening of the Government Center Facility and Employee Plan since last month. She highlighted some of the major points that need to continue to take place. There is a need to follow the mask covering requirement order that was extended by our Governor until November 21<sup>st</sup>. Discussion took place among the County Board Supervisors and all agreed to leave the plan as is and bring back for more discussion at the November County Board meeting. No action taken.

**Resolutions:**

**RESOLUTION NO. 29-20**

**2020 BUDGET MODIFICATION – RECYCLING AND SOLID WASTE YARD WASTE GRINDING PROJECT**

**WHEREAS**, the Pepin County Solid Waste and Recycling Program is requesting the use of Clean Sweep funds for 2020 to be used to chip/grind accumulated yard waste at the Pepin and Waubeek Collection Sites; and

**WHEREAS**, the Pepin County Collection sites in Pepin and Waubeek townships have accumulated a significant amount of yard waste over the past few years resulting in piles of branches and wood that cannot degrade naturally in a time frame that keeps up with new disposal; and

**WHEREAS**, due to COVID 19 the Pepin County Clean Sweep Events held in conjunction with Pierce County have been canceled for 2020; and

**WHEREAS**, COVID 19 and commercial projects within Pepin County have significantly increased the Yard Waste accumulation in 2020.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2020 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>
610-00-53632-390-000	Clean Sweep	\$ 3,855	\$ (3,855)	\$ 0
610-00-53633-390-000	Solid Waste Miscellaneous	\$ 5,803	\$ 3,855	\$ 9,658

**RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION, PLANNING/EXTENSION COMMITTEE:**

**COMMITTEE MEMBERS VOTE**

/s/ Angie Bocksell, Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – Entire impact as noted above.

/s/ Pamela Hansen  
Finance Director

          X            
Recommend Not Recommended

**COUNTY BOARD ACTION:**

X ADOPTED  
\_\_\_ DEFEATED  
\_\_\_ TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of October 2020  
In favor – 11 Oppose – 1 Absent – 0 Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Land Conservationist Chase Cummings remotely presented this resolution to the County Board. Since the Clean Sweep events have been canceled due to COVID-19 pandemic, a line item budget modification is being requested. These funds would be applied to offset the cost of chip/grind the accumulated yard waste at the two collection sites. The Land Conservation, Planning and Extension Committee has recommended this budget modification.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 29-20 titled, 2020 Budget Modification-Recycling and Solid Waste Yard Waster Grinding Project Resolution. Roll call vote was taken, Supervisor Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**RESOLUTION NO. 30-20  
2020 BUDGET MODIFICATION – SILVER BIRCH PARK DRIVEWAY REPAIR**

**WHEREAS**, the Pepin County Land Conservation & Planning Department is requesting the use of 2020 Contingency Funds to be used to repair the existing driveway that provides access to County Park property as well as private property along Silver Birch Lake; and

**WHEREAS**, the driveway has degraded in condition making it difficult for vehicle access to the public and private property; and

**WHEREAS**, the repair costs will be shared equally between Pepin County and the private property owners; and

**WHEREAS**, the estimated cost of repair was not provided for in the original 2020 County Park budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2020 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>
100-00-55200-000	County Parks	\$ 12,975	\$ 9,400	\$ 22,375
100-00-59100-390	Contingency Fund	\$ 25,882	\$(9,400)	\$ 16,482

**RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION, PLANNING/EXTENSION COMMITTEE:**

**COMMITTEE MEMBERS VOTE**

/s/ Kevin Kosok, Vice Chair In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – Entire impact as noted above.

/s/ Pamela Hansen  
Finance Director

          X            
Recommend    Not Recommended

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Chair

In favor - 5    Oppose - 0    Absent - 0    Abstain - 0

**COUNTY BOARD ACTION:**

  X   ADOPTED

     DEFEATED

     TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of October 2020

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

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Land Conservationist Chase Cummings remotely presented this resolution to the County Board. The Land Conservation & Planning Department is requesting the use of 2020 Contingency funds to repair the existing drive-up that provides access to the County Park property and private property along Silver Birch Lake. Repair costs will be shared equally between Pepin County and the private property owners. Pepin County cost of the project is \$9,400 which was not included in their 2020 County Park budget, so budget modification is needed. Land Conservation, Planning and Extension Committee and the Administrative Committee have both recommended the approval of this budget modification. Motion was made by Supervisor Kosok, seconded by Supervisor McDonough, to adopt Resolution 30-20 titled, "2020 Budget Modification-Silver Birch Park Driveway Repair". Roll call vote was taken, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, and Supervisor Winkler-no. Motion carried.

**RESOLUTION NO. 31-20**

**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 Statute; and

TOWNSHIP	PROJECT	SHARE	TOWN COUNTY TOTAL	
			SHARE	COST
FRANKFORT	REPLACE THE BRIDGE ON SWEDE RAMBLE LANE	\$ 35,947	\$ 35,947	\$ 71,894
PEPIN	REPAIR/CONSTRUCT 16 <sup>TH</sup> CREEK CULVERT	\$ 5,000	\$ 5,000	\$ 10,000
DURAND	CONSTRUCT PLEASANT RIDGE LANE CULVERT	\$ 5,000	\$ 5,000	\$ 10,000
		\$ 45,947	\$45,947	\$ 91,894

**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 Section 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:**

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair

In Favor - 4    Oppose - 0    Absent - 0    Abstain - 1

**FISCAL IMPACT REVIEWED** – Special tax to be added to the 2020 Levy for the 2021 Budget as noted above.

/s/ Pamela Hansen  
Finance Director

    X          \_\_\_\_\_  
Recommend    Not Recommended

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

/s/ Tom Milliren, Committee Chair      In Favor - 5    Oppose - 0    Absent - 0    Abstain - 0

**COUNTY BOARD ACTION:**

  X   ADOPTED  
     DEFEATED  
     TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of October 2020  
In favor – 10    Oppose – 0    Absent – 0    Abstain – 2

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Highway Commissioner Bob Platteter remotely presented this resolution to the County Board. Every year Pepin County Townships can file a petition for help with the cost of their town bridges and culverts. Total cost is split in half between the Town and the County.

Townships that have requested include:

Town of Frankfort - \$74,894	County Share \$ 35,947
Town of Pepin - \$10,000	County Share \$ 5,000
Town of Durand - \$10,000	County Share <u>\$ 5,000</u>

Total special tax to be added to the 2020 Levy for the 2021 Budget - \$ 45,947.

The Highway Committee and the Administrative Committee have both recommended the approval of this resolution.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 31-20 titled, "County Aid for Town Bridges and Culverts-Section 82.08 of the Statutes". Roll call votes were taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-abstained, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch- Abstained. Motion carried.

**RESOLUTION NO. 32-20**  
**2020 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 2019 calculation of excess funds is attached, and

**WHEREAS**, the transfer of excess funds was not provided for in the original 2020 Budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2020 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>			
100-00-49300-000	Surplus Applied	\$ 354,772	\$ 112,377	\$ 467,149
100-00-59200-000	Transfers to Other Funds	\$ 0	\$ 112,377	\$ 112,377
	<i>Human Services Dept Fund:</i>			
211-00-49200-000	Transfers from Other Funds	\$ 0	\$ 156,418	\$ 156,364
211-00-49300-000	Surplus Applied	\$ 0	(\$ 156,418)	(\$ 156,364)
	<i>Health Dept Fund:</i>			
230-00-49300-000	Surplus Applied	\$ 0	\$ 44,041	\$ 44,041
230-00-59200-000	Transfers to Other Funds	\$ 0	\$ 44,041	\$ 44,041

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

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

/s/ Pamela Hansen

Finance Director

    X      
Recommend    Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
     DEFEATED  
     TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of October 2020

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

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Financial Director Pam Hansen presented this resolution to the County Board. Every year, since Resolution 1-2001 was adopted, the Pepin County Fund balance policy calls for the transfers of excess funds in special revenue funds to the general fund. For 2020, a budget modification is needed to offset the difference that the Human Service Department negative amount was short (-156,418) and the overage in the Health Department Fund (+44,041). Leaving the amount needed from the Surplus of the General Fund in the amount of \$112,377. The Administrative Committee has recommended the approval of this Budget Modification.

Motion was made by Supervisor Pittman, seconded by Supervisor Andrews, to adopt Resolution 32-30 titled, “2020 Budget Modification-Fund Balance Transfer”. Roll call vote was taken, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-no, Supervisor Hoch- yes and Supervisor Pittman-yes. Motion carried.

**Communications**

The November County Board meeting is scheduled for Tuesday, November 10<sup>th</sup>. Meeting time is set to start at 6:30 pm which includes a Public Hearing of the 2021 Budget.

Finance Director Pam Hansen presented an update to the County Board on the Bond sale.

**Future Agenda Items –**

- \* Revisit the COVID-19 review of the Pepin County Government Facility Plan.
- \* Budget Approval

**Next Meeting Date** - Next meeting date set for November 10<sup>th</sup>, 2020 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 8:45 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 10, 2020

/s/ Tom Milliren

Pepin County Board of Supervisor Chair.

## SPECIAL PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

October 29, 2020

The Pepin County Board of Supervisors meeting was called to order at 6:30 p.m. on Thursday, October 29, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

### **ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-absent
District #4-Paul Hoch-In person	District #10- Kevin Kosok – remotely
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

Eleven (11) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

### **PLEDGE OF THE ALLEGIANCE**

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

### **Approval of the Agenda**

No changes needed to the Agenda.

### **Public Comments Regarding Listed Agenda Items**

Michael Becker and Helen Kees made comments regarding the operations of the Government Center facility during the pandemic.

### **Business Item:**

#### **Emergency changes on Pepin County Government Center Facility Guidance and Operations of Business during the COVID-19 pandemic**

Administrative Coordinator Pamela Hansen along with Chairman Milliren felt the need to call for an emergency meeting of the County Board of Supervisors for guidance on the Pepin County Government facility and operation of business. Limited staffing situations and the local schools changing to virtual learning has caused concern in maintain full service within the government center. Options were given to the County Board to help continue to serve the public but still continue to have the staff remain safe.

Options that were discussed included: returning to locked doors, by appointment only; to hire a person to sit by the door, screen and direct people throughout the facility at an additional related cost; or unlock the doors with all precautions remaining in place.

These options were given to the Department Heads to present their opinions/ comfort on this situation. Majority of the Department Heads voiced their opinion to open the doors, keeping staff in their office behind the plexiglass. Some that had no plexiglass protection were against opening the doors to the public especially with the increase of cases in the community.

Motion was made by Supervisor Bocksell, seconded by Supervisor Pittman, to lock the doors, Appointments are needed with no doorbell, but phone numbers posted on the doors. This is to be reviewed monthly at our meetings. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

Discussion occurred on limiting the number of personnel in the Government Center by allowing telework from home as done earlier this year. At that time, the Department Heads presented their proposed plan for their department and was approved by the Administrative Coordinator.

Motion was made by Supervisor King, seconded by Supervisor Pittman, to go back to allowing more teleworking from home using the plan that was used this summer, with permission from the Administrative Coordinator.

Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Kosok-yes, Supervisor McDonough -yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

Motion was made by Supervisor King, seconded by Supervisor Pittman, to change the screening form being from written form to verbal. Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**Future Agenda Items** – no noted.

**Next Meeting Date** - Next meeting date set for November 10, 2020 at 9:00 am

### **Adjournment**

Chair Milliren adjourned the by meeting at 7:43 p.m.

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on November 10, 2020

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**SPECIAL PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES  
November 10, 2020**

The Pepin County Board of Supervisors meeting was called to order at 6:30 p.m. on Thursday, November 10, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-remotely
District #4-Paul Hoch-in person	District #10- Kevin Kosok –in person
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

Twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

No changes needed to the Agenda.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the October 21<sup>st</sup> County Board Meeting minutes**

**Approval of the October 29<sup>th</sup> Special County Board Meeting minutes**

Motion was made by Supervisor Hoch, seconded by Supervisor McDonough, to approve the consent agenda items as presented. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**Reports:**

**County Board Committee Reports:**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**PUBLIC HEARING on Pepin County 2021 Proposed Budget**

Chairman Milliren opened the Public Hearing for the Pepin County 2021 Proposed Budget at 6:40 p.m. asking for any public input. Hearing none, Finance Director Pamela Hansen presented the proposed 2021 Budget Summary as published in the official newspaper, "The Courier Wedge", to the County Board of Supervisors. A black folder with the 2021 Budget was handed out before the meeting to all the County Board Supervisors and there were additional copies available at the

meeting if needed. Details of the budget were explained by Finance Director Pamela Hansen, answering questions as needed. The Public Hearing was adjourned at 7:48 p.m.

**Business Item:**

**Resolutions:**

**RESOLUTION NO. 33-20  
RESOLUTION ADOPTING THE RECOMMENDATIONS OF THE 2020 EMPLOYEE  
CLASSIFICATION AND COMPENSATION STUDY**

**WHEREAS**, the services of Carlson Dettmann Consulting LLC were retained to study and analyze the current compensation plans and to develop recommendations regarding future compensation plan for Pepin County non-union and non-elected employees, and

**WHEREAS**, the Administrative Committee accepted the recommendations made by Carlson Dettmann Consulting, LLC to replace the existing Pepin County employee compensation structure for fulltime non-union, non-elected Officials, with a compensation structure consisting of 19 pay grades, with 16 steps in each grade and to “discount” the market rates by five percent (5%) to approximate the 40<sup>th</sup> percentile; and

**WHEREAS**, the Administrative Committee recommends that this new employee compensation structure, as described above, be implemented as of January 1, 2021; and

**WHEREAS**, there is no recommendation to cut the base pay of any existing employee as part of the implementation of the compensation study; and

**WHEREAS**, the Administrative Committee recommends an implementation strategy of moving employees to the step nearest their current rate while providing an increase **and employees with greater than or equal to 5 years of service shall be placed at a minimum of Step 3 in their new pay grade; and**

**WHEREAS**, the Administrative Committee recommends **employees receiving less than a \$.05 per hour increase and they work greater than a 50% FTE shall be placed at the next higher step in their new pay grade; and**

**WHEREAS**, the Administrative committee recommends that Pepin County allow for a formal appeal process as set forth in the Classification and Compensation Study.

**THEREFORE, IT BE RESOLVED** that the Pepin County Board of Supervisors does hereby authorize and directs adoption and implementation of the recommendation made by Carlson Dettmann Consulting to replace the existing employee compensation structure for fulltime non-union, non-elected officials, with a new employee compensation structure consisting of 19 pay grades, with 16 steps in each pay grade effective January 1, 2021.

**BE IT FURTHER RESOLVED** that all prior plans for affected employees are hereby rescinded and abolished effective 11:59 p.m. December 31, 2020.

**BE IT FURTHER RESOLVED** the implementation of this compensation structure will be accomplished by moving employees whose rate of pay as of December 31, 2020, does not exceed the maximum, proposed rate after January 1, 2021, for their classification either to the step that provided for at least an increase over their existing compensation before the implementation of the recommendation.

**BE IT FURTHER RESOLVED** **employees with greater than or equal to 5 years of service shall be placed at a minimum of Step 3 in their new pay grade.**

**BE IT FURTHER RESOLVED** employees receiving less than a \$.05 per hour increase and they work greater than a 50% FTE shall be placed at the next higher step in their new pay grade.

**BE IT FURTHER RESOLVED** that any affected employee whose rate of pay as of December 31, 2020 exceeds the maximum adopted rate for their classification shall have their wages frozen (“red circled”) until such time that the pay structure, through future amendments or compensation increases for their classification, meets or exceeds their rate of pay as of December 31, 2020.

**BE IT FINALLY RESOLVED** that Pepin County’s determinations regarding position grading after the appeal process shall be final, except for those positions for which adjustment are made pursuant to the formal position classification review and for future modification in the future for good and substantial reasons by Pepin County.

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:** Changes made in red were approved at the Admin. Mtg 11/5/2020

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – The total annual additional wage and fringes expense which is included in the 2021 budget as a result of this resolution is approximately \$69,000.

/s/ Pamela Hansen

Finance Director

    X      
Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

- X   ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 10<sup>th</sup> day of November 2020  
In favor - 11 Oppose – 1 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss and Patrick Glynn from Carlson Dettmann Consulting LLC presented an overview of the Compensation Study to the County Board. The Technical and Executive Summary, wage schedule for 2020 and the 2021 grade order list with the step plan were supplied to the County Board members before the meeting in their packets. Discussion took place on the study. If this would be adopted, it would be replacing the current existing compensation structure with a compensation structure consisting of 19 pay grades, with 16 steps in each grade to discount the market rates by 5% to approximate the 40% percentile. This would be implemented as of January 1, 2021 if adopted. The Administrative Committee amended the resolution and adopted it at their November 5<sup>th</sup> meeting. Discussion took place of other possible recommendations/changes that were found after the Administrative Committee, but the consensus of the County Board Supervisors was to leave the resolution as is and if any changes were needed, it could be brought back with a budget modification at the next month’s meeting for consideration.

Motion was made by Supervisor Bocksell, seconded by Supervisor Andrews, to adopt Resolution 33-20 titled, “Resolution adopting the Recommendations of the 2020 Employee Classification and Compensation Study.” Roll call vote was taken, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

## TECHNICAL & EXECUTIVE SUMMARY

### *Pepin County Classification & Compensation Study*

*Approved November 10, 2020 County Board Meeting*

#### **Background**

Pepin County (“the County”) retained our firm to systematically evaluate job content, conduct a market analysis, and produce a new classification and compensation plan, including implementation and plan management recommendations. In addition to our comprehensive PowerPoint presentation, the following summarizes our process, findings and recommendations.

