

**2021 – 2022  
PROCEEDINGS OF THE  
COUNTY BOARD OF SUPERVISORS OF  
PEPIN COUNTY, WISCONSIN**



**MEETINGS**

**APRIL 21, 2021**

**MAY 19, 2021**

**JUNE 16, 2021**

**JULY 21, 2021**

**AUGUST 18, 2021**

**SEPTEMBER 22, 2021**

**OCTOBER 20, 2021**

**NOVEMBER 9, 2021**

**DECEMBER 15, 2021**

**JANUARY No Meeting**

**FEBRUARY 16, 2022**

**MARCH 16, 2022**

## APRIL 21, 2021

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**ORDINANCES**

None

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<b>APPOINTMENTS</b>	<b>MEMBER</b>	<b>TERM</b>	
Board of Health:			6
	Roni Evers – Citizen Member	April 2024	6
	Elizabeth Bauer – Citizen Member	April 2024	6
Local Emergency Planning Committee:			6
	Bob Stein – Lund Fire Department		6
	Mike Miller – Durand Municipal Ambulance Director		6

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**MEMBER**

**TERM**

|                                       |            |    |
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#### **MEMBER**

#### **TERM**

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	Bruce Johnson	June 2026	32

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None

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**NO JANUARY COUNTY BOARD MEETING**  
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**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**April 21, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, April 21, 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 QUORUM – 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-in person |

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**

The County Board Supervisors approved the agenda as presented.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the March 17, 2021 County Board Meeting minutes**

Motion was made by Supervisor Hoch, seconded by Supervisor Pittman, to approve the consent agenda items as presented. Roll call vote was taken, 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, 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.

**Emergency Management 2020 Annual Report**

Emergency Management Director Maria Nelson presented the Emergency Management 2020 Annual Report to the County Board.

**Business Item:**

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

Following up since last month's meeting, Administrative Coordinator Pam Hansen informed the County Board of two issues that remain outstanding. Masks are being recommended in the County Government Center until changed by the Board and limiting of people traveling in a vehicle used for essential travel. The limit of two people traveling in County Owned vehicle had no ending date.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to end the mandate of two persons in a vehicle immediately. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Pittman-yes, Supervisor King-no, Supervisor Ingram-no, Supervisor Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Nine yes votes, three no votes, motion carried.

**Review Chapter 2 of the Pepin County Code of Ordinance- The Government Body- Conduct of Business –Remote Meeting Participation**

The County's COVID-19 plan on remote attendance for Committee and County Board meetings will end on June 1<sup>st</sup>. County Code of Ordinance, Chapter 2, The Governing Body will need to be updated to continue remote attendance and provide guidance on how quorum would be met. Supervisors of the County Board discussed what changes should be made to the Chapter. County Clerk Audrey Bauer will update the Chapter to match the Board's recommendations and bring back to the May's Administrative and County Board Meeting for final adoption.

**Approval of the Purchasing Policy & Procedure**

Administrative Coordinator Pam Hansen presented the Purchasing Policy and Procedure that needs to be in place for State and Federal funding. Motion was made by Supervisor Andrews, seconded by Supervisor King, to approve the Purchasing Policy and Procedure as presented. 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-yes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 18-21**

**A RESOLUTION IN SUPPORT OF INCREASED COUNTY CHILD SUPPORT FUNDING**

**WHEREAS**, Buffalo County, as lead County in the Buffalo and Pepin County Child Support Program administers the Child Support Enforcement Program on behalf of both counties, provides services to over 750 Buffalo and Pepin County cases including paternity establishment, obtaining child support and health insurance orders for children, and enforcing and modifying those orders; and

**WHEREAS**, our children's well-being, economic security and success in life are enhanced by parents who provide financial and emotional support; and

**WHEREAS**, County child support agencies collected \$935 million in child support during 2019 and established 98,405 health insurance orders for Wisconsin children; and



**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:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of April 2021  
In Favor - 12    Opposed - 0    Absent - 0    Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

**RESOLUTION NO. 19-21**

**A RESOLUTION IN SUPPORT OF INCREASED ADULT PROTECTIVE SERVICES FUNDING**

**WHEREAS**, Pepin County like other counties across Wisconsin, continue to experience the effects of increasingly aging population such as the need for additional health care, dementia care, and long-term care for disabled and aging seniors who can no longer care for themselves or who have long term cognition needs; and

**WHEREAS**, Adult Protective Service agencies are statutorily required to be the responsibility of each county in Wisconsin; and

**WHEREAS**, in 2006 funding from the Wisconsin Department of Health Services for Adults at Risk and Elder Abuse Funds were allocated to assist seniors in need of protection; and

**WHEREAS**, this funding has remained flat since its inception, while the numbers of elders at risk and in need of protection have risen; and

**WHEREAS**, the Wisconsin Bureau of Aging and Disability Resources indicates statewide reporting of elder abuse has nearly tripled in 17 years -- from 3,200 cases in 2001, to nearly 9,000 in 2018; and

**WHEREAS**, according to the Wisconsin Department of Administration, the percentage of Pepin County residents over 60 years of age is projected to grow from between 31%-40% in 2020 to between 41% and 51% by 2035; and

**WHEREAS**, this increased service activity over time has created an increased financial and staffing burden for counties across Wisconsin; and

**WHEREAS**, Pepin County has noted an increase in spending on Adult Protective Services. Pepin County average annual costs from 2010-2015 were \$22,567. Average annual costs from 2016-2020 were \$48,043; and

**WHEREAS**, referred adults in need of protection are more likely to have complex needs such as the presence of long-term cognition issues and difficult behaviors such as aggression. A decrease in residential programs able to treat these needs as well as lack of community-based providers and resources for caregivers has resulted in service gaps for these clients; and

**WHEREAS**, difficulty in finding appropriate residential placements has created ethical and dangerous situations for some adults in need of protection as well as police officers, care providers, local hospitals, and other health care facilities who are unable to safely care for these adults. In some instances, up to 40 facilities have been contacted who have stated they will not

accept an adult in need of protection. There have been situations where an individual has languished over a year in facilities designed for short stays and not designed to treat long-term care needs.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors urges Wisconsin Counties Human Services Association (WCHSA), Wisconsin Counties Association (WCA), and the State legislature to review and address the need for increased funding for adult protection; and

**BE IT FURTHER RESOLVED** that the Wisconsin Department of Health Services work with Wisconsin Counties to develop a plan for increasing capacity of adults in need of protection with long-term cognition issues and difficult behaviors such as aggression needing residential services. A copy of this resolution is to be forwarded by the County Clerk to the Governor of the State of Wisconsin, State Senators and State Representatives representing Pepin County, Wisconsin DHS, WCHSA and WCA for consideration.

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

**COMMITTEE MEMBERS VOTE**

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

**FISCAL IMPACT REVIEWED** – As costs continue to increase as noted above, due to levy limits and limited additional funding sources these increased expenses cannot be absorbed by the County without expense reductions in other programs or services offered or additional funding being obtained.

/s/ Pamela Hansen, Finance Director 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:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of April 2021  
In Favor - 12 Opposed - 0 Absent – 0 Abstain- 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Administrator Coordinator Pam Hansen explained these resolutions to the County Board of Supervisors. These have been proposed by many other counties in the state for the need for additional funding. Motion was made by Supervisor King, seconded by Supervisor Pittman, to adopt Resolution 18-21 titled, “A Resolution in Support of Increased County Child Support Fund ” and Resolution 19-21 titled, “ A Resolution in Support of Increase Adult Protective Services Funding.” 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, Supervisor Kees Winkler-yes and Supervisor Hoch-yes. Motion carried.

**Communications/Appointments:**

**Approval of the Re-Appointment of Elizabeth Bauer as the Citizen Member to the Human Services Board, term ending April 2024.**

Motion was made by Supervisor Andrews, seconded by Supervisor Wright, to approve the re-appointment of Elizabeth Bauer to the Human Services Board, term ending April 2024.