#### **Comparable Communities**

During our initial meetings with the County, we agreed to assess the following organizations for the pool of comparable communities and make a recommendation following a review of the market data:

##### **Wisconsin**

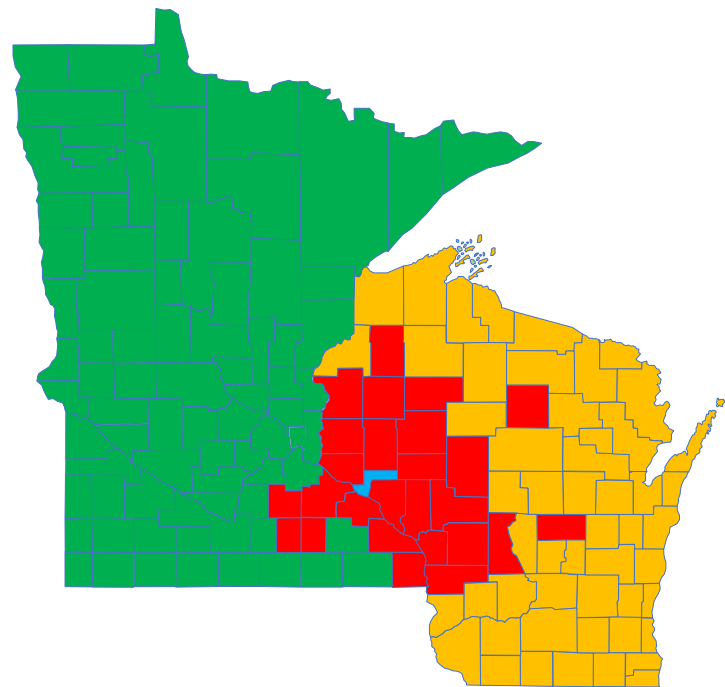
- Barron; Buffalo; Chippewa; Clark; Dunn; Eau Claire; Jackson; Juneau; La Crosse; Lincoln; Monroe; Pierce; Polk; Rusk; St. Croix; Trempealeau; Vernon; Washburn; Waushara.
- Misc.: Additional matches made on a case-by-case basis for select jobs

##### **Minnesota**

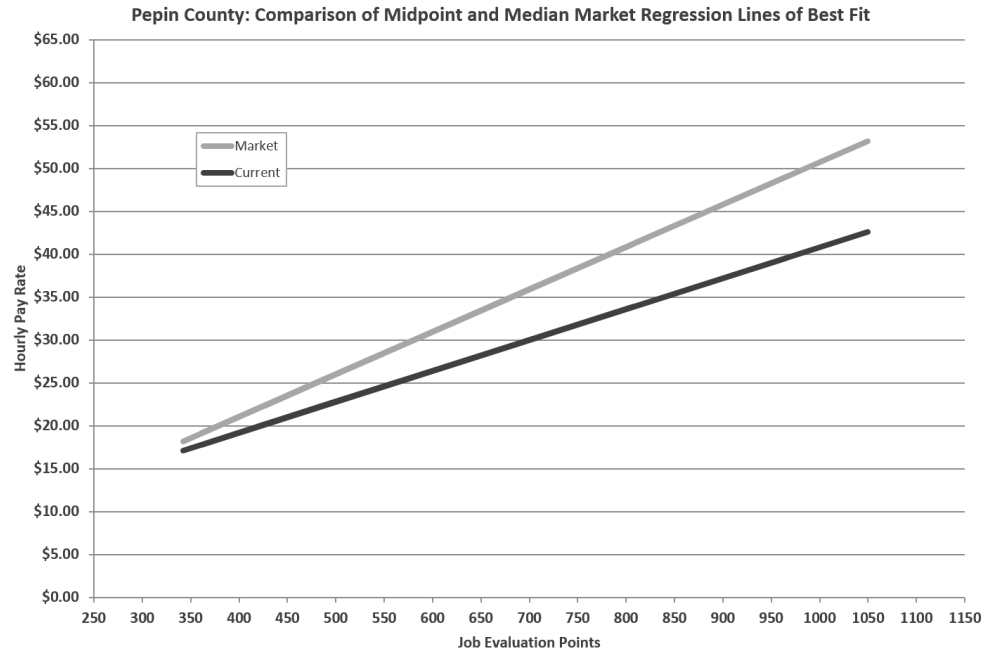
- Dodge; Fillmore; Goodhue; Houston; Rice; Steele; Wabasha; Winona.

As the above list suggests, this is a comprehensive listing and it is representative of those communities that either compete for the talent the County is seeking or are similar in size or structure. We determined benchmarks and analyzed public-sector market data from the selected comparable communities.

Private-sector market data, when appropriate, was obtained from the U.S. Department of Labor – Bureau of Labor Statistics, CompData, Willis Towers Watson, Central & Western Wisconsin SHRM.



In terms of overall market competitiveness, as it relates to the benchmark positions utilized in the study, the County is currently paying below the market throughout most of the measured market. We use a measure called a “market index” compare a benchmark job’s current midpoint (or, in the alternative, current wage) to the market estimate for the benchmark position. For the County, the overall market index approximately 87.4%. This is not meant to suggest that all members are paid below market; the statistic is an average of benchmark market indices, so there are some jobs paid the market and some below. However, the statistic provides a good measure of how competitive the County is on an basis. A market index of 87.4% is an indication that the has justification for concerns relating to market competitiveness.



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above  
us with  
overall  
County

**Methodology**

CDC consistently recommends pay plans balanced for (1) internal equity, as measured by objective job evaluation, and (2) competitiveness, as measured by our market data. We also tailor our recommendations to the organizational culture and affordability.

Job Evaluation

At the beginning of the project, we conducted employee orientation sessions to explain the steps we would follow in the project and review the absolute necessity of accurate job documentation. We then evaluated each Job Description using our firm’s Point Factor Job Evaluation System. Our system breaks jobs down into specifics related to five major evaluation factors, with sub-factors for each of the five major factors:



Our objective evaluation results in point scores that accumulate to a total point score for each job, allowing us to compare and contrast varied jobs using a common rating method.

### Departmental Input

Following our initial evaluations, we met—virtually—with each department head to review any questions we had about their respective department and/or their jobs. Taking their collective input into account, we then revisited our evaluations as necessary and appropriate to arrive at an initial internal hierarchy.

### Benchmark Jobs

The job documentation and departmental interviews also provided a solid basis for matching the jobs to the external marketplace, both public and private sectors (as relevant and appropriate). Due to a variety of reasons, it is not possible to match every position in the pay plan to a corresponding job in the selected marketplace. Instead, we measured a set of “benchmark jobs”. Benchmark jobs are those that have similar duties and responsibilities across different organizations. Benchmark jobs were chosen to cover jobs spanning the entire pay plan, are then used to serve as the anchors in the development of a structure which is both internally consistent and externally competitive. Either due to the lack of sufficient data among the comparable employers, or due to the unique nature of the job, some jobs are not designated as “benchmark jobs”. The term “benchmark job” simply means that a job has solid and reliable representation in the marketplace. There are 37 benchmark jobs utilized for the study: <sup>1</sup>

Finance Director / Administrative Coordinator; Accounting Specialist; DHS/Finance Accounting Specialist; Personnel Director; Deputy Clerk; Deputy Treasurer; Deputy Register of Deeds; Deputy Clerk of Court; Register in Probate/JA/Probate Registrar, Juvenile Clerk; Land Conservationist & Planning Director; Zoning Administrator / Emergency Management Director; Planner / Technician - Land Conservation; Chief Deputy; Jail Lieutenant Communications / Corrections; Maintenance Technician; Assistant Maintenance Technician; Highway Commissioner; Highway Foreman; Class 1 Mechanic; Highway Mechanic Partsman; Patrol/Equipment Operator; Account Clerk - Highway; Human Services Director; Social Services Supervisor; ADRC Manager; Elderly Benefits Specialist; Case Manager Children & Family; Case Manager / Social Worker; Economic Support; DHS Administrative Manager; Disability Benefits Specialist; Accounting Clerk HS & Finance; Program Assistant - DHS; Health Director; Public Health RN; Accounting Specialist Health; VSO

However, even if a job is not deemed to be a benchmark job, it is placed into proper grade on the wage schedule based on its job evaluation score or, in exceptional circumstances, based on its market value or on a calculation to relieve any compression concerns.

### Analysis of the “Pay Line”

The balance between internal equity and external competitiveness is achieved by using regression analysis to develop the recommended compensation structure. A scatter graph of job evaluation scores and market rates for the County’s benchmarks are below. The graph shows that as the internal value of jobs increase, measured by job evaluation scores, market pay increases, as well. As the graph indicates, the trend is very clear.

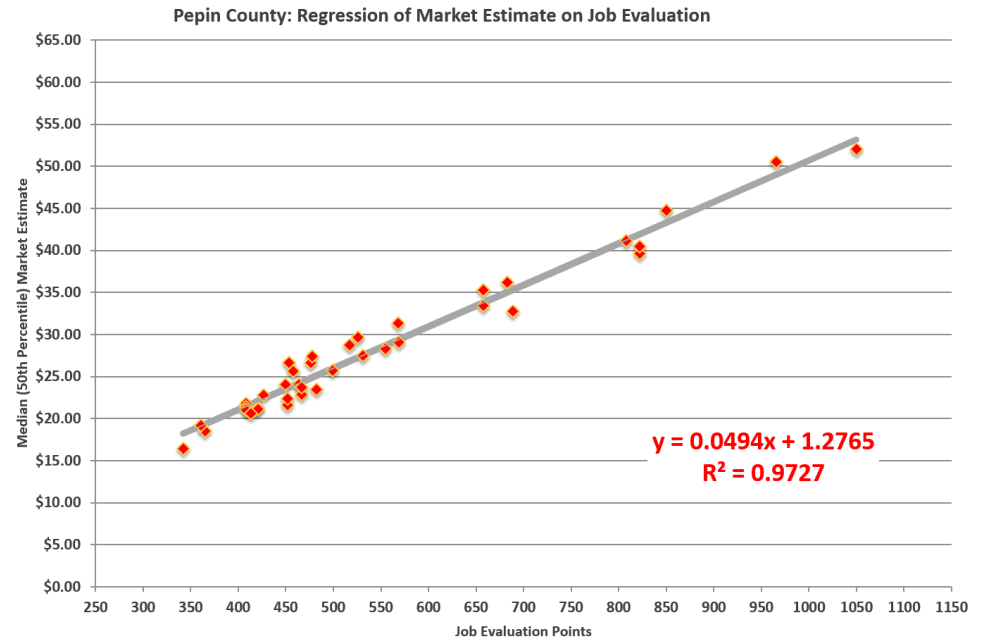
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<sup>1</sup> In the analysis of our data, we pay particular attention to outliers. These are especially important to take into consideration when substantially larger—or smaller—organizations are included in the “comparable pool”. If a particular data point falls outside of what would otherwise be considered an acceptable threshold for purposes of comparison, it may be excluded from consideration.

Each data point on the graph is one of the benchmark positions, representing the job evaluation score for that benchmark and the corresponding measured market estimate. The trend line (i.e. regression line, pay line, etc.) through these data points for the benchmark jobs is called a line of best fit, or regression line. The regression line for the County’s benchmark positions is represented by the equation:  $Y$  (predicted pay) = {\$.04944 times job evaluation points} + \$1.2765. <sup>2</sup>

In this regression equation, \$.04944 is the slope of the trend line and means that each single job evaluation point is worth \$.04944. Therefore, if the score goes up one point, pay rises \$.04944. The +\$1.2765 amount is the line’s y-axis intercept, so if the line were extended downward to y-axis of the graph (measuring market pay rates), it would intersect that axis at +\$1.2765.

The  $r^2 = 0.9727$  shown below the equation on the graph is the coefficient of determination. This coefficient of determination is very high and means that our market model (i.e. job evaluation scores, grade breaks, market matches, selected benchmark jobs, etc.) are reasonably predicting the variance in market pay. One way to interpret the result is that 97.3% of the variance in pay is explained by differences in job evaluation values, market variances, etc.; the remaining 2.7% can be attributed to other factors. The significance is that we can use these relationships to develop a pay plan (below) for the County that is strong internally and externally.



## **Building a Pay Structure**

### **Determining Grade Breaks**

One of the elements in plan design is the designation of the size and number of grades to which positions are assigned. For the salary ranges to be manageable, the recommended pay schedule utilizes a concise number of pay ranges so that pay remains competitive and internal pay management is relatively easy to accomplish. Jobs assigned to lower pay grades have a lower point value, and the incremental increases associated with changes to job evaluation ratings are also lower. Therefore, it makes sense to have a smaller range of points for lower grades, and then expand those ranges as the positions grow in points. As a result, our recommended assignment of “grade breaks” is as follows:

- Grades A through D = 25 points per grade
- Grades E through S = 50 points per grade

<sup>2</sup> The graphing features of Microsoft Excel are slightly less precise than our formulas used to analyze calculate the wage structure, hence the slightly longer numbers used in our assessment.

Build a Balanced Pay Structure

Using the “regression line” noted above, we can build a pay structure that takes both internal equity and external competitiveness into account. Take Grade J as an example. Grade J comprises all jobs with job evaluation scores ranging from 600 to 649. To construct the grade, we first arrive at the middle value of Grade J: 624.5 points. Then, by using the regression equation noted above, and substituting 624.5 for “x”, we then arrive at the “Control Point” (C/P) for Grade J.

$$(.04944 \times 624.5) + 1.2765 = \$32.15$$

We repeat this process for each and every grade to create a proposed structure as follows: <sup>3</sup>

GRADE	87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
	Min.					C/P										Max.
S	\$47.60	\$48.96	\$50.32	\$51.68	\$53.04	\$54.40	\$55.08	\$55.76	\$56.44	\$57.12	\$57.80	\$58.48	\$59.16	\$59.84	\$60.52	\$61.20
R	\$45.44	\$46.74	\$48.04	\$49.33	\$50.63	\$51.93	\$52.58	\$53.23	\$53.88	\$54.53	\$55.18	\$55.82	\$56.47	\$57.12	\$57.77	\$58.42
Q	\$43.27	\$44.51	\$45.74	\$46.98	\$48.21	\$49.45	\$50.07	\$50.69	\$51.30	\$51.92	\$52.54	\$53.16	\$53.78	\$54.40	\$55.01	\$55.63
P	\$41.11	\$42.28	\$43.46	\$44.63	\$45.81	\$46.98	\$47.57	\$48.15	\$48.74	\$49.33	\$49.92	\$50.50	\$51.09	\$51.68	\$52.27	\$52.85
O	\$38.95	\$40.06	\$41.17	\$42.28	\$43.40	\$44.51	\$45.07	\$45.62	\$46.18	\$46.74	\$47.29	\$47.85	\$48.40	\$48.96	\$49.52	\$50.07
N	\$36.79	\$37.84	\$38.89	\$39.94	\$40.99	\$42.04	\$42.57	\$43.09	\$43.62	\$44.14	\$44.67	\$45.19	\$45.72	\$46.24	\$46.77	\$47.30
M	\$34.62	\$35.61	\$36.60	\$37.59	\$38.58	\$39.57	\$40.06	\$40.56	\$41.05	\$41.55	\$42.04	\$42.54	\$43.03	\$43.53	\$44.02	\$44.52
L	\$32.45	\$33.38	\$34.31	\$35.24	\$36.16	\$37.09	\$37.55	\$38.02	\$38.48	\$38.94	\$39.41	\$39.87	\$40.34	\$40.80	\$41.26	\$41.73
K	\$30.29	\$31.16	\$32.02	\$32.89	\$33.75	\$34.62	\$35.05	\$35.49	\$35.92	\$36.35	\$36.78	\$37.22	\$37.65	\$38.08	\$38.51	\$38.95
J	\$28.13	\$28.94	\$29.74	\$30.54	\$31.35	\$32.15	\$32.55	\$32.95	\$33.36	\$33.76	\$34.16	\$34.56	\$34.96	\$35.37	\$35.77	\$36.17
I	\$25.97	\$26.71	\$27.45	\$28.20	\$28.94	\$29.68	\$30.05	\$30.42	\$30.79	\$31.16	\$31.54	\$31.91	\$32.28	\$32.65	\$33.02	\$33.39
H	\$23.81	\$24.49	\$25.17	\$25.85	\$26.53	\$27.21	\$27.55	\$27.89	\$28.23	\$28.57	\$28.91	\$29.25	\$29.59	\$29.93	\$30.27	\$30.61
G	\$21.64	\$22.26	\$22.88	\$23.49	\$24.11	\$24.73	\$25.04	\$25.35	\$25.66	\$25.97	\$26.28	\$26.58	\$26.89	\$27.20	\$27.51	\$27.82
F	\$19.48	\$20.03	\$20.59	\$21.15	\$21.70	\$22.26	\$22.54	\$22.82	\$23.09	\$23.37	\$23.65	\$23.93	\$24.21	\$24.49	\$24.76	\$25.04
E	\$17.32	\$17.81	\$18.31	\$18.80	\$19.30	\$19.79	\$20.04	\$20.28	\$20.53	\$20.78	\$21.03	\$21.27	\$21.52	\$21.77	\$22.02	\$22.26
D	\$15.70	\$16.15	\$16.59	\$17.04	\$17.49	\$17.94	\$18.16	\$18.39	\$18.61	\$18.84	\$19.06	\$19.29	\$19.51	\$19.73	\$19.96	\$20.18
C	\$14.61	\$15.03	\$15.45	\$15.87	\$16.28	\$16.70	\$16.91	\$17.12	\$17.33	\$17.54	\$17.74	\$17.95	\$18.16	\$18.37	\$18.58	\$18.79
B	\$13.54	\$13.92	\$14.31	\$14.70	\$15.08	\$15.47	\$15.66	\$15.86	\$16.05	\$16.24	\$16.44	\$16.63	\$16.82	\$17.02	\$17.21	\$17.40
A	\$12.45	\$12.81	\$13.16	\$13.52	\$13.87	\$14.23	\$14.41	\$14.59	\$14.76	\$14.94	\$15.12	\$15.30	\$15.48	\$15.65	\$15.83	\$16.01

However, there are times when market pressures dictate a grade placement higher—occasionally lower—than what the job evaluation system would predict:

Look at Market Outliers

The external marketplace is ever-changing and increasingly competitive and, from time-to-time, there are jobs that have clear market matches which do not align with our formulaic approach. Typically, these jobs tend to be [1] highly technical in nature, [2] possess significantly higher risks, or [3] are in

<sup>3</sup> It is important to note that **the above IS NOT the proposed wage structure for the County**. However, it is representative of a structure base on the 50<sup>th</sup> percentile market data, and is the foundation for the proposed structure described in the following section.