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 Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Pittman-yes and Supervisor King-yes. Motion carried.

**Approval of the Appointment of a Citizen Member to the Board of Health Services Board, term ending April 2024**

Chair Milliren informed that the Board of Health Committee has recommended Roni Evans as a citizen member to the Board of Health Services Board. Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to approve the appointment of Roni Evans as the citizen member to the Board of Health, term ending April 2024. Roll call votes were taken, Chair Milliren-yes, 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 and Supervisor Ingram-yes. Motion carried.

**Approval of the Appointments of the Local Emergency Planning Committee Members:**

**\* Bob Stein- Lund Fire Department and Mike Miller- Durand Municipal Ambulance Director**

Motion was made by Supervisor Pittman, seconded by Supervisor Hoch, to approve the appointments of Bob Stein with Lund Fire Department and Mike Miller with the Durand Municipal Ambulance Director to the Local Emergency Planning Committee. Roll call vote was taken, Supervisor Kosok-yes, 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 and Chair Milliren-yes, Supervisor Andrews-yes. Motion carried.

**Celebration- April is National County Government Month**

Chairman Tom Milliren informed the County Board that April is National County Government Month. Cookies were available to everyone attending to celebrate.

**Public Comments:** None

**Future Agenda Items:** Updates to the Rules of the County Board – Chapter 2, The Governing Body.

**Next Meeting Date** - Next meeting date set for May 19, 2021 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 8:06 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 19, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**May 19, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, May 19, 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 QUORUM – 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- vacant                      | 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 with one vacant position.

**PLEDGE OF THE ALLEGIANCE**

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

**Appointment of County Board Supervisor and Standing Committees for District 5, City of Durand, Ward 2**

Chairman Milliren informed the County Board of Supervisors that the County Clerk has received one letter of Interest from Jean Dougherty for the County Board Supervisor position for District 5. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to appoint Jean Dougherty as the County Board Supervisor for District 5, Ward 2 and the Standing Committees for the remainder of the term. 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 Kees Winkler-yes, Supervisor Hoch-yes and Supervisor King-yes. Motion carried.

**Oath of Office of Newly Appointed Supervisor**

The Oath of Office was given to Jean Dougherty by County Clerk Audrey Bauer.

**Approval of the Agenda**

The County Board Supervisors approved the agenda as presented.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Items:**

**Approval of the April 21, 2021 County Board Meeting minutes**

Motion was made by Supervisor Wright, seconded by Supervisor King, to approve the consent agenda items as presented. Roll call vote was taken, 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, Supervisor King-yes, Supervisor Ingram-yes, with Supervisor Dougherty abstaining. 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.

**Sheriff's Office 2020 Annual Report**

Sheriff Joel Wener presented his 2020 Annual Report to the County Board.

**Judge's Office 2020 Annual Report**

Judge Thomas Clark presented his 2020 Annual Report to the County Board.

**Community Justice Service 2020 Annual Report**

Brenda Berning presented her Community Justice Service 2020 Annual Report to the County Board.

**Criminal Justice Coordinating County Programs by Mary Wood, UW Madison Human Dev. & Relationships Educator**

**\* The Literacy Link**

**\* MOVING FORWARD Reentry Program**

**\* Veterans and Justice Systems Special Project**

UW Madison Human Development and Relationships Educator Mary Wood presented to the County Board of Supervisors information on the Literacy Link, CJCC Moving Forward Reentry Program and the Justice System Special Projects.

**Update on the Pepin County Owned Property Sale- E5587 50<sup>th</sup> Ave Durand WI, Town of Peru, Dunn County**

Chairman Milliren informed the County Board of Supervisor of the County Owned property sale located at E5587 50<sup>th</sup> Ave Durand, WI. The property is being sold by Wisconsin Surplus.com from May 6, 2021 to May 26<sup>th</sup> at 10:00 a.m. with open house scheduled three different days.