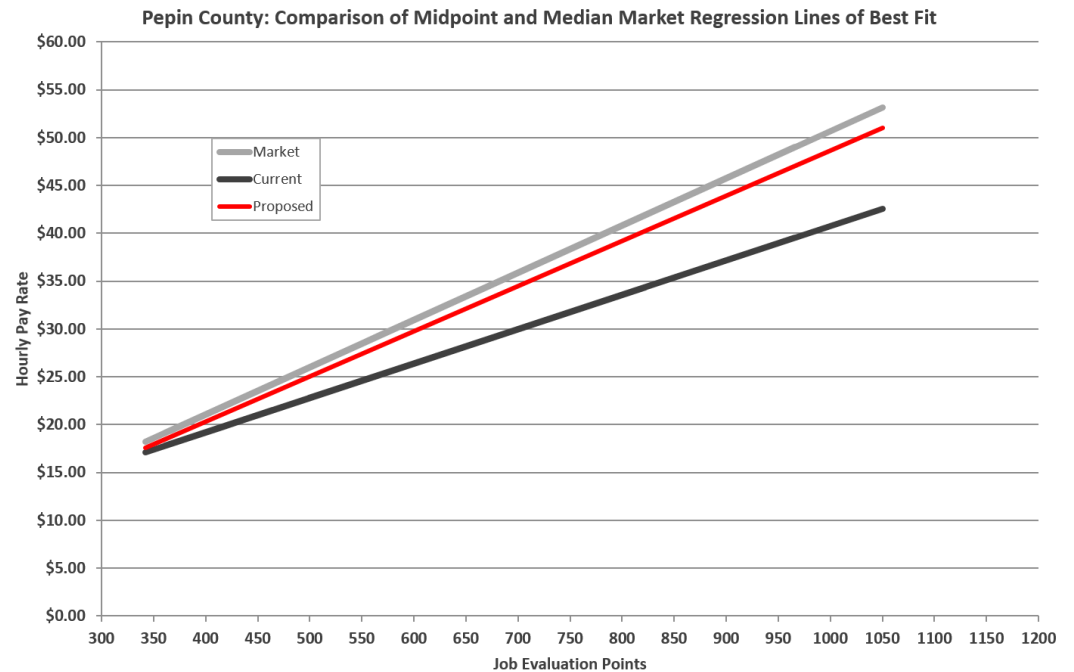
high-demand in the marketplace. In such cases, with clear and compelling data, we will place those jobs in a grade commensurate with their market value, and such placement should be balanced with the competitive and financial needs of the organization.

### Look at Compression Concerns

Finally, there are situations when internal compression influences the placement of a job. For example, in jobs where overtime is a regular occurrence, it may be necessary to adjust the grade placement of a supervisor to ensure that there is not a loss in wages, or that subordinates aren't regularly earning more than their supervisor, at the higher level position.

### **Proposed Approach for Developing a Pay Structure**

As this process drew to a close, the affordability of implementing the above pay structure was an ongoing point of discussion. Several options for mitigating the cost of implementation were reviewed and considered. In addition to the reduced size of steps above the Control Point, the County's positioning in the marketplace is being recommended as an approach to reducing cost. Of the counties included in the listing of comparable counties, Pepin County is far and away the smallest county. Buffalo County (est. pop. 13,587), the next closest in size, is nearly double the population of Pepin County (est. pop. 7,469). While we could not in good conscience suggest a plan based on positioning the County relative to its population ranking, we do feel that the County can ease its way into a market-competitive structure. Our recommended approach would be to "discount" the market rates by five percent (5%) to approximate the 40<sup>th</sup> percentile. As the graph to the right illustrates, such a move still moves the County in a more competitive direction. Further, the structure is not discounted so much that the County cannot realistically compete for talent.



Given the current economic times, and anticipated budgetary belt-tightening in the foreseeable future, this measured approach will cushion the impact of implementation. Further, as the movement through the structure occurs in future years, the added steps will soften the burden of step movement. However, as economic conditions improve, the County will likely find it necessary to either 1) move the structure closer to market-competitiveness, or 2) conduct a market review to ensure that the structure is competitive. Further, the County may also find it necessary to assess the market rates for individual positions when recruitment/retention challenges are present. Finally, the County may find it necessary to bring new hires into the organization at a rate higher than Step 1.

Regardless, and as noted above, the proposed structure places the County in a much more competitive position than when it started this process. In adopting this structure, the County is neither disrupting the internal hierarchy created with this project, nor is it adopting an uncompetitive structure.

Using the same methodology as described in the prior section—except for reducing the market rates by 5%—the following is the proposed wage structure:

**PEPIN COUNTY  
RECOMMENDED 2021 WAGE STRUCTURE: STEP PLAN**

GRADE	87.50%	90.00%	92.50%	95.00%	97.50%	100.00% C/P	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%	
	Min.																Max.
S	\$45.22	\$46.51	\$47.80	\$49.10	\$50.39	\$51.68	\$52.33	\$52.97	\$53.62	\$54.26	\$54.91	\$55.56	\$56.20	\$56.85	\$57.49	\$58.14	
R	\$43.16	\$44.40	\$45.63	\$46.86	\$48.10	\$49.33	\$49.95	\$50.56	\$51.18	\$51.80	\$52.41	\$53.03	\$53.65	\$54.26	\$54.88	\$55.50	
Q	\$41.11	\$42.28	\$43.46	\$44.63	\$45.81	\$46.98	\$47.57	\$48.15	\$48.74	\$49.33	\$49.92	\$50.50	\$51.09	\$51.68	\$52.27	\$52.85	
P	\$39.05	\$40.17	\$41.28	\$42.40	\$43.51	\$44.63	\$45.19	\$45.75	\$46.30	\$46.86	\$47.42	\$47.98	\$48.54	\$49.09	\$49.65	\$50.21	
O	\$37.00	\$38.05	\$39.11	\$40.17	\$41.22	\$42.28	\$42.81	\$43.34	\$43.87	\$44.39	\$44.92	\$45.45	\$45.98	\$46.51	\$47.04	\$47.57	
N	\$34.95	\$35.95	\$36.94	\$37.94	\$38.94	\$39.94	\$40.44	\$40.94	\$41.44	\$41.94	\$42.44	\$42.94	\$43.43	\$43.93	\$44.43	\$44.93	
M	\$32.89	\$33.83	\$34.77	\$35.71	\$36.65	\$37.59	\$38.06	\$38.53	\$39.00	\$39.47	\$39.94	\$40.41	\$40.88	\$41.35	\$41.82	\$42.29	
L	\$30.84	\$31.72	\$32.60	\$33.48	\$34.36	\$35.24	\$35.68	\$36.12	\$36.56	\$37.00	\$37.44	\$37.88	\$38.32	\$38.76	\$39.20	\$39.65	
K	\$28.78	\$29.60	\$30.42	\$31.25	\$32.07	\$32.89	\$33.30	\$33.71	\$34.12	\$34.53	\$34.95	\$35.36	\$35.77	\$36.18	\$36.59	\$37.00	
J	\$26.72	\$27.49	\$28.25	\$29.01	\$29.78	\$30.54	\$30.92	\$31.30	\$31.69	\$32.07	\$32.45	\$32.83	\$33.21	\$33.59	\$33.98	\$34.36	
I	\$24.68	\$25.38	\$26.09	\$26.79	\$27.50	\$28.20	\$28.55	\$28.91	\$29.26	\$29.61	\$29.96	\$30.32	\$30.67	\$31.02	\$31.37	\$31.73	
H	\$22.62	\$23.27	\$23.91	\$24.56	\$25.20	\$25.85	\$26.17	\$26.50	\$26.82	\$27.14	\$27.47	\$27.79	\$28.11	\$28.44	\$28.76	\$29.08	
G	\$20.55	\$21.14	\$21.73	\$22.32	\$22.90	\$23.49	\$23.78	\$24.08	\$24.37	\$24.66	\$24.96	\$25.25	\$25.55	\$25.84	\$26.13	\$26.43	
F	\$18.51	\$19.04	\$19.56	\$20.09	\$20.62	\$21.15	\$21.41	\$21.68	\$21.94	\$22.21	\$22.47	\$22.74	\$23.00	\$23.27	\$23.53	\$23.79	
E	\$16.45	\$16.92	\$17.39	\$17.86	\$18.33	\$18.80	\$19.04	\$19.27	\$19.51	\$19.74	\$19.98	\$20.21	\$20.45	\$20.68	\$20.92	\$21.15	
D	\$14.91	\$15.34	\$15.76	\$16.19	\$16.61	\$17.04	\$17.25	\$17.47	\$17.68	\$17.89	\$18.11	\$18.32	\$18.53	\$18.74	\$18.96	\$19.17	
C	\$13.89	\$14.28	\$14.68	\$15.08	\$15.47	\$15.87	\$16.07	\$16.27	\$16.47	\$16.66	\$16.86	\$17.06	\$17.26	\$17.46	\$17.66	\$17.85	
B	\$12.86	\$13.23	\$13.60	\$13.97	\$14.33	\$14.70	\$14.88	\$15.07	\$15.25	\$15.44	\$15.62	\$15.80	\$15.99	\$16.17	\$16.35	\$16.54	
A	\$11.83	\$12.17	\$12.51	\$12.84	\$13.18	\$13.52	\$13.69	\$13.86	\$14.03	\$14.20	\$14.37	\$14.53	\$14.70	\$14.87	\$15.04	\$15.21	

**Note Regarding the Proposed Wage Structure**

**Control Point (C/P)**

The anchor for all of our pay structures is the Control Point (C/P), which is an approximated market rate for the jobs in any given grade. Many confuse the Control Point as the market rate for each and every job in a grade. However, it is a more appropriate assertion that each grade reflects an acceptable market-based range of pay for each job in a grade and the average market rate would be found at or near the middle steps of a grade for any given job.

**Range Spread**

With the C/P in place, the minimum (87.5%) and maximum (112.5%) can be calculated. It's not uncommon for a client to inquire as to why 87.5% and 112.5% are used to develop a plan. First, there are no rules that require such a "range spread". In fact, our performance-based plans often range from 80% to 120%, and we have developed many other alternative approaches for clients.

However, the 87.5% to 112.5% spread does have a logical foundation. When working with many of our survey sources, we typically receive four data points for the jobs we're analyzing: 25<sup>th</sup> percentile, average (mean), 50<sup>th</sup> percentile (median), and 75<sup>th</sup> percentile. Since our public sector data doesn't always provide a sufficient n-count (i.e. number of jobs) to reliably calculate percentiles for each job, we have conducted analyses to verify the distribution of the market data.

Using a data set comprised of [1] the 40 most common jobs from the CDC public sector database, and [2] the 100 most common jobs from the BLS data, we conducted an analysis of the distribution of the median wage data for each of these sources. Our observation is that the 25<sup>th</sup> percentile of the data was between 10% and 15% below the median (hence 87.5%) and the 75<sup>th</sup> percentile of the data was between 10% and 15% above the median (hence 112.5%).

#### Paying Above the Control Point (C/P)

Finally, we frequently are questioned during the course of deliberations of our pay plans as to why an employer would pay more than the Control Point (market estimate). Using Grade 10 as an example, our intent in recommending a range of pay of \$21.62 to \$27.80 is to make the County competitive across the measured market. If the County were to stop the range at \$24.71—the Control Point—then it only would be competitive with the lower half of the market. Having the range reflect the breadth of the measured market will keep the County competitive for some time without having to re-measure the market annually.

#### **Progression Through the Wage Schedule**

With the proposed step-based pay plan, we strongly recommend requiring performance evaluations on an annual basis in order for an employee to progress in the range. Further, we recommend that if an employee's performance is unsatisfactory (e.g. discipline, performance improvement plan, etc.) all wage increases should be withheld, including any "structural adjustment" (i.e. "general wage increase", "across the board adjustment", "market adjustment", etc.) approved by the Board.

It is intended that any structural adjustment will be applied to steps in the structure(s). Excepting those deemed to be "Unsatisfactory", employees will receive both the general increase as well as the step increase (if applicable).

#### **Implementation**

One of the greater challenges associated with these projects is the development of an implementation plan that balances fairness and equity with the financial limitations of the organization. Most clients choose to implement a step-based structure based on the premise of placing employees—regardless of tenure—on the step in the new structure that provides "an increase in pay". Other options exist, and we work with our clients to devise the strategy that best aligns with their financial and strategic goals. Of the implementation options presented to the County for consideration, based on several discussions with the County's leadership, we recommend an implementation strategy based on the following criteria:

- Employees Above Grade Maximum: Any employee paid more than the maximum rate of pay for their assigned grade shall have their pay frozen until such time that wage schedule meets or exceeds their current rate of pay.
- Employees with <5 Years in Current Position: Any employee with less than five years of experience with the County shall be placed on the nearest step of their new pay range that provides an increase.
- Employees with ≥5 Years of Total Service: Any employee with at least five years of experience with the County shall be placed at a minimum of Step 3 in their new pay grade, or the nearest step of their new pay range that provides an increase, whichever is greater.

Such an approach not only creates a separation between long-term and less-tenured employees, but it also creates a cushion at the bottom of the new structure for hiring activity to occur while mitigating unwanted compression. The estimated base-wage cost to the County for this implementation is approximately \$51,261, or roughly a 1.46% increase in base-wage costs. <sup>4</sup>

Further, there are several individuals where the implementation will provide them with less than a \$.05 per hour increase. If the County desires, we recommend consideration of placing employees who will be receiving than a \$.05 per hour increase AND they work greater than 50% FTE. If the County were to grant these eleven employees this consideration, the impact would be less than \$6,000 in base wage costs (est. \$57,143 vs. est. \$51,261).

### **Second-in-Command**

During the course of our projects, we're often faced with evaluating a classification that's been identified as a "backup", "second-in-command", "serves in the absence of", etc. While it's helpful for a department to identify a point-of-contact in case of an absence of a superior, our responsibility is to look more deeply into the duties, responsibilities, and requirements for the job. Our experience has led us to the following observations with a job designated as a "backup":

- It happens infrequently; typically, during periods of vacation, illness, or attendance at seminars. These are frequently periods of one week or less, and sometimes (or rarely) will extend up to three weeks. Anything longer than three weeks (e.g. long-term FMLA absence) could/should be handled through an out-of-class pay designation.
- When the manager is actually absent, the person designated as backup typically has a decision-tree that looks something similar to the following:
  - If it involves a long-term matter, or if it's outside the backup's field of expertise, it gets set aside for the manager to handle upon their return.
  - If it involves a sensitive matter (e.g. discipline, emergency spending, etc.), other internal resources are typically brought into the decision-making process (e.g. HR, Finance, etc.). While these resources might also be utilized when the manager is present, the likelihood that these parties are involved increases with the absence of the manager.
  - Similarly, managers often leave contact information should anything serious arise during their absence. While this isn't always possible or practical, it is a common practice.
  - All other matters, typically day-to-day issues, are handled by this person serving as backup, but tend to fairly narrow in scope (e.g. signing documents, coordinating workflow, etc.), and fall in line with the scope of their normal duties.
- There is not an automatic line of succession for a vacancy in the top-level job. In all fairness, there are very few—if any—automatic lines of succession in any job in small-to-mid-size organizations. However, for most public-sector positions there are civil service and/or recruiting requirements for most jobs, and appointment authority for certain elected classifications (e.g. Governor, County Board, Judge, etc.).
- During periods where the manager is present, this designated backup often has relatively few—if any—management-level duties. There certainly cases where there are indeed management functions, but it should clearly be supported not only by the job documentation, but also the day-to-day realities of the job in question.

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<sup>4</sup> Due to ongoing turnover—which can be expected—these numbers will vary slightly between the time of this writing and the actual date of adoption.

With some rare exceptions, we tend to rate these “backups” higher only if (1) there is a greater frequency to the duties than just short absences; (2) the responsibilities are meaningful and ongoing; and (3) there are elements of management responsibility even when they’re not serving in the backup role.

### **Classification Review (i.e. Appeals Process)**

Even though our firm objectively applied the Point Factor System to the documentation provided by the employees, and the job documentation was reviewed by (and discussed with) a manager, something could have been missed or misunderstood, or the job has changed since the JDQ was prepared. We believe it is appropriate to offer a classification review (i.e. appeal) process following adoption of the new plan to give any employee an opportunity to state why the new job classification is in error.

We recommend that matters subject to the appeal process be limited to errors of classification and exclude any issues of pay plan design or implementation method as those are matters of policy reserved to the County. Our role in the appeal process would be to analyze, evaluate and recommend, with the County having final authority over the decision.

The professional service agreement between the County and our firm anticipates an appeal process, and the fee for such as service was agreed upon at the outset of the project. However, in order to control this expense, we strongly urge the County submit for our review only those appeals which clearly meet the criteria for an appeal.

### **Other Policy Matters**

Other policy matters appearing to require attention—or comment—in the final adoption of the classification and compensation study include:

- TBD

### **Ongoing Maintenance**

We understand and appreciate the costs associated with a project such as this, and the effect it can have on an organization. With proper care and maintenance, the need for this type of project—a comprehensive review of the entire classification and compensation system—can be minimized. From our experience, employers that treat compensation as a strategic component of its operations typically engage in the following practices:

- Rigorous adherence and discipline as it relates to the underlying assumptions and principles on which the pay plan is developed. In other words, all job changes should be documented and no reclassification requests should be granted unless the job evaluation system indicates as such, or there is a demonstrated market condition that would warrant such an adjustment.
- To that end, we recommend a process where any employee whose duties change substantially over the course of a year could ask for a classification review. In many instances, this coincides with the budget process to allow for the County to plan for any increase in compensation. This differs from a management-initiated reorganization, or new position creation, which could conceivably occur at any point in the year. As noted above, all duties—or changes in duties—should be documented prior to being evaluated.
- Annual review of the pay structure for adjustment based upon market conditions, changes in the cost-of-living, and the County’s ability to pay for any resulting changes in base salary costs. While we understand that an organization’s ability to increase the structure by any significant amount is limited, it is still necessary to adjust ranges periodically to keep up with the labor market and inflation.
- Periodic measurement of benchmark positions to the established marketplace. This is markedly different—and less expensive—than a comprehensive study. Simply stated, this is an evaluation of those jobs that anchored the compensation structure described herein. Such a

review provides the assurance needed to maintain market competitiveness, to stay on top of “hot jobs”, and to serve as a “health check” to ensure that the pay plan is functioning as intended. The timespan between market reviews is truly dependent on the economy. In times of prosperity, it may be necessary to review market competitiveness once every three years or so. In more sluggish economic times, an organization might be able to defer the market review to five years. Regardless, if an organization begins experiencing recruitment or retention problems, it may be time to revisit the entire structure or, in the alternative, review market data for an individual position.

- To the extent that pay is dictated by performance, a solid commitment to funding the performance-based pay. An employee should have a formal evaluation on an annual basis, and any progression through the structure should be predicated on—at a minimum—meeting the expectations of the County. We understand that the public sentiment for “automatic” pay increases is waning. To that end, the focus on employee development is even more important in that the County only retains employees dedicated to furthering the mission of the organization.

CDC is available to provide all of these services to the County. At a minimum, we recommend our clients adopt a regular classification review process utilizing our assistance. The service works with the client submitting revised job documentation for our analysis. We evaluate the responsibilities, rate the job, and recommend a pay grade allocation. Doing so allows the County to maintain an unbiased review of the jobs in question.



**RESOLUTION NO. 35-20**  
**RATIFICATION OF TENTATIVE SETTLEMENT WITH PEPIN COUNTY COMMUNICATION**  
**CORRECTIONS OFFICER ASSOCIATION**

**WHEREAS**, the Pepin County Administrative 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, 2021 of 2%, a wage increase effective January 1, 2022 of 2%, and a wage increase effective January 1, 2023 of 2% increase, 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, 2021 through December 31, 2023.

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair                      In favor - 5   Oppose - 0   Absent - 0   Abstain - 0

**FISCAL IMPACT REVIEWED** – The increase in wages noted above will result annually in approximately \$10,300 of additional Pepin County expense in each year 2022, 2023 and 2024.

<u>/s/ Pamela Hansen</u> Finance Director	<u>    X    </u> Recommend	<u>                    </u> Not Recommended
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**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 10<sup>th</sup> day of November 2020  
In favor - 11   Oppose – 1   Absent – 0   Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. Pepin County and the Pepin County Law Enforcement Association agreed to settle on a three (3) year contract to include a wage increase of 2% starting January 1, 2021. Another 2% for each of the following years in 2022 and 2023. The Administrative Committee has recommended that the County Board adopt this resolution.

Motion was made by Supervisor King, seconded by Supervisor Kosok, to adopt Resolution 35-20 titled, "Ratification of Tentative Settlement with Pepin County Communications Corrections Officer Association". Roll call vote was taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no and Supervisor Hoch-yes. Motion carried.





Motion was made by Supervisor McDonough, seconded by Supervisor Pittman, to adopt Resolution 37-20 titled, "Establishing the 2020 Pepin County Tax Levy and Adopting the 2021 Pepin County Budget" using \$11,000 out the surplus funds for the changes in the Compensation Study. Roll call vote was taken. Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes and Supervisor King-yes. Motion carried.

**Communications/Appointment :**

**Approval of the Appointment of Elizabeth Bauer as a Citizen Member of the Human Services Board, term ending April 2021.**

With the recent resignation of a citizen member of the Human Service Board, interviews have been taking place for a candidate to fill this position. The Human Service Board recommends the appointment of Elizabeth Bauer as their Citizen Member. Chairman Tom Milliren appointed Elizabeth Bauer as a citizen member of the Human Services Board and the County Board confirmed the appointment.

Chairman Milliren read a letter that was received from the Department of Tourism. Kevin Trushenski had applied and received a grant totaling \$4,923 to promote tourism in Pepin County. Congratulations Kevin!

**Future Agenda Items** –none noted.

**Next Meeting Date** - Next meeting date set for December 16, 2020 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 8:48 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 December 16, 2020

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**December 16, 2020**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Thursday, December 16, 2020 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-remotely
District #4-Paul Hoch-in person	District #10- Kevin Kosok –in person
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

Twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

No changes needed to the Agenda.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the November 10, 2020 County Board Meeting minutes**

Motion was made by Supervisor Kosok, seconded by Supervisor Andrews, to approve the consent agenda items as presented. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

**Reports:**

**WIPFLI Presentation- 2019 Financial Statements and Federal and State Single Audit Reports**

Rob Ganschow, from WIPFLI presented the Pepin County 2019 Financial Statements and the Federal & State Single Audit reports to the County Board. Rob thanked the Pepin County Staff for their helpfulness during the audit time especially this year with working off sight. The Finance Department scanned the needed documents needed to finalize the reports.

The findings from the audit consist of an unmodified opinion on the Financial Statement again this year, which means it meets all material aspects of the financial statement according to the general accepted accounting standards.

The Government audit standards opinion under laws, regulates internal controls as it pertained to the Financial Statements, an unmodified opinion (clean opinion) was given. As in other years, there was a

weakness of the internal control of segregated duties due to lack of staff in different offices. This is to inform the County Board of some individuals that may be doing more than one part of transactions and may not be always double checked.

Uniform Guidance opinion verifies Federal and State grant dollars that run through the County. Their duties are required to check the internal controls of various Federal and State programs that are in place, verifying funds are being spent according to the contracts and grant agreements that are in place. Unmodified opinion given on this also. All three positive opinions were given on the Financial Statement. The Balance Statement in detail was explained by Rob Ganschow to the County Board.

**Board Committee Reports:**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Business Item:**

**COVID-19 Ongoing Review- Pepin County Government Center Facility**

Administrative Coordinator Pam Hansen highlighted areas of possible changes that could take place. After discussion, a motion was made by Supervisor Andrews, seconded by Supervisor Wright, to extend to June 1<sup>st</sup>, 2021, offering online options to attend remotely and be counted for quorum with full per diem for both Committee and County Board meetings. Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes and Supervisor Milliren-yes. Motion carried. Discussion took place of the need to look at the plan each month or if we could bring back later when changes were needed. Motion was made by Supervisor Andrews, seconded by Supervisor McDonough, to keep the plan as is until the March County Board meeting to review for needed changes. Roll call vote took place. Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-no, Supervisor Hansen-no, Supervisor Kees Winkler-no, Supervisor Hoch-no, Supervisor Pittman-no, Supervisor King-no, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes. Tie vote of six (6) yes and six (6) no. Motion failed. The plan will continue to be presented to the County Board each month to make changes and updates as needed.

**Appoint Community Development Block Grant - CLOSE Committee members**

Administrative & Outreach Specialist Kevin Trushenski informed the County Board Supervisors of the Community Development Block Grant- CLOSE. At the last Administrative Committee meeting, the committee was approved as the project selection committee and approval the grant application. Funding is designated to projects in areas of Low to Moderate Income in Pepin County. Along with the Administrative Committee, Kevin Trushenski suggested citizen members from the Arkansaw and Stockholm to be on the project selection committee. Committee citizen members that have been recommend are Dennis Milliren and Jon Kelton of Arkansaw, Heidi Krause of Pepin and Kristin Smith-Procter of Stockholm.

Motion was made by Supervisor Andrews, seconded by Supervisor King to approve Dennis Milliren, Jon Kelton, Heidi Krause and Kristin Smith-Procter as the citizen members of the project selection committee and the Administrative Committee members. Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-abstained, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes. Motion carried with one negative vote. Motion carried.





by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of December 2020

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

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Administrative & Outreach Specialist Kevin Trushenski presented this resolution. As part of the Cares Act, Pepin County was awarded \$4,923 to be used toward a marketing project that meets the specified impacts as a direct result of the COVID-19 pandemic. River Travel Media will be contracting a digital campaign, "Get Outdoors! Get Outdoors in Pepin County

#PepinOutdoors which meets the requirements of the grant. The Administrative Committee recommended approving the 2020 Budget Modification- Travel Grant.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 39-20 titled, 2020 Budget Modification- Travel Grant. Roll call vote was taken, Supervisor Bocksell-yes.

Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried.

### **RESOLUTION NO. 40-20**

#### **2020 BUDGET MODIFICATION – CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDS**

**WHEREAS**, the State of Wisconsin – Department of Justice has allocated Coronavirus Emergency Supplemental Funds (CESF) funding to selected counties in the state, including Pepin County, and is targeted specifically to criminal justice operations at the county level; and

**WHEREAS**, Pepin County has applied and been approved to seek reimbursement for up to \$31,185 of eligible expenses under the CESF program for necessary and unbudgeted COVID-19 expenditures incurred between October 1, 2020 and September 30, 2021 specifically focused on funding work in three purpose areas:

- 1) Developing safe methods to operate courthouses with social distancing, creating safe processes for resuming operations, and purchasing items necessary to resume courthouse operations
- 2) Increasing safety in jails, for both jail staff and the incarcerated population.
- 3) Increasing safety of law enforcement officers.; and

**WHEREAS**, after collaboration with the departments impacted by the three purpose areas noted above, this grant was applied for by the Pepin County Sheriff's Office on behalf of Pepin County to incur expenses to achieve the purpose of the funding, including the following items:

1 Electrostatic Handheld Sprayer - Use in jail and greater county facilities	\$800
3 HEPA Air Purifiers - 2 for use in court rooms and 1 for dispatch	\$2,700
2 Laptop Computers - Clerk of Courts Office for remote court access	\$3,000
7 Toughbook Computers, Mounts, and related equipment – Sheriff's Deputies	\$23,800
1 TV for Small Hearing Room/Alt. Court room – For remote court hearings	\$500
1 Plexiglass divider, webcam and TV mount – Small Hearing Room	\$385; and

**WHEREAS**, the State of Wisconsin Department of Justice will provide 100% reimbursement for eligible expenses per the CESF grant application and as detailed above; and

**WHEREAS**, neither the CESF grant revenue, nor the additional expenses as described within were provided for in the original 2020 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2020 Budget to be modified as follows as a result of funding provided by the State of Wisconsin allocated to Coronavirus Emergency Supplemental Funds funding to be provided to select counties in the state, including Pepin County for the purchases as detailed within this resolution:

<u>Account Number</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
100-00-52120-000-000	Sheriff Office Grant Expense	\$948,025	\$ 31,185	\$ 979,210
100-00-43527-000-000	S/A – Sheriff Office Grants	\$ 0	\$ 31,185	\$ 31,185

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

COMMITTEE MEMBERS VOTE

/s/ Kevin Kosok, Committee Chair In favor - 4 Oppose - 0 Absent - 1 Abstain - 0

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT:** All expenses as noted to be incurred above within the grant amount will be reimbursed by the CESF Grant. Thus, there will be no net financial impact to Pepin County as a result of participation in this program.

/s/ Pamela Hansen

Finance Director

    X      
Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of December 2020  
In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Sheriff Joel Wener presented this resolution to the County Board. The State of Wisconsin Department of Justice has allocated Coronavirus Emergency Supplemental Funds (CESF) to selected counties in the State. Pepin County was approved to seek reimbursement for \$31,185 of eligible expenses targeting specifically in criminal justice operations.

The Administrative Committee recommended to adopt this budget modification.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 40-20 titled, 2020 Budget Modification- Coronavirus Emergency Supplement Funds. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.



Chairman Milliren informed the Board of the resignation of Robert Platteter as our Highway Commissioner. Due to this happening, it is necessary to appoint someone as our Interim Highway Commissioner. The Highway Committee has recommended to appoint Chris Bates as the Pepin County Highway Commissioner Interim until a new Commissioner can be filled. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 41-20 titled, Appointment of Pepin County Interim Highway Commissioner. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-no, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried with one negative vote.

**RESOLUTION NO. 42-20**  
**PEPIN COUNTY HUMAN SERVICES CREATION OF A FAMILY PRESERVATION WORKER**  
**POSITION AND WAGE SCALE**

**WHEREAS**, the Child Abuse and Neglect (CAN) Reporting Partnership, in which Pepin County is a member, is dissolving as of December 1, 2020 and the duties of receiving and screening child protection reports will be returning to each member county; and

**WHEREAS**, Pepin County Department of Human Services' capacity to fill the duties of child protection access (receipt of reports) and screening is not available; and

**WHEREAS**, the funds that were designated to CAN RP in 2020 were moved to the Social Services/Child Protection salary account line in the 2021 budget; and

**WHEREAS**, Pepin County Department of Human Services contracted prior to April 2020 with Almost Family to provide parent support services which included the supervision of family interactions and parent education and support, mandated services that prevent the removal of children from their home and/or reduces the length of out of home placements; and

**WHEREAS**, the Almost Family employee who provided Family Preservation Worker services to Pepin County discontinued face to face services due to COVID 19 and has communicated intent to retire upon completion of current open cases; and

**WHEREAS**, Almost Family does not have a replacement employee to fill the vacated role of Family Preservation Worker for Pepin County. Almost Family cost per hour is \$22.99 for Parent Education and \$15.33 for Family Interaction Services. Pepin County DHS has contracted with Lutheran Social Services (LSS) to fill the need of Family Preservation Worker to assist with overflow of cases that the Almost Family Worker did not have capacity to serve. LSS cost per hour for Parent Education is currently \$72.50 and \$76.50 for Family Interaction Services. Pepin County DHS has received notice from LSS that the rate for 2021 will increase by \$4.10 an hour; and

**WHEREAS**, in 2019, Pepin County DHS used 1140.7 hours of Family Preservation Worker services between Almost Family and LSS, with a total expense of \$36,301.56. Using the same number of hours as 2019 with the new LSS rate for 2021, it is estimated that Pepin County DHS will expend \$91,944.45. This is an increase of \$55,642.89; and

**WHEREAS**, Pepin County DHS requested and received expenditure authority (\$60,450.) to fill a full-time Family Preservation Worker position, in the 2021 approved Budget, that would be responsible for a portion of the receipt of child protection access reports, Family Preservation Worker, and family interaction services; and

**WHEREAS**, filling an internal position would be a cost savings of \$31,494.45.



**WHEREAS**, purchasing the equipment in 2020 reduced the request for the 2021 DHS equipment expenditures; and

**WHEREAS**, the ESS continues to telework full time due to the pandemic; and

**WHEREAS**, Pepin County DHS was not aware of the fiscal opportunity when the 2020 budget requests were made. Thus, a budget modification would need to be approved in order to authorize the purchase of the IT equipment.

**NOW THEREFORE BE IT RESOLVED** that Pepin County Board authorizes the purchase of a laptop, docking station, and 2 monitors with the approved modification to the 2020 budget as below;

<u>Account Number</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
	<b>Human Services Fund</b>			
211-00-43561-103	S/A IM CONTRACT REVENUE	\$336,585	\$2,000	\$338,585
211-00-54403-000	WREA Consortium EXPENSE	\$344,581	\$2,000	\$346,581

**RECOMMENDED BY THE PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES BOARD:  
COMMITTEE MEMBERS VOTE**

/s/ Tessa King, Board Chair In favor - 7 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** - Entire impact as noted above.

/s/ Pamela Hansen  
Finance Director

    X      
Recommend                      Not Recommend

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

/s/ Tom Milliren, Committee Chair In Favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**COUNTY BOARD ACTION:**

  X   ADOPTED  
     DEFEATED  
     TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of December 2020  
In Favor – 12    Opposed – 0    Absent – 0    Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Human Services Director Paula Winter presented this resolution to the County Board. Western Region Economic Assistance (WREA) received special funding to assist in updating IT equipment to allow for telework. Our Economic Support Specialist needs a new laptop, monitors and docking station. The cost would be fully paid through WREA.

Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Resolution 43-20 titled, Pepin County Human Services 2020 Budget Modification-WREA IT Equipment. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.