**Business Item:**

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

The only unfinished outstanding issues since last month's meeting are the signing of social distancing and the recommending of wearing masks signs. Supervisor Andrews made a motion, seconded by Supervisor McDonough, to remove the recommending signage immediately from the Government Center facility. Roll call vote was taken, Supervisor Ingram-yes, Chairman 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 Jean Dougherty-no, and Supervisor King-no. Nine (9) yes votes and three (3) no votes. Motion carried.

**AMENDMENT NO. 132 ORDINANCE NO. 179**  
**CHAPTER 2 THE GOVERNING BODY**

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

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

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

**THE GOVERNING BODY**

**2.01 GOVERNING BODY TITLE. (Ord. No. 179: Am. #108, 03-16-16)**

The governing body of Pepin County as constituted by law shall be known as the "Pepin County Board of Supervisors" (County Board).

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

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

|             |                                                                 |
|-------------|-----------------------------------------------------------------|
| District 1  | Town of Albany                                                  |
| District 2  | Town of Lima – Ward 1                                           |
| District 3  | Town of Durand – Ward 1, Town of Lima – Ward 2                  |
| District 4  | City of Durand – Ward 1                                         |
| District 5  | City of Durand – Ward 2                                         |
| District 6  | City of Durand – Ward 3                                         |
| District 7  | Town of Waubeek, Town of Durand – Ward 2                        |
| District 8  | Town of Waterville – Ward 1                                     |
| District 9  | Town of Frankfort, Town of Waterville – Ward 2                  |
| District 10 | Town of Pepin – Ward 1, Village of Pepin – Ward 2               |
| District 11 | Village of Pepin – Ward 1                                       |
| District 12 | Village of Stockholm, Town of Stockholm, Town of Pepin – Ward 2 |
- (4) SELF ORGANIZED (**Ord. No. 179: Am. #111, 06-15-16**). For the purpose of improving the ability of the County government to organize its administrative structure and to otherwise govern, the County elects to become a self-organized county and to act under Wis. Stat. sec. 59.10.

**2.03 RULES OF THE COUNTY BOARD. (Ord. No. 179: Am. #108, 03-16-16; Am. #115, 05-16-18; Am #125, 03-18-2020; Am#132, 05-19-2021)**

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

cancellation is provided at least one (1) week prior to the date and time of the scheduled meeting. ~~The Chair may request in person attendance to~~ when necessary.

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

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

(c) Death, Disability or Removal of the County Board Chair. The County Board Chairperson can be removed by a majority vote of the entire membership of the county board. The removed County Board Chair would assume the role of a County Board supervisor. In the event of the death, disability or removal of the County Board Chairperson, the County Board shall endeavor to elect a new Chairperson following the election procedure set forth herein. Upon election of a new Chairperson, the Vice-Chairpersons shall resume their respective roles as Vice-Chairpersons to extent such person(s) perform or performed the duties of the Chairperson.

(9) OFFICERS. Immediately following election of the County Board Chairperson, the County Board shall elect one of its members to serve as 1st Vice-Chairperson for a term of 2 years. In the absence of the County Board Chairperson, the 1<sup>st</sup> Vice Chairperson shall perform all duties of the County Board Chairperson. The County Board shall also elect one of its members to serve as 2nd Vice Chairperson for a term of 2 years. The 2<sup>nd</sup> Vice-Chairperson shall perform the duties of the County Board Chairperson if both the County Board Chairperson and the 1st Vice-Chairperson are absent. The 1st Vice-Chairperson and 2nd Chairperson shall each be elected in the same manner as the Chairperson is elected. Vacancies in office shall be filled by election consistent with the procedure set forth herein.

(10) REFERRAL TO COMMITTEE. Every subject matter, from a source other than a committee of the County Board, that comes before the County Board shall be referred to its appropriate committee by the County Board Chairperson without motion unless otherwise directed by 2/3 vote of the entire County Board. Every committee shall report upon all items referred to it by the County Board by the 3rd meeting following the meeting of reference unless otherwise directed by the County Board. Subject matters before a committee of the County Board, which will require further action by another committee or the County Board, must first receive approval from the committee responsible for the subject matter. A tie vote or loss in committee may be appealed to the County Board by at least two County Board members of the oversight committee requesting placement on the County Board agenda. The County Board Chairperson can decide if the matter shall be included on the County Board agenda. If the County Board Chairperson denies the request, the matter can be appealed by coming before the county board for a vote and obtaining 2/3 vote of all supervisors agreeing that the matter be placed on the agenda for the next county board meeting.