**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of December 2020  
In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. Since the approval of the Wage and Comp Study, an additional amendment would be needed. Supported by Carlson Dettmann Consulting, full time employees with greater than or equal to 15 years of service shall be placed at a minimum of step 6 in their new pay grade. And employees with greater than or equal to 15 years of service and receiving less than a \$.08 per hour increase and that works greater than a 50% FTE shall be placed at the next higher step in their new pay grade. The impact of the 2021 budget would be \$8,471 if approved. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 44-20 titled, Resolution Amending the 2020 Employee Classification and Compensation Study for Staff with over 15 years of Service-2021 Budget Modification. Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**RESOLUTION NO. 45-20  
AMENDMENT NO. 38 TO PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**3.1.8 LEAVES – SICK LEAVE**

1. Full-time employees shall accrue paid sick leave benefits at the rate of one day per month **accumulated each pay period**. No employee shall accrue sick leave credit when absent 14 or more days on a leave of absence, except employees on worker's compensation who shall continue to accrue sick leave. **Part-time employees see eligibility Section 4.1. For the first year of implementation of 1/1/2021 six days would be provided on 1/1/2021 and the accrual per pay period for the remainder of the year would be reduced to reach a total of 12 days.**
2. To qualify for paid sick leave benefits, the employee shall notify the department head within 1/2 hour after the time scheduled to report to work, except in cases of an emergency. All paid sick leave claimed by an employee shall be subject to verification by the department head who may require medical evidence before payment.
3. Unused sick leave benefits may accumulate up to 105 days. Once an employee has accumulated 105 days, he/she shall be paid \$20 for each sick leave day earned and not used over 105 days, payment to be made at the end of each calendar year.
4. Upon retirement after a minimum of fifteen (15) years of service as an employee of Pepin County who is in good standing and has worked sufficient hours to qualify for fringe benefits for fifteen years, or upon death or retirement due to disability, an employee shall be paid the cash value of ½ of up to 60 days of accumulated sick leave, provided that the required termination notice has been given. (Maximum payment would be 30 days.)

5. Employees may use up to two (2) days of sick leave each year as personal leave with department head approval.
6. Sick leave may be used for preventive health care of the employee, such as dental and doctor appointments, as approved by the department head.
7. Paid sick leave benefits may be substituted for portions of unpaid family leave or medical leave pursuant to §103.10, Wis. Stats.; employees will be required to substitute certain paid leave benefits if eligible for federal FMLA.
8. Employees shall be allowed sick leave in case they must be absent due to an illness in their family (spouse and minor children) as approved by the department head. (A minor child shall be defined as the employee's dependent per IRS guidelines).

#### 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, and may use, ~~prorated~~ vacation benefits during the first 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 ~~40~~ 20 days may be carried over from year to year and shall be used in the carryover year or forfeited for employees accruing vacation below the 20 years of service. Once the maximum of 20 days is reached any additional hours are forfeited until vacation hours are utilized.
5. The maximum of 25 days may be carried over from year to year and shall be used in the carryover year or forfeited for employees that are accruing vacation at the 20 to 25 years of service. Once the maximum of 25 days is reached any additional hours are forfeited until vacation hours are utilized.
6. Vacation accruals shall be ~~computed to December 31 of each year~~ accrued each pay period based on years of service. Employees may use vacation any time in the year during which it will after it is accrued. 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.~~
7. 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. Compensatory time earned must be used prior to use of vacation time.

8. Employees hired as salaried Department Heads shall be placed on the vacation schedule equivalent to the year of placement on the salary schedule.
9. During the first year of implementation if an employee desires an exception be made regarding the accrual process, the employee may request from their Department Head that 5 days of vacation be banked as of 1/1/2021 and their accrual per pay period would be reduced to reach their maximum accrual based on years of service during the first year of implementation.

#### **4.5 HOLIDAYS**

1. The following are paid holidays:

New Year's Day	Labor Day
President's Day	Thanksgiving
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas
2. Holidays occurring on Saturday shall be observed on Friday. Holidays occurring on Sunday shall be observed on Monday.
3. Holidays for full-time employees shall be taken in the pay period in which accrued or the succeeding pay period when the holiday falls at the end (last 2 working days) of the pay period. Eligible part-time employees shall be allocated pro-rated holiday hours on an annual basis and may use them at any time during the year. All Holiday hours must be used by December 31<sup>st</sup> of each year or will be forfeited.

Highway and Maintenance Department employees will receive time and one-half for working on their scheduled day being observed as a holiday, in addition to receiving their holiday pay.

4. Regular County employees who are in good standing who terminate employment with the County shall receive payment for unused holidays, provided that the required termination notice has been given as set forth in Section 3.2.10. Employees who are terminated by the County for reasons other than discipline shall receive payment for unused holidays. 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 holiday pay which has been used.
5. The Sheriff Department's non-union Lieutenant shall be compensated for the holidays listed in 1 above, at the rate of eight (8) hours per day at the employee's base rate of pay. The pay for these holidays shall be paid on the first paycheck in December each year. In addition to the holiday compensation, if the non-union Jail Lieutenant performs work on any of the holidays listed in 1, he/she shall be compensated for all hours worked at the time plus one-half rate. If an employee's employment is terminated during the year, his/her holiday pay will be added to their last paycheck on a pro-rata basis.

**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/ Tom Milliren, Committee Chair

In favor-5 Oppose-0 Absent-0 Abstain-0

**FISCAL IMPACT REVIEWED** – No additional expenditures would be incurred at the time the policy is adopted. However, at the time an employee retires or chooses to terminate employment, larger potentially unbudgeted payouts could be due to employees resulting from the possible larger carryover accruals of unused vacation time. The risk of used/paid but unearned time will be eliminated. Potential future labor efficiencies should be realized in the future as the policy change should lead to more efficient and automated time tracking processes.

/s/ Pamela Hansen  
Finance Director

    X      
Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of December 2020  
In favor-12 Oppose-0 Absent-0 Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this amendment to the County Board. Changes made to the Employee Handbook consists of sick day accrual per pay period, and changes to the maximum days of carried over from year to year and vacation accruals. The Administrative Committee recommend the approve of this amendment.

Motion was made by Supervisor Andrews, seconded by Supervisor King to adopt Resolution 45-20 titled, Amendment No. 38 to the Pepin County Employee Handbook- Sick Leave, Vacation and Holiday. Roll call vote was taken, Supervisor Hoch-yes, Supervisor Pittman-yes Supervisor King-yes, Supervisor Ingram-yes, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes. Motion carried.

**Communications/Appointment: Approval of the Reappointment of Mark Chilson to the Veteran Service Commission, term ending December 31, 2023**

Chair Milliren informed the County Board the need to reappoint Mark Chilson to the Veteran Service Commission since his current term ended. Motion was made by Supervisor Pittman, seconded by Supervisor McDonough to reappoint Mark Chilson to the Veteran Service Commission, with his term ending December 31, 2023. Voice vote was taken, all in favor. Motion carried.

The Pepin County Housing Authority has an open position. If someone knows of someone to fill this position to call the County Clerk or Chair.

**Future Agenda Items** –none noted.

**Next Meeting Date** - Next meeting date set for January 20, 2021 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting 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 January 20, 2021

/s/ Tom Milliren  
Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**January 20, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, January 20, 2021 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-Absent	District #9-John Andrews-remotely
District #4-Paul Hoch-in person	District #10- Kevin Kosok –in person
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

Eleven (11) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above. Absent was Supervisor Chris Kees Winkler.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

No changes needed to the Agenda.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the December 16, 2020 County Board Meeting minutes**

Motion was made by Supervisor Pittman, seconded by Supervisor Hoch, to approve the consent agenda items as presented. Roll call vote was taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Hoch-yes. Motion carried.

**Reports:**

**Board Committee Reports:**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Business Item:**

**COVID-19 Ongoing Review- Pepin County Government Center Facility**

Administrative Coordinator Pam Hansen highlighted areas of the plan that are still in place. The Family First Coronavirus Relief Act policy has expired as of December 31, 2020. In 2021, sick pay would be needed to be used. State mask mandate has been extended for another 60 days. The Health Director to extend mask wearing for at least another 30 days and then reassess. No changes made to the plan at this time.



**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of January 2021  
In favor – 11 Oppose – 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Administrative & Outreach Specialist Kevin Trushenski presented this resolution to the County Board. A public hearing was held on January 14<sup>th</sup> during the Administrative Committee meeting on the application. Pepin County was allocated \$180,000 in grant money to designate to projects in areas of low to moderate income under the CDBG-CLOSE program. Projects that could qualify and that will be submitted for funding as a ADA accessibility improvement included upgrading docks and picnic tables to make them handicap accessible along with paving a handicap parking area at each park. Two properties were discussed under the slum and blight elimination. One is property north of the Arkansaw Creek Park, where a structure was severely damaged due to flooding and needs to be removed. Pepin County would need to purchase the property and then it would become part of the Arkansaw Creek Park once the demo was done. This would improve public accessibility as well as remove a blighted structure. The other slum and blight project would be in the City of Durand. Unpaid property taxes and major health issues exist with this property. Removal of this structure would clean up this lot and make it accessible for redevelopment in the future. The Administrative Committee and the Citizen members has recommended these projects to be submitted to the Community Development Block Grant. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 01-21 titled, "Approval of the CLOSE of the Community Development Block Grant Funded Revolving Loan Fund and Authorization for the Submission of a CDGB Application for reuse of funds." Roll call vote was taken, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes and Supervisor Pittman-yes. Motion carried.

**RESOLUTION NO. 2-21  
AUTHORIZATION TO SUBMIT A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION FOR THE CDBG-CV PROGRAM**

**WHEREAS**, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a rental assistance program for the CDBG-CV program; and

**WHEREAS**, Pepin County's intent to apply for the Community Development Block Grant – Coronavirus (CDBG-CV) program was approved by DEHCR; and

**WHEREAS**, West CAP currently provides homelessness assistance for Pepin County residents and has expressed interest in administering a rental assistance program to provide fiscal relief for residents who met the criteria of urgent need for housing, have been impacted by COVID, and are low to moderate income; and







Administrative & Outreach Specialist Kevin Trushenski presented this resolution to the County Board. He explained that currently the Sheriff has policies in place that would cover the prohibit of use of excessive force and the barring of the entrances/exits for non-violent civil rights demonstrations. The need to acknowledge this is another necessary procedure for the Grant application. Motion was made by Supervisor King, seconded by Supervisor Pittman, to adopt Resolution 04-21 titled, "Acknowledge of Policy to Prohibit the use of Excessive force and the barring of entrances/exits for non-violent civil rights demonstration." Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes and Chair Milliren-yes. Motion carried.

**RESOLUTION NO. 5-21  
2021 BUDGET MODIFICATION – SILVER BIRCH PARK DRIVEWAY REPAIR**

**WHEREAS**, the Pepin County Land Conservation & Planning Department is requesting the use of 2021 Contingency Funds to be used to repair the existing driveway that provides access to County Park property as well as private property along Silver Birch Lake; and

**WHEREAS**, the driveway has degraded in condition making it difficult for vehicle access to the public and private property; and

**WHEREAS**, the repair costs will be shared equally between Pepin County and the private property owners; and

**WHEREAS**, the Pepin County Board of Supervisors authorized a 2020 Budget Modification #30-20 for this project which is hereby rescinded; and

**WHEREAS**, due to contractor availability and weather conditions, no work was done or funds spent and thus the project was not completed in the 2020 fiscal year; and

**WHEREAS**, the estimated cost of repair was not provided for in the adopted 2021 Pepin County Parks budget.

**NOW THEREFORE BE IT RESOLVED** that 2020 Budget Modification #30-20 for this project is hereby rescinded.

**BE IT FURTHER RESOLVED** that the Pepin County Board of Supervisors authorizes the 2021 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>			
100-00-55200-000	County Parks Expense	\$ 13,975	\$ 9,400	\$ 23,375
100-00-59100-390	Contingency Fund	\$ 28,794	\$ (9,400)	\$ 19,394

**RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION, PLANNING/EXTENSION COMMITTEE:**

**COMMITTEE MEMBERS VOTE**

/s/ Angie Bocksell, Committee Chair      In favor - 5    Oppose - 0    Absent - 0    Abstain - 0

**FISCAL IMPACT REVIEWED** – Entire impact as noted above.

<u>/s/ Pamela Hansen</u> Finance Director	<u>    X    </u> Recommend	<u>          </u> Not Recommended
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**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE:  
COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair

In favor - 5    Oppose - 0    Absent - 0    Abstain - 0

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of January 2021.  
In favor - 11    Oppose – 0    Absent – 1    Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Land Conservation Director Chase Cummings explained this resolution to the Board. The repairs of the Silver Birch Park Driveway had not been done due to contractor availability and weather conditions. Rescinding the 2020 Budget Modification and adopting a 2021 Budget Modification is needed for the Silver Birch Park Driveway repairs. The driveway repair cost will be shared equally between Pepin County and the private property owners.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 05-21 titled, “2021 Budget Modification-Silver Birch Park Driveway Repair.” Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 6-21  
APPROVAL OF THE 2021-2030 LAND AND WATER RESOURCE MANAGEMENT PLAN**

**WHEREAS**, in 1997 Wisconsin Act 27 amended Chapter 92.10 of the Wisconsin State Statutes creating a county land and water resource management program; and

**WHEREAS**, in 2002 the State of Wisconsin adopted Administrative Rule Natural Resources 151 (NR151) setting new performance standards and prohibitions to prevent runoff and protect water quality; and

**WHEREAS**, in 2002 the State of Wisconsin adopted Administrative Rule in Agriculture, Trade and Consumer Protection 50 (ATCP 50) that identifies conservation practices that farmers must follow to meet the required performance standards; and

**WHEREAS**, the State of Wisconsin requires that all Land Conservation Committees develop a comprehensive Land and Water Resource Management Plan addressing local resource issues as well as the state’s performance standards and prohibitions; and

**WHEREAS**, state funding for cost-sharing and staff funding depend on the county maintaining a Land and Water Resource Management Plan approved by the State Land and Water Conservation Board; and

**WHEREAS**, the State Land and Water Conservation Board reviewed and approved the 2021-2030 Pepin County Land and Water Resource Management Plan on December 1, 2020.



### **3.1.2 OVERTIME AND COMPENSATORY TIME**

4. All use of compensatory time shall have the prior approval of the department head. Earned compensatory time must be used prior to ~~vacation~~ or unpaid time off **and is strongly recommended to be used prior to using vacation.**
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~~ **one scheduled week** 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 **one scheduled week** ~~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.

### **3.2.1 JOB VACANCIES AND POSTING**

#### **3. JOB APPLICATION PROCEDURE**

##### **(b) Selection Process.**

- vii. New hires shall be hired in at **between** the starting wage rate **and the Control Point based on experience as outlined in Section 5.3 of the employee handbook** unless a higher starting rate is approved by the oversight committee. Employees may not be accelerated through the wage steps without Administrative Committee approval, upon the recommendation of the oversight committee.

### **3.2.7 PERFORMANCE EVALUATIONS**

#### **3. REGULAR EMPLOYEES:**

Department heads shall evaluate all department employees on a calendar basis, typically completed January through March. The Administrative Coordinator along with the department committee shall evaluate all department heads annually, on a calendar basis, typically completed January through March. All performance evaluation ratings shall be discussed with the individual being rated. If the individual disagrees with the evaluation, the parties shall meet with the Administrative Committee and attempt to resolve the issue(s). If an employee disagrees with any information contained in his/her personnel file, the employee may submit a written statement explaining his/her position which shall be included in the personnel file. **Effective the first check in April 2022 and each year thereafter as approved by the County Board during the budget process, all non-union, non-elected employees receiving a Satisfactory or Above Performance Evaluation rating within the last twelve months will move one step up on the wage schedule. A satisfactory Performance Evaluation will include met goals or a continuation of goals and a satisfactory score as outlined on the approved Performance Evaluation. A goal may be continued if it was not met due to circumstances outside of the employee's direct control. An unsatisfactory rating on a performance evaluation would withhold all wage increases until the next satisfactory performance evaluation. Any Department Head and their manager designees failing to complete Performance Evaluations for their staff will not be eligible for wage schedule step increase until all performance evaluations are completed and maybe subject to disciplinary action as described in section 3.3 of this employee handbook.**

### **3.2.8 PERSONNEL RECORDS AND PAYMENT OF WAGES**

#### **2. PAYMENT OF WAGES.**

- (c) Check Distribution. Direct Deposit statements for each employee will be **emailed or** placed in department mail slots prior to 3:00 p.m. on the day before payday. Payroll deposit funds will be available to the employee at bank opening on payday.

#### 4.4 HEALTH INSURANCE AND COBRA

<u>Employee Group</u>	<u>Single Policy</u>	<u>Family Policy</u>
Working less than 600 hours annually (1,200 hours annually for employees hired after 7/1/11)	Not Eligible	Not Eligible
Working > 600 hours to < 4/5's annually prorated % of full-time (1,200 hours annually for employees hired after 7/1/11)	<b>without a break in service</b>	prorated % of full-time
Working four-fifths to < full-time annually	90% of full-time	90% of full-time
Working full-time annually	\$633.00	\$1,560.00

#### 4.9 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~~ **approved FMLA absence.**

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

#### **5.3 Compensation and Consultation (Effective 1/1/2021)**

Pepin County implemented a compensation plan which incorporates a step process with a classification and grade as recommended by Carlson Dettmann Consulting. It is the policy of Pepin County to administer a fair and equitable uniform employee compensation plan that will obtain and retain quality employees.

Many of the positions in the County are similar to one another. Those positions which require similar skills, responsibility, and qualifications constitute a class of positions. All non-union, non-elected full-time Pepin County positions shall be placed on an appropriate wage schedule and have an established wage grade.

The Administrative Committee, through the Personnel Director shall establish wage schedule for all County employment positions. The Administrative Committee, when deemed necessary, will review the established wage schedule to ensure internal consistency with the position on the established wage schedule. In addition, external wage information may be gathered and reviewed, when deemed necessary by the Administrative Committee, for the purpose of general review of the Pepin County Wage Schedule to ensure wages are at a level to reflect market standards and are within the financial limits of Pepin County.

Movement between steps occurs April 1 of each year beginning April 1, 2022 provided employee receives a satisfactory performance evaluation. Mid-year hires, hired on or after October 1<sup>st</sup> are eligible to receive a COLA January 1<sup>st</sup> the following year; however shall not receive a step increase until April 1<sup>st</sup> of the year following their first year anniversary provided the employee receives a satisfactory performance evaluation.

Pepin County non-union, non-elected employees as of January 1, 2021 shall be placed at the step of their classification as determined by Carlson Dettman Consulting, as indicated on Resolution NO. 33-20.

A new hire may be hired up to the Control Point based on their level of experience or skill set with approval from the Administrative Coordinator as recommended by the Department Head

and Personnel Director with identified funding source within the department's budget to cover expenses. If the Administrative Coordinator, Personnel Director, and Department Head do not agree the Administrative Coordinator will seek final decision from Administrative Committee chair.

Employees may request a wage grade review of their position by contacting their Department Head with an explanation of why they feel that their position's wage grade should be reviewed. This could be during the initial implementation and when any employee's duties change substantially over the course of a year. Except for the initial implementation, this process should coincide with the budget process to allow for the County to plan for any increase in compensation. If the Department Head agrees with the request for a review the Department Head will then forward in writing to the Personnel Department the reasons for the objection to the wage grade in which the position was placed. After affirming with the Administrative Committee, the appeal will then be forwarded to Carlson Dettman Consulting to evaluate. The recommendation of the appeal will then be provided to the Administrative Committee and those appealing. The Administrative Committee will make the final determination to accept or deny the recommendation of the appeal.

**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/ Tom Milliren, Committee Chair In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – No direct financial impact of the handbook update is anticipated. Any impacts of actions taken according to the policy that are not within the current adopted budget will be addressed in separate budget modifications.

/s/ Pamela Hansen  
Finance Director

  X    
Recommend

            
Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED

     DEFEATED

     TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of January 2021.

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

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this amendment to the Pepin County Handbook. Updates were needed to due to the results of wage and comp study. Details are found on the amendment or in the updated Employee Handbook.

Motion was made by Supervisor King, seconded by Supervisor Hoch, to adopt Resolution 07-21 titled, "Amendment No. 39- Pepin County Handbook- Overtime and Compensatory Time, Workplace Policies, Benefits and Compensation Amendments." Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried.

**AMENDMENT NO. 129 TO PEPIN COUNTY ORDINANCE 179**  
**Chapter 7- TRAFFIC CODE**

That the Code of Ordinances and the Schedule of the County Ordinance Citation Deposits be Amended by adding Section 7.06

**DISORDERLY CONDUCT WITH A MOTOR VEHICLE**

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

**7.06 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE**

Section 1. Authority and Purpose. This Ordinance is enacted under of Section 59.03 Wis. Statutes.

Section 2. That the Code of Ordinance of the County of Pepin be amended by adding the Section 7.06 as follows:

(a) Definitions: The following terms are defined for the purpose of this ordinance:

1. "Disorderly Conduct with a "Motor Vehicle" means the operation of a motor vehicle in a manner that is unnecessarily, unreasonably, and excessively dangerous, violent, abusive, maneuvered, or accelerated in such a manner so as to disturb, annoy or endanger any person or property in any public or private area in Pepin County. It includes, but is not limited to the unnecessary, unreasonable, and excessive spinning of wheels, squealing of tires, accelerating the engine or vehicle or both, raising one or more wheels off the surface of the highway, use of the horn, loud playing of radios or audio entertainment, emission of smoke, gases or other foul odors that are disagreeable, leaving the highway to travel across property to avoid an intersection, official traffic control sign, signal or other device, and deliberately causing the engine to backfire. For the purpose of this definition, operation of a motor vehicle does not require the motor vehicle to be moving at the time of commission of the conduct included under this term.
2. "Highway" shall have the meaning given to such term in Wis. Stat. § 340.01(22) as amended.
3. "Motor Vehicle" shall have the meaning given to such term in Wis. Stat. § 340.01 (35) as amended.
4. "Vehicle" shall have the meaning given to such term in Wis. Stat. § 340.01(74), as amended.

(b) No person shall operate a Motor Vehicle in Pepin County in a manner constituting Disorderly Conduct with a Motor Vehicle.

(c) Penalty.

Any person who violates this Section 7.06 is subject to penalty under § 25.04 of this Code of Ordinances.

(d) 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 LAW ENFORCEMENT/ EMERGENCY  
MANAGEMENT COMMITTEE:**

**COMMITTEE MEMBERS VOTE**

/s/ Kevin Kosok, Committee Chair

In favor - 4    Oppose - 0    Absent - 0    Abstain - 1

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of January 2021  
In favor – 11    Oppose – 0    Absent – 1    Abstain – 0

/s/ Audrey Bauer  
County Clerk  
Published: 28 January 2021

/s/ Tom Milliren  
County Board Chair

Sheriff Joel Wener presented the Amendment to the County Board on Disorderly conduct with a motor vehicle. Every couple of years, some revisions are needed. Under Chapter 7- Traffic Code, Disorderly Conduct with a motor vehicle needed to be added along with the citation deposit. Motion was made by Supervisor Pittman, seconded by Supervisor Kosok, to adopt Amendment #129 titled, " Amendment No. 129 to Pepin County Ordinance 179 - Chapter 7 Traffic Code- Disorderly Conduct with a Motor Vehicle and update schedule of County Ordinance Citation Deposits." Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

**COUNTY CODE OF ORDINANCES PENALTY PROVISIONS**

**25.04**        Except as otherwise provided, any person who shall violate any provision of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:  
1st Offense    \* not less than \$5.00 nor more than \$500.00  
2nd Offense    \* not less than \$10.00 nor more than \$1,000.00  
Continued  
Violations     \* each day and each violation shall constitute a separate offense  
                  *(plus costs of prosecution or imprisonment)*

**SCHEDULE OF COUNTY ORDINANCE CITATION DEPOSITS**  
**EFFECTIVE 7-1-09    Amended 01-20-2021**

SECTION	VIOLATION	Minimum	Maximum
6.10	Obstructing Emergency Management Staff	\$ 100.00	\$ 500.00
Chapter 7	Traffic Code - see Citation Deposits		
8.07(3)	Open Air Assembly License Violation	\$ 1,000.00	\$10,000.00
Chapter 9	Peace and Order - see Citation Deposits		
10.18	Public Nuisance/Public Health Violations	\$ 10.00	\$ 200.00
11.14(a)	Smoking Prohibited	\$ 10.00	\$ 10.00
11.23(1)	Tobacco Use Prohibited	\$ 10.00	\$ 10.00

Chapter 12	Licenses and Permits - see Citation Deposits		
13.15(1)	Manure Storage Violation	\$ 200.00	
Chapter 14	Parks and Recreation - see Citation Deposits		
Chapter 15	Sanitary Code - see Citation Deposits		
16.18	Shoreland-Wetland Zoning Violation	\$ 10.00	\$ 200.00
18.15(3)	Subdivision and Platting Violation	\$ 10.00	\$ 200.00
19.15	Mississippi River Bluffland Zoning Violation	\$ 10.00	\$ 200.00
20.10	Floodplain Zoning Violation	\$ 10.00	\$ 200.00
23.21	911 - Malfunctioning Phone Calls - 4th call	\$ 100.00	
23.21	911 - Malfunctioning Phone Calls - 5th call	\$ 150.00	
23.21	911 - Malfunctioning Phone Calls after 5th		
	- double the amount of the previous forfeiture		
23.23	Interference with 911 System	\$ 25.00	\$ 250.00
26.17	Driveway Access Penalty	\$ 100.00	
28.04	Great River Road Zoning Violation	\$ 5,000.00	\$10,000.00

**SCHEDULE OF COUNTY ORDINANCE CITATION DEPOSITS**  
**EFFECTIVE 7-1-09 AMENDED 01-20-2021**

SECTION	VIOLATION	DEPOSIT	TOTAL W/COSTS
7.02	Failure to report motor vehicle accident	\$100.00	\$263.50
7.04 (2)(a)	Unauthorized operation on snowmobile trail	\$75.00	\$232.00
7.04 (3)	Damaging surface of snowmobile trail	\$200.00	\$389.50
7.04 (4)	Defacing of removing snowmobile trail signs	\$150.00	\$326.50
7.05 (2)	Unnecessary and annoying noise and motor vehicle	\$75.00	\$232.00
7.05 (3)	Intentional defacing of public highway	\$150.00	\$326.50
7.06	Disorderly conduct with a motor vehicle	\$75.00	\$217.50
7.07	Violation penalty to the ATV/UTV Ordinance	\$100.00	\$249.00
9.01	Disorderly conduct	\$150.00	\$326.50
9.02	Issuance of worthless checks	\$100.00	\$263.50
9.03 (2)	Presence of underage persons in places of sale	\$50.00	\$200.50
9.03 (3)	Furnishing alcoholic beverages to underage person	\$300.00	\$515.50
9.03 (4)	Misrepresentation of age	\$100.00	\$263.50
9.03 (5)	Possession of alcoholic beverage by underage person	\$50.00	\$200.50
9.06 (6)(b)	Possession of alcoholic beverage on school grounds	\$30.00	\$175.30
9.03 (7)(a)	Open intoxicants in prohibited areas	\$50.00	\$200.50
9.03 (7)(b)	Possession of alcoholic beverage in parked vehicles	\$50.00	\$200.50
9.03 (7)( )	Open intoxicants in moving motor vehicle	\$50.00	\$200.50
9.03 (7)(d)	Permitting possession of open container in motor vehicle	\$50.00	\$200.50
9.03 (8)	Sale to intoxicated person	\$200.00	\$389.50
9.03 (9)(a)	Hours of operation for alcoholic beverage premises	\$200.00	\$389.50
9.04(4)(a)(2)	Truancy - 1st Offense	\$25.00	\$169.00

	Truancy - 2nd Offense	\$50.00	\$200.50
	Truancy - 3rd & Subsequent Offense	\$100.00	\$263.50
9.06 (2)	Theft	\$100.00	\$263.50
9.07	Littering	\$50.00	\$200.50
9.08 (2)	Intentionally causing damage to property of another	\$200.00	\$389.50
9.09	Loitering	\$50.00	\$200.50
9.10 (1)	Trespassing	\$100.00	\$263.50
9.10 (3)	Placement of unlawful signs on land of another	\$25.00	\$169.00
9.11 (1)	Misuse of public assistance	\$200.00	\$389.50
9.12 (1)	Obstructing an officer	\$300.00	\$515.50
9.13 (3)	Causing bodily harm (Battery)	\$500.00	\$767.50
9.14 (3)	Possession of concealed weapon	\$500.00	\$767.50
9.15 (2)	Possession of marijuana	\$100.00	\$263.50
9.16	Prohibiting The Shining Of Animals from Public Highways-1st Offense	\$20.00	\$162.70
	Prohibiting The Shining Of Animals from Public Highways-2nd Offense	\$40.00	\$187.90
	Prohibiting The Shining of Animals from Public Highways-3rd & Subsequent Offense	\$80.00	\$238.30
9.17	Possession of Drug Paraphernalia	\$50.00	\$186.00
12.01 (1)	Failure to license dog	\$25.00	\$169.00
12.01 (3)	Failure to vaccinate dog	\$50.00	\$200.50
12.01 (4)	Failure to use license tag	\$25.00	\$169.00
12.03 (3)	Dog running at large	\$25.00	\$169.00
12.03 (4)	Animals causing harm or injury	\$200.00	\$389.50
12.03 (5)(a)(b)(c)	Cruelty to animals	\$200.00	\$389.50
12.03 (6)(a)(b)(c)	Animal nuisances	\$25.00	\$169.00
12.03 (7)	Failure to confine animals in heat	\$25.00	\$169.00
12.03 (8)	Animal napping	\$200.00	\$389.50
12.03 (9)(b)(c)	Abandonment of animal	\$200.00	\$389.50
14.02	Destruction of property	\$200.00	\$389.50
14.03 (1)(2)	Littering/illegal disposal in County Park, campground or shooting range	\$50.00	\$200.50
14.03 (3)	Failure to allow charcoal to cool before disposal	\$50.00	\$200.50
14.04 (1)(2)	Unauthorized burning in County Park, campground or shooting range	\$100.00	\$263.50
14.05	Violation of camping without proper permit for groups and organizations	\$20.00	\$162.70
14.05 (2)	Violation of park/campground hours	\$50.00	\$200.50
14.05 (3)	Failure to obtain group/organization permit for special event in park or campground	\$20.00	\$162.70
14.06 (1)(2)	Failure to obtain camp permit	\$20.00	\$162.70
14.06 (3)	Camping in undesignated areas	\$20.00	\$162.70
14.06 (4)	Exceeding 14-day camping permit	\$20.00	\$162.70

14.06 (5)	Failure to remove from campground	\$20.00	\$162.70
14.07 (1)	Speeding in excess of posted 15 miles/hour in County Park	\$30.00	\$175.30
14.07 (2)	Vehicle on county trail	\$30.00	\$175.30
14.07 (3)	Vehicle in under signaged area of park, campground or shooting range	\$30.00	\$175.30
14.08	Disorderly conduct within County Park	\$150.00	\$326.50
14.09	Unauthorized operation of all-terrain/off-road vehicles in County Park, campground, trail or shooting range	\$50.00	\$200.50
14.10	Violation of shooting range hours	\$50.00	\$200.50
14.10 (1)	Shooting after dark or at unauthorized times	\$30.00	\$175.30
14.10 (5)	Unauthorized entry or use of shooting range	\$30.00	\$175.30
14.11	Unauthorized operation of snowmobiles	See Sec.7.04	\$232.00
14.12	Vehicle on restricted lake ice	\$50.00	\$200.50
14.13 (1)	Failure to control dog	\$25.00	\$169.00
14.13 (2)	Failure to remove dog waste	\$25.00	\$169.00
14.13 (3)	Horse on county trail	\$25.00	\$169.00
14.15(1)(2)	Uncased gun or discharge of gun or discharge of bow-&-arrow in campground or picnic/playground area or shooting on, from or across a county trail	\$30.00	\$175.30
14.15 (3)	Unauthorized discharge of fireworks in park, campground or shooting range or on county trail	\$30.00	\$175.30
14.15 (4)	Non-conforming discharge of gun in shooting range	\$30.00	\$175.30
15.345	Improper disposal of prohibited solid waste	\$75.00	\$232.00
15.38	Improper handling of recyclables	\$50.00	\$200.50
15.40	Multiple family dwelling recycling violation (See Ordinance)	\$25.00	\$169.00
15.41	Non-residential recycling violation (See Ordinance)	\$25.00	\$169.00
15.42	Improper delivery of solid waste to collection site	\$50.00	\$200.50
15.43 (2) (3) (4) (5)	Failure to pay solid waste fees	\$50.00	\$200.50
15.46 (1)(2)(3)	Improper disposal of solid waste and/or recyclables	\$50.00	\$200.50

**AMENDMENT NO. 130 TO PEPIN COUNTY ORDINANCE 179  
Chapter 9- PEACE AND ORDER**

That the Code of Ordinances and the Schedule of the County Ordinance Citation Deposits be Amended by adding Section 9.17

**POSSESSION OF DRUG PARAPHERNALIA**

**BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS OF PEPIN COUNTY:  
9.17 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE**

Section 1. Authority and Purpose. This Ordinance is enacted under of Section 59.03 Wis. Statutes.

Section 2. That the Code of Ordinance of the County of Pepin be amended by adding the Section 9.17 as follows:

(a) Definitions.

“Drug Paraphernalia” has the same meaning as the definition found in §961.571(1), Wis Stats.

(b) Possession or use.

No person may use or possess with the intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, prepare, test, analyze, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body, a controlled substance or controlled substance analog in violation of § 961.573 (1), Wis. Stats.

(c) Determination.

In determining whether an object is drug paraphernalia, a court or other authority shall consider the factors stated in § 961.572 Wis. Stats.

(d) Exemptions.

This article does not apply to manufacturers, practitioners, pharmacists, owners of pharmacies and other persons as permitted under Chapter 961, Wis. Stats.

(e) Penalty.

Any person who violates this Section 9.17 is subject to penalty under §25.04 of this Code of Ordinances.

(f) Amendments.

Any future amendments, revisions or modifications of Chapter 961, Wis. Stats., or any other statutes referred to in this article are intended to be made part of this article as such amendments, revisions or modifications are made to said statutes.