(11) ORDER OF BUSINESS. **(Ord No. 179: Am.#111, 06-15-16; #115 05-16-18; Am #125, 03-18-2020; Am#132, 05-19-2021)**

The order of business at regular meetings shall be as follows, except that the Chairperson may modify the order of business, consistent with the Open Meetings Law, as necessary:

- (a) Call to order.
- (b) Call of the roll.
- (c) Pledge of allegiance to the flag.
- (d) Approve the agenda.
- (e) Public Comments Regarding Listed Agenda Items.

At the discretion of the County Chair, public comments may be allowed during the discussion of the specific agenda item.

- ~~(f)~~ Comments will be limited to 5 minutes per speaker unless otherwise given permission by the County Board Chairperson. No accumulating of time from others allowed. The Board may, from time to time, adopt rules applicable to public comment.
- ~~(g)~~ The public comment period is an opportunity for members of the public to address the Board on matters that are scheduled for the Board to take up during the meeting, as indicated on the meeting agenda. All comments shall be germane to the topics on the Board's agenda. Speakers must also refrain from personal attacks against the Board, Board members and County staff. The Chair may declare any commenter out of order for failure to abide by these guidelines.

~~(f)~~~~(h)~~ Consent Agenda Items

~~(g)~~~~(i)~~ Reports

- (1) Committee Reports
- (2) Other Reports

~~(h)~~~~(j)~~ Business Items.

- (1) Resolutions
  - (a) Policies
  - (b) Other

(2) Ordinances

~~(i)~~~~(k)~~ Communication.

- (1) Petitions, claims, Correspondence items and announcements
- (2) Appointments

**(3) Public Comments other than Agenda Items**

~~(j)~~~~(l)~~ Future agenda items and next meeting date

~~(k)~~~~(m)~~ Adjournment.

(12) RULES OF PROCEDURE. The rules of parliamentary procedure set forth in Roberts Rules of Order, latest edition, shall govern the proceedings of the Board subject only to State laws and these rules.

(13) DETERMINATION OF QUESTIONS. **(Ord No. 179: Am #115 05-16-18; Am #125, 03-18-2020; Am#132, 05-19-2021)**

All questions presented to the Board shall be determined by a majority of the supervisors present unless otherwise required by State law or this chapter. The Chairperson shall vote on all matters, except appeals of the Chairperson's procedural decisions. All proposed resolutions on the agenda that are submitted with approval from a committee shall be considered for approval.

(14) QUORUM. A majority of the supervisors entitled to a seat on the County Board shall constitute a quorum, **attending either remotely or in person** for County Board meetings. For four and five-member committees of the County Board, three members of a committee, **attending either remotely or in person** shall constitute a quorum. For all other committees of the County Board, a majority of the appointed members of the committee **attending either remotely or in person** shall constitute a quorum.

Members of the County Board are entitled to attend committee meetings of the County Board **remotely or in person**, even when they are not members. Only members of the committee staff should be seated at the table. It is possible that the attendance of one or more nonmember supervisors at a meeting may result in the

creation of a quorum of another committee of the County Board. Such a quorum is unintended, and the nonmember supervisors are not meeting for the purpose of and shall not exercise the responsibility, authority, powers or duties of any other committee of the County Board.

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

The Clerk shall distribute any literature to supervisors.

- (24) SESSION. The session of a County Board shall commence on the date of the biennial organizational meeting as set forth in Wis. Stat. sec. 59.11(1)(c) and end on the day immediately preceding the next biennial organizational meeting.
- (25) ~~CLOSED SESSION. Participants County Board Supervisors and Citizen members attending remotely during the closed session need to securely protect the information that is being discussed. It is the responsibility of the member to have adequate safeguards in place. Remotely attending people