(g) 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 LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE:**

COMMITTEE MEMBERS VOTE

/s/ Kevin Kosok, Committee Chair

In favor - 4 Oppose – 0 Absent – 0 Abstain – 1

**COUNTY BOARD ACTION:**

X  ADOPTED  
    DEFEATED  
    TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of January 2021

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

/s/ Audrey Bauer

County Clerk

Published: 28 January 2021

/s/ Tom Milliren

County Board Chair

Sheriff Joel Wener presented another Amendment to the Pepin County Ordinance to the County Board. This amendment is to add the Possession of Drug Paraphernalia and its citation deposits. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Amendment #130 titled, “Amendment to the Pepin County Ordinance 179 - Chapter 9 Peace and Order- Possession of Drug Paraphernalia and Update Schedule of Code Ordinance Citation Deposits.” Roll call vote was taken, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

## COUNTY CODE OF ORDINANCES PENALTY PROVISIONS

**25.04** Except as otherwise provided, any person who shall violate any provision of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:

- 1st Offense \* not less than \$5.00 nor more than \$500.00
- 2nd Offense \* not less than \$10.00 nor more than \$1,000.00
- Continued Violations \* each day and each violation shall constitute a separate offense  
(plus costs of prosecution or imprisonment)

### SCHEDULE OF COUNTY ORDINANCE CITATION DEPOSITS EFFECTIVE 7-1-09 Amended 01-20-2021

SECTION	VIOLATION	Minimum	Maximum
6.10	Obstructing Emergency Management Staff	\$ 100.00	\$ 500.00
Chapter 7	Traffic Code - see Citation Deposits		
8.07(3)	Open Air Assembly License Violation	\$ 1,000.00	\$10,000.00
Chapter 9	Peace and Order - see Citation Deposits		
10.18	Public Nuisance/Public Health Violations	\$ 10.00	\$ 200.00
11.14(a)	Smoking Prohibited	\$ 10.00	\$ 10.00
11.23(1)	Tobacco Use Prohibited	\$ 10.00	\$ 10.00
Chapter 12	Licenses and Permits - see Citation Deposits		
13.15(1)	Manure Storage Violation	\$ 200.00	
Chapter 14	Parks and Recreation - see Citation Deposits		
Chapter 15	Sanitary Code - see Citation Deposits		
16.18	Shoreland-Wetland Zoning Violation	\$ 10.00	\$ 200.00
18.15(3)	Subdivision and Platting Violation	\$ 10.00	\$ 200.00
19.15	Mississippi River Bluffland Zoning Violation	\$ 10.00	\$ 200.00
20.10	Floodplain Zoning Violation	\$ 10.00	\$ 200.00
23.21	911 - Malfunctioning Phone Calls - 4th call	\$ 100.00	
23.21	911 - Malfunctioning Phone Calls - 5th call	\$ 150.00	
23.21	911 - Malfunctioning Phone Calls after 5th		
	- double the amount of the previous forfeiture		
23.23	Interference with 911 System	\$ 25.00	\$ 250.00
26.17	Driveway Access Penalty	\$ 100.00	
28.04	Great River Road Zoning Violation	\$ 5,000.00	\$10,000.00

**SCHEDULE OF COUNTY ORDINANCE CITATION DEPOSITS**  
**EFFECTIVE 7-1-09 AMENDED 01-20-2021**

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7.04 (3)	Damaging surface of snowmobile trail	\$200.00	\$389.50
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9.07	Littering	\$50.00	\$200.50
9.08 (2)	Intentionally causing damage to property of another	\$200.00	\$389.50
9.09	Loitering	\$50.00	\$200.50
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9.10 (3)	Placement of unlawful signs on land of another	\$25.00	\$169.00
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	Prohibiting The Shining Of Animals from Public Highways-2nd Offense	\$40.00	\$187.90
	Prohibiting The Shining of Animals from Public Highways-3rd & Subsequent Offense	\$80.00	\$238.30

9.17	Possession of Drug Paraphernalia	\$50.00	\$186.00
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12.01 (3)	Failure to vaccinate dog	\$50.00	\$200.50
12.01 (4)	Failure to use license tag	\$25.00	\$169.00
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12.03 (7)	Failure to confine animals in heat	\$25.00	\$169.00
12.03 (8)	Animal napping	\$200.00	\$389.50
12.03 (9)(b)(c)	Abandonment of animal	\$200.00	\$389.50
14.02	Destruction of property	\$200.00	\$389.50
14.03 (1)(2)	Littering/illegal disposal in County Park, campground or shooting range	\$50.00	\$200.50
14.03 (3)	Failure to allow charcoal to cool before disposal	\$50.00	\$200.50
14.04 (1)(2)	Unauthorized burning in County Park, campground or shooting range	\$100.00	\$263.50
14.05	Violation of camping without proper permit for groups and organizations	\$20.00	\$162.70
14.05 (2)	Violation of park/campground hours	\$50.00	\$200.50
14.05 (3)	Failure to obtain group/organization permit for special event in park or campground	\$20.00	\$162.70
14.06 (1)(2)	Failure to obtain camp permit	\$20.00	\$162.70
14.06 (3)	Camping in undesignated areas	\$20.00	\$162.70
14.06 (4)	Exceeding 14-day camping permit	\$20.00	\$162.70
14.06 (5)	Failure to remove from campground	\$20.00	\$162.70
14.07 (1)	Speeding in excess of posted 15 miles/hour in County Park	\$30.00	\$175.30
14.07 (2)	Vehicle on county trail	\$30.00	\$175.30
14.07 (3)	Vehicle in under signaged area of park, campground or shooting range	\$30.00	\$175.30
14.08	Disorderly conduct within County Park	\$150.00	\$326.50
14.09	Unauthorized operation of all-terrain/off-road vehicles in County Park, campground, trail or shooting range	\$50.00	\$200.50
14.10	Violation of shooting range hours	\$50.00	\$200.50
14.10 (1)	Shooting after dark or at unauthorized times	\$30.00	\$175.30
14.10 (5)	Unauthorized entry or use of shooting range	\$30.00	\$175.30
14.11	Unauthorized operation of snowmobiles	See Sec.7.04	\$232.00
14.12	Vehicle on restricted lake ice	\$50.00	\$200.50
14.13 (1)	Failure to control dog	\$25.00	\$169.00
14.13 (2)	Failure to remove dog waste	\$25.00	\$169.00
14.13 (3)	Horse on county trail	\$25.00	\$169.00

14.15(1)(2)	Uncased gun or discharge of gun or discharge of bow-&-arrow in campground or picnic/playground area or shooting on, from or across a county trail	\$30.00	\$175.30
14.15 (3)	Unauthorized discharge of fireworks in park, campground or shooting range or on county trail	\$30.00	\$175.30
14.15 (4)	Non-conforming discharge of gun in shooting range	\$30.00	\$175.30
15.345	Improper disposal of prohibited solid waste	\$75.00	\$232.00
15.38	Improper handling of recyclables	\$50.00	\$200.50
15.40	Multiple family dwelling recycling violation (See Ordinance)	\$25.00	\$169.00
15.41	Non-residential recycling violation (See Ordinance)	\$25.00	\$169.00
15.42	Improper delivery of solid waste to collection site	\$50.00	\$200.50
15.43 (2) (3) (4) (5)	Failure to pay solid waste fees	\$50.00	\$200.50
15.46 (1)(2)(3)	Improper disposal of solid waste and/or recyclables	\$50.00	\$200.50

**Communications:** Chairman Tom Milliren and the other Supervisors thanked Chase Cummings for all his hard work with Pepin County as the Pepin County Land Conservation Director. He will be greatly missed after being here for 12 years with Pepin County.

**Future Agenda Items** –none noted.

**Next Meeting Date** - Next meeting date set for February 17, 2021 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 7:53 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 17, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**February 17, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, February 17, 2021 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- remotely
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-remotely
District #4-Paul Hoch-in person	District #10- Kevin Kosok –remotely
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

All twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

Resolution- “2020 Employee Classification and Compensation Appeals Recommendations” presented to the County Board for Information only. No action needed.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the January 20, 2021 County Board Meeting minutes**

Motion was made by Supervisor McDonough, seconded by Supervisor Kosok, to approve the consent agenda items as presented. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

**Reports:**

**Board Committee Reports:**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Business Item:**

**COVID-19 Ongoing Review- Pepin County Government Center Facility**

Administrative Coordinator Pam Hansen highlighted areas of the plan that are still in place. Discussion took place on when it would be a good time for opening of the Government Center facility.

Motion was made by Supervisor McDonough, seconded by Supervisor Andrews, to open the Pepin County Government Center on April 1<sup>st</sup>. Roll call vote was taken, Supervisor Hansen-no, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-no, Supervisor Ingram-no, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Eight yes votes and four no votes. Motion carried.

**Approval of the Surface Pros and iPad Usage Policy and Distribution Agreement**

County Clerk Audrey Bauer presented the Device Usage Policy and Distribution Agreement to the County Board. Guidelines and procedures were outlined in the policy before the devices would be handed out to the County Supervisors and Citizen Committee members. The devices would be used by the Supervisors/Citizen members to receive meeting documentation and to allow easy remote attendance to meetings if chosen. The devices would need to be returned when their term of office ends. The Administrative Committee recommends the approval of the Surface Pros and iPad Usage Policy and Distribution Agreement. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the Surface Pros and iPad Usage Policy and Distribution Agreement as presented. Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 8-21**

**RESOLUTION TO APPROVE A 2020 BUDGET MODIFICATION TO THE NUTRITION PROGRAM BUDGET**

**WHEREAS**, on March 12, 2020 Governor Evers declared a public health emergency; and

**WHEREAS**, Pepin County Department of Human Services was not aware that a pandemic would occur in 2020 which made it necessary to close congregate meal sites on March 25, 2020 and provide home delivered meals to any Pepin County resident that requested meals; and

**WHEREAS**, Pepin County then implemented Grab N Go meals on June 1, 2020 for non-homebound individuals to pick a meal up from the senior meal sites; and

**WHEREAS**, on June 22, 2020 the DHS Board approved keeping the Pepin County congregate meal sites closed through the end of the year and to continue offering Grab N Go and home delivered meals; and

**WHEREAS**, closing the nutrition program congregate meal sites reduced expenses in the congregate nutrition salary, rent, food, and supplies accounts and increased expenses in the home delivered supplies, health insurance, and food accounts; and

**WHEREAS**, the reduction of expenses in the congregate meal site (\$32,856) offsets the increase in expenses in the home delivered meal program (\$32,856); and

**WHEREAS**, the state GWAAR (Greater Wisconsin Agency on Aging Resources) contract allowed the funding to be modified and funds transferred to the Home Delivered Meals program contract allocation.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors hereby authorizes the current 2020 Budget to be modified as noted below.

Account Numbers	Account Description	Current Budget	Increase (decrease)	Amended Budget
	<i>Human Services Fund</i>			
211-00-43101-000-000	Congregate Meals (Title III C-1), State Aid	\$60,889	(32,856)	\$28,033
211-00-54602-000-000	Congregate Expenses	\$83,094	(32,856)	\$50,238
211-00-43102-000-000	Home Delivered Meals (Title III C-2), State Aid	\$22,000	\$32,856	\$54,856
211-00-54603-000-000	Home Delivered Expenses	\$147,206	\$32,856	\$180,062

**RECOMMENDED BY THE PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES**

**COMMITTEE:**

**COMMITTEE MEMBERS VOTE**

/s/ Tessa King, Committee Chair In favor-7 Oppose-0 Absent-0 Abstain-0

FISCAL IMPACT REVIEWED - Entire impact as noted above.

/s/ Pamela Hansen

Finance Director

    X      
Recommend

                      
Not Recommend

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair In Favor-5 Oppose-0 Absent-0 Abstain-0

**COUNTY BOARD ACTION:**

  X   ADOPTED

       DEFEATED

       TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021

In Favor-11 Opposed-1 Absent-0 Abstain-0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Human Services Director Paula Winters informed the County Board Supervisors that since the meal site closed due to the COVID pandemic, they offered home delivered meals instead to Pepin County residents. The state Greater Wisconsin Agency allowed the funds to be modified and transferred to the Home Delivery Meals Program contract allocation, so a budget modification is needed on our side. Both Human Service Board and the Administrative Committee recommends the 2020 Budget Modification to the Nutrition Program Budget.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 08-21 titled, "Resolution to Approve a 2020 Budget Modification to the Nutrition Program Budget." Roll call vote was taken, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-no. Motion carried with one negative vote.

**RESOLUTION NO. 9-21**

**2021 BUDGET MODIFICATION – WISCONSIN INCIDENT BASED REPORTING SYSTEM (WIBRS) IMPLEMENTATION GRANT**

**WHEREAS**, the State of Wisconsin – Department of Justice, Division of Law Enforcement Services has approved a grant award to Pepin County in the amount of \$35,524. These funds are from the Byrne Memorial Justice Assistance Grant Program available through the U.S. Department of Justice. The grant supports Pepin County’s WIBRS Implementation; and

**WHEREAS**, Pepin County has applied and been approved to seek reimbursement for up to \$35,524 of eligible expenses under the WIBRS Implementation program for necessary and unbudgeted Computer Information Systems (CIS) computer software upgrade expenditures incurred between March 1, 2021 and September 30, 2021 specifically focused on funding work in the purpose area:

- 1) Software Upgrade to CIS Mobile Field Reporting Client for WIBRS Implementation

**WHEREAS**, after collaboration with the State of Wisconsin and CIS areas noted above, this grant was applied for by the Pepin County Sheriff’s Office on behalf of Pepin County to incur expenses to

achieve the purpose of the funding, including the following items: CIS Mobile Field Reporting Client with NIBRS software upgrade, Professional Services, Project Management and Training. Total: \$35,524

**WHEREAS**, the State of Wisconsin Department of Justice will provide 100% reimbursement for eligible expenses for WIBRS Implementation through the Byrne Memorial Justice Assistance Grant Program through the U.S. Department of Justice grant application and as detailed above; and

**WHEREAS**, neither the WIBRS Implementation grant revenue, nor the additional expenses as described within were provided for in the original 2021 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2021 Budget to be modified as follows as a result of funding provided by the State of Wisconsin allocated to WIBRS Implementation funding to be provided Pepin County for the purchases as detailed within this resolution:

<u>Account Number</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
100-00-52120-000-000	Sheriff Office Expense	\$ 947,859	\$ 35,524	\$ 983,383
100-00-43527-000-000	S/A – Sheriff Office Grants	\$ 0	\$ 35,524	\$ 35,524

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

COMMITTEE MEMBERS VOTE

/s/ Kevin Kosok, Committee Chair

In favor-5 Oppose-0 Absent-0 Abstain-0

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

In favor-5 Oppose-0 Absent-0 Abstain-0

**FISCAL IMPACT:** All expenses as noted to be incurred above within the grant amount will be reimbursed by the CESF Grant. Thus, there will be no net financial impact to Pepin County as a result of participation in this program.

/s/ Pamela Hansen

Finance Director

    X     \_\_\_\_\_  
Recommend    Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
     DEFEATED  
     TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021  
In favor-12 Oppose-0 Absent-0 Abstain-0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Sheriff Joel Wener presented this resolution to the County Board. Pepin County has been awarded a grant from the Byrne Memorial Justice Assistance Grant Program through the U.S. Department of Justice for \$35,524. The unbudgeted funding will be used for CIS Mobile Field Reporting Client with NIBRS software upgrades, Professional Services, Project Management and Training. A budget modification is needed but the funds will be fully reimbursed through the Byrne Memorial Justice

Assistance Grant Program. The Law Enforcement Committee and Administrative Committee both recommend the approval of the 2021 Budget Modification for the WIBRS Implementation Grant. Motion was made by Supervisor Pittman, seconded by Supervisor Andrews, to adopt Resolution 09-21 titled, "2021 Budget Modification- Wisconsin Incident Based Reporting System (WIBRS) Implementation Grant." Roll call vote was taken, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-yes, Supervisor Hoch-yes. Motion carried.

**RESOLUTION NO. 10-21  
APPROVING SHERIFF'S OFFICE PART TIME FILL IN 2021 WAGE INCREASE**

**WHEREAS**, Resolution 54-15 approved a wage rate of \$15 per hour effective January 1, 2016; and

**WHEREAS**, review of other county Sheriff's Offices' part time fill in wage scales revealed the use of wage scales established for the full-time positions; and

**WHEREAS**, the Pepin County Administrative Committee has reviewed wage rates and recommends that the Part Time Fill In Sheriff's Office positions for deputies and communication corrections officers wage be designated as the start step on each position's full time scale with no movement within the steps.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby approve the start step on the Sheriff's Department Deputy and Communication Corrections Officer wage scale be established as the rate for part-time fill in positions effective March 1, 2021.

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair

In favor-5   Oppose-0   Absent-0   Abstain-0

**FISCAL IMPACT REVIEWED** – The total cost increase of the change is estimated to total approximately \$2,100. However, the Sheriff believes they can manage their labor hours accordingly and absorb the cost increase into their existing department approved budgets.

/s/ Pamela Hansen

Finance Director

    X    

Recommend

Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED

       DEFEATED .

       TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021

In favor-12   Oppose-0   Absent-0   Abstain-0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. Effective in 2016 was a wage rate of \$15.00 per hour for County Sheriff's office part time wages. Recommendations were made to part time fill positions in the Sheriff's Office for Deputies and Communication Corrections officers wage be designated as the start step on each position's full-time scale with no movement within the steps. The Administrative Committee recommends this wage increase, effective as of March 1, 2021. Sheriff Joel Wener informed the County Board that no budget modification would be needed if approved.

Motion was made by Supervisor Andrews, seconded by Supervisor Rebecca Hansen, to adopt Resolution 10-21 titled, "Approving Sheriff's Office Part-Time Fill in 2021 Wage Increase." Roll call vote was taken, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-yes, Supervisor Hoch-yes, and Supervisor Pittman-yes. Motion carried.

**RESOLUTION NO. 11-21  
APPROVING NON-CLASSIFIED POSITION 2021 WAGE INCREASE**

**WHEREAS**, the Pepin County Administrative Committee has reviewed non-classified employees' (positions include: Solid Waste site attendants, meal site attendants, shooting range attendants, DHS Van Drivers, Jail Kitchen Staff) wage rates and recommends that these designated positions receive a 1% wage/salary increase effective March 1, 2021 based on cost-of-living increases.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby approve a 1% wage/salary increase for solid waste site attendants, meal site attendants, shooting range attendants, DHS Van Drivers, and Jail Kitchen Staff.

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair                      In favor-5    Oppose-0    Absent-0    Abstain-0

**FISCAL IMPACT REVIEWED** – The total cost increase of the change is estimated to total approximately \$1,375. However, all departments involved believe they can manage their labor hours accordingly and absorb the cost increase into their existing department approved budgets.

/s/ Pamela Hansen  
Finance Director

          X                                \_\_\_\_\_  
Recommend                      Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021.  
In favor-12    Oppose-0    Absent-0    Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. These non-classified employees (positions included: Solid Waste site attendants, meal site attendants, shooting range attendants, DHS van drivers, jail kitchen staff) were not included in the wage and comp study. Recommendations were made that these designated positions receive a 1% wage/salary increase effective March 1, 2021 based on cost-of-living increases. No budget modification would be needed if approved. The Administrative Committee has recommended approving the non-classified position 2021 wage increase. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 11-21 titled, "Approving Non-Classified Position 2021 Wage Increase." Roll call vote was taken, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes and Supervisor King-yes. Motion carried.





**ATTACHMENT A to Resolution No. 13--21**

	Budget per Res 13-20	Actual to date
Revenues:		
Property Sales	1,000,000	1,000,000 Est
Loan Proceeds	9,000,000	9,245,410
State of WI - Salt Shed Contribution	-	<u>100,000 Est</u>
	<u>10,000,000</u>	<u>10,345,410</u>
Expenses:		
Facility Expense	9,000,000	8,921,031
Loan Costs		244,760
Legal		50,000
Land Acquisition	255,000	255,000
Current Facility Environmental	120,000	120,000 Est
Contingency	<u>625,000</u>	<u>754,619</u>
	<u>10,000,000</u>	<u>10,345,410</u>

FURNITURE (OFFICE: INCLUDES TABLES, CHAIRES, DESKS, CABINETS)	75,000
INDUSTRIAL SHELVING, RACKING BENCHES (SHOP, PARTS, AND GARAGE)	150,000
SELF BUILT RACKING FOR SIGNS, CONSTRUCTION MATERIAL	8,000
MOVING EXPENSES (OUR LABOR AND EQUIPMENT)	150,000
EQUIPMENT RENTAL FOR MOVING (VAN TRAILER)	6,000
BRINE TANKS, PUMPS	30,000
HYDRAULIC HOSE CUTTER	700
FLOOR SCRUBBER	30,000
ELECTRICAL CONNECTION COST	7,905
PHONE SYSTEM	20,000
2 WAY RADIO	5,000
COMPUTER SYSTEM	10,000
MONITORS / TV DISPLAYS	7,500
WINDOW TREATMENTS	5,000
APPLIANCES (REFRIDGERATORS, MICROWAVE, TOWEL DISPENSERS)	6,000
MISC COSTS - NON CAPITAL ITEMS	5,000
PEPIN FACILITY - REPAIRS NEEDED	100,000
 TOTAL ESTIMATE	 616,105
 TOTAL CONTINGENCY BUDGET	 754,619
 DIFFERENCE	 138,51

Finance Director Pam Hansen presented this resolution to the County Board. On March 18, 2020, Resolution 13-20 was adopted which authorized initial project expenditures in the 2020 budget for the Highway Facility project. Since then, comparable budget cost estimates to actual date are provided in Attachment A, showing the revenue and expenses, leaving the contingency amount estimate of \$754,619 as of February 2021. The Administrative Committee has recommended the approval of the Capital Project Fund- Highway Facility Project Budget for Contingency Expense. Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 13-21 titled, "Capital Project Fund- Highway Facility Project Budget for Contingency Expense." Roll call



**COUNTY BOARD ACTION:**

  X   ADOPTED  
      DEFEATED  
      TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021  
In favor-11    Oppose-1    Absent-0    Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Administrative Coordinator Pam Hansen presented this resolution to the County Board. Our current IT managed service with Chestnut Consulting has expired and has proposed a new three-year contract for \$59,000 per year. The Administrative Committee discussed what other options were available. Chestnut Consulting had provided excellent service and has supported our needs in the past. The 2021 budget includes the amount of \$47,600 but the additional cost of \$11,400 requires a budget modification. The Administrative Committee has recommended the approval of the 2021 Budget Modification, IT Managed Service Contract. Motion was made by Supervisor Andrews, seconded by Supervisor Pittman, to adopt Resolution 14-21 titled, "2021 Budget Modification- IT Managed Service Contract."

Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 15-21  
UPDATING PEPIN COUNTY CORPORATION COUNSEL DESIGNATION**

**WHEREAS**, Pepin County Resolution 19-16 per Wis. Stats. in effect at that time formerly made designations regarding designating Pepin County Corporation Counsel; and

**WHEREAS**, the previous designations in Resolution 19-16 need to be updated due to all individuals and firms no longer being the current service provider and should be rescinded; and

**WHEREAS**, current Wis. Stats. 59.42 is the current statute giving the County authority regarding corporation counsel; and

**WHEREAS**, the county has chosen not to employ a corporation counsel under Wis. Stats. 59.42 (1)(b); and

**WHEREAS**, the county has chosen in lieu of employing a corporation counsel to designate an attorney to perform the duties of a corporation counsel as the need arises under Wis. Stats. 59.42 (3); and

**WHEREAS**, Pepin County Resolution 43-15 gave authority overuse of corporation counsel by all departments who do not have their own corporation counsel budget to the Administrative Coordinator; and

**WHEREAS**, currently Pepin County has utilized the following firms as needed for routine general Pepin County legal guidance based on the firm's areas of expertise and prior service in those areas: Weld Riley, S.C., and von Briesen & Roper, S.C.; and

**WHEREAS**, currently Pepin County Human Services Department has utilized the following firms as needed for general department legal, social services and child support guidance and representation based on their areas of expertise and prior service in those areas: Bilske and Associates and Randtke Law Office. At times other law firms may be needed for Human Services Department

guidance in an individual case due to a conflict of interest with one of the listed firms or a highly specialized case need; and

**WHEREAS**, from time-to-time legal representation is obtained in conjunction with Pepin County's insurance carriers at their discretion as claims arise utilizing firms per their designation.

**NOW THEREFORE BE IT RESOLVED** that Pepin County rescinds Resolution 19-16.

**NOW THEREFORE BE IT FURTHER RESOLVED** that Pepin County will not designate a specific firm for all their corporate counsel needs as they arise; however, the Administrative Coordinator will continue to utilize the firms noted above in their area of expertise in concurrence with the County Board Chair.

**NOW THEREFORE BE IT FURTHER RESOLVED** that Pepin County will accept any designation made by their insurance carrier in response to claims that arise and will be defended per the then current insurance policies in place.

**NOW THEREFORE BE IT FURTHER RESOLVED** that any additional needs that arise necessitating the designation of firms not named herein will be at the approval of the County Board Chair based on the recommendation of the Administrative Coordinator with notice being given to the Administrative Committee at the next regularly scheduled meeting.

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

In favor-5 Oppose-0 Absent-0 Abstain-0

**FISCAL IMPACT REVIEWED –** No direct financial impact as a result of this resolution.

/s/ Pamela Hansen  
Finance Director

    X      
Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
     DEFEATED  
     TABLED

by the Pepin County Board of Supervisors on this 17th day of February 2021  
In favor-12 Oppose-0 Absent-0 Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Administrative Coordinator Pam Hansen presented this resolution to the County Board. Rescinding Resolution 19-16 and updating the designated firms that Pepin County uses for legal guidance. Legal guidance by different departments will utilize the noted firms when needed, based on the firm's area of expertise and prior services in those areas. The Administrative Committee recommends the approval of updating the Pepin County Corporation Counsel Designation. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 15-21 titled, "Updating Pepin County Corporation Counsel Designation." Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**RESOLUTION NO. 16-21  
REAUTHORIZATION OF SELF-INSURANCE**

**WHEREAS**, the County of Pepin is a qualified political subdivision of the State of Wisconsin; and

**WHEREAS**, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

**WHEREAS**, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and the rules of the Department; and

**WHEREAS**, the Pepin County Administrative Committee, at its February 11, 2021 meeting, approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3).

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of the County of Pepin does ordain as follows:

- (1) Provide for the continuation of the self-insured worker's compensation program that is currently in effect.
- (2) Authorize the Pepin County Finance Director, Pamela Hansen, to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE**

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair

In favor-5   Oppose-0   Absent-0   Abstain-0

**FISCAL IMPACT REVIEWED** – No change in fiscal impact or risk by continuing to be self-insured for workers compensation.

/s/ Pamela Hansen  
Finance Director

    X      
Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 17th day of February 2021  
In favor-12   Oppose-0   Absent-0   Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Administrative Coordinator Pam Hansen presented this resolution to the County Board. Every three years, the self-insured worker's compensation program that we currently have needs to be updated and reauthorized. The Administrative Committee recommends the approval of the reauthorization of Self-Insurance.

Motion was made by Supervisor Kosok, seconded by Supervisor Pittman, to adopt Resolution 16-21 titled, "Reauthorization of Self- Insurance." Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Kosok-yes. Motion carried.

**AMENDMENT NO. 131**  
**CORRECTION TO NO. 129 TO PEPIN COUNTY ORDINANCE 179**  
**Chapter 7- TRAFFIC CODE**

That the Code of Ordinances and the Schedule of the County Ordinance Citation Deposits be assigned to Section number **7.08**

**DISORDERLY CONDUCT WITH A MOTOR VEHICLE**

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

**7.06 7.08 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE**

Section 1. Authority and Purpose. This Ordinance is enacted under of Section 59.03 Wis. Statutes.

Section 2. That the Code of Ordinance of the County of Pepin be amended by adding the Section ~~7.06~~ **7.08**

(d) Effective Date.

This section number correction to Amendment #129 to the Pepin County Ordinance becomes effective upon the passage by the County Board of Supervisors.

**RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE:**

COMMITTEE MEMBERS VOTE

/s/ Kevin Kosok, Committee Chair      In favor - 5    Oppose - 0    Absent - 0    Abstain - 0

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of February 2021  
In favor - 12    Oppose - 0    Absent - 0    Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

County Clerk Audrey Bauer informed the County Board that Amendment #129 was assigned to an already used section #, making an amendment necessary. Instead of section 7.06, Chapter 7, Traffic Code, Disorderly Conduct with a motor vehicle, it is being assigned to section 7.08. No other changes made. Motion was made by Supervisor Pittman, seconded by Supervisor Kosok, to adopt Amendment #131, Correction to No. 129 to the Pepin County Ordinance 179, Chapter 7 Traffic Code, assigned to section 7.08- Disorderly Conduct with a Motor Vehicle. Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Kosok-yes. Motion carried.

**Communications**

**Appointment of a member to the Pepin County Housing Authority, term ending June 30, 2024**

Chair Milliren received a Letter of Interest from Brent A. Bauer to be a member of the Pepin County Housing Authority. He has been an active member of the community and feels that he would provide beneficial financial information to the group. Chair Milliren recommends appointing Brent A. Bauer to the Pepin County Housing Authority. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok to appoint Brent A. Bauer as a member to the Pepin County Housing Authority, term ending June 30, 2024. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Motion carried.

**Public Comments**

Discussion took place on the IT Service. If an RFP was done? Calculations were made of the cost per hour for technical support. Determined that it would of best interest to stay with the current company.

**Future Agenda Items** –none noted.

**Next Meeting Date** - Next meeting date set for March 17, 2021 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 8:05 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 17, 2021

/s/ Tom Milliren  
Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**March 17, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, March 17, 2021 by Chair Tom Milliren. The meeting was held remotely for the public and in the County Board Room at the Pepin County Government Center, 740 7<sup>th</sup> Ave W. Durand WI. This meeting was properly noticed per Section 19.84 of the Wisconsin State Statutes, and complies with Section 19.81-19.90, *Open Meeting Law*.

**ESTABLISH QUORIM – ROLL CALL – present attending:**

District #1- Michael Wright- remotely	District #7- Bill Ingram-remotely
District #2- Rebecca Hansen- remotely	District #8-Tom Milliren- in person
District #3-Chris Kees Winkler-remotely	District #9-John Andrews-remotely
District #4-Paul Hoch-in person	District #10- Kevin Kosok –in person
District #5-Michelle Pittman- remotely	District #11-John McDonough- in person
District #6-Tessa King-in person	District #12-Angela Bocksell- remotely

All twelve (12) members of the Pepin County Board of Supervisors attended the meeting in person or remotely as noted above.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

No changes needed.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the February 17, 2021 County Board Meeting minutes**

Motion was made by Supervisor Hoch, seconded by Supervisor McDonough, to approve the consent agenda items as presented. Roll call vote was taken, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes and Supervisor King-yes.

Motion carried.

**Reports:**

**Board Committee Reports:**

The following County Board Committee Chairs/Vice Chairs gave their reports: Land Conservation, Planning and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement, Administrative Committee and Highway Committee.

**Business Item:**

**COVID-19 Ongoing Review- Pepin County Government Center Facility**

Administrative Coordinator Pam Hansen informed the County Board that when the building reopens, the Government Center will continue to encourage social distancing, use plexiglass in offices and continue electronic interaction when possible. Cleaning will continue in high touch surfaces, wiping down areas in offices as presently being done. Pam also has provided a list of questions to the County Board members in their meeting packet of needed additional guidance on items following the

facility opening on 04/01/2021. A survey taken by the Department Heads regarding operational plans once the Government Center facility reopens was shared with the County Board members.

**Items to discuss and provide guidance on:**

Mask wearing: Continue to be required or recommended in the facility?

Motion was made by Supervisor King, seconded by Supervisor Andrews, after the State mask mandate ends, masks will be recommended to be worn until reversed by the County Board. Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Hansen-yes, Supervisor Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes and Supervisor Ingram-yes. Supervisor Wright was absent at the time of roll call vote. Ten yes votes, one no vote. Motion carried.

Guidance on COVID Screening questionnaires?

Motion was made by Supervisor King, seconded by Supervisor Pittman, logging of screening questionnaires will only be done by departments visited when in close contact of over 15 minutes. Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes and Chair Milliren-yes. Eleven yes votes, one no vote. Motion carried.

County paid business travel – Non-essential (e.g. meetings & conferences) allowed?

Motion was made by Supervisor Andrews, seconded by Supervisor McDonough, to resume County paid business travel -non-essential as of April 1<sup>st</sup>. Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-no, Supervisor Winkler-no. Supervisor Hoch-no, Supervisor Pittman-no, Supervisor King-no, Supervisor Ingram-no, Chair Milliren-yes and Supervisor Andrews-yes. Six yes votes, six no votes. Motion failed.

Motion was made by Supervisor Andrews, seconded by Supervisor Wright, to resume County paid business travel – non-essential as of June 1<sup>st</sup> with special exceptions allowed and encourage remotely attending if possible. Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes. Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Twelve yes votes. Motion carried.

Number of people in a County-owned vehicle -Currently restrictions to 2 people in a vehicle?

Motion was made by Supervisor King, as of June 1<sup>st</sup>, remove restrictions of only 2 people in one vehicle but must wear mask for essential business travel. Offer the choice to use their own vehicle.

Health Director Heidi Stewart provided the recommendations of the CDC to the County Board members. Supervisor King rescinded her motion.

Motion was made by Supervisor Bocksell, seconded by Supervisor Andrews, to keep the number to 2 people in each vehicle and wearing masks is recommended for essential business travel after the mask mandate ends. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-no, Supervisor Hoch-no, Supervisor Pittman-no, Supervisor King-no, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Eight yes votes, Four no votes. Motion carried.

Other questions that will need to be addressed at a future meeting is the continuation of remote meetings? If so, the rule of the board will need to be changed. Possible changes in the dress code policy.

**Resolutions:**

**RESOLUTION NO. 17-21  
APPOINTMENT OF PEPIN COUNTY HIGHWAY COMMISSIONER**

**WHEREAS**, Robert J. Platteter resigned as Pepin County Highway Commissioner effective January 4, 2021; and

**WHEREAS**, the Pepin County Highway Committee and Administrative Committee have jointly conducted interviews and selected a candidate they recommend being appointed as Pepin County Highway Commissioner; and

**WHEREAS**, the Pepin County Highway Committee also recommends all additional pay per hour for any employees serving as Interim Commissioner or additional pay to any employees picking up additional Interim Commissioner duties to end as of the date effective date the new Highway Commissioner is elected; and

**WHEREAS**, Wisconsin State Statutes Section 83.01(1)(a) requires the County Board to elect a County Highway Commissioner in order to participate in State allotments for highways.

**NOW THEREFORE BE IT RESOLVED** the Pepin County Board of Supervisors hereby elects Chris Bates as Pepin County Highway Commissioner effective March 21, 2021; and

**THEREFORE BE IT FURTHER RESOLVED** any additional pay previously granted to any employees for Interim Commissioner duties ends as of the election effective date.

**RECOMMENDED BY THE PEPIN COUNTY HIGHWAY COMMITTEE:**

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

In favor - 5 Oppose - 0 Absent - 0 Abstain - 0

**FISCAL IMPACT REVIEWED** – All expenditures are within the amounts as Budgeted for the position in the 2021 Adopted Budget.

/s/ Pamela Hansen

Finance Director

    X    

Recommend

                      
Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED

       DEFEATED

       TABLED

by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of March 2021

In favor – 12 Oppose - 0 Absent - 0 Abstain - 0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Chair Milliren presented Chris Bates to the County Board. Chris stated that he was grateful for everyone's support on this position. Once appointed as Highway Commissioner, his position as Highway Operations Manager will need to be filled. Chair Milliren informed the Board that the Highway Committee and Administrative Committee has recommended the appointment of Chris Bates as the Pepin County Highway Commissioner.

Motion was made by Supervisor Hoch, seconded by Supervisor Bocksell, to adopt Resolution 17-21 titled, Appointment of Pepin County Highway Commissioner. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried.

**Communications:** None

**Public Comments:** None

**Future Agenda Items:** Updates to the Rules of the County Board and possible Dress code changes.

**Next Meeting Date** - Next meeting date set for April 21, 2021 at 7:00 p.m.

### **Adjournment**

Chair Milliren adjourned the by meeting at 8:10 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 21, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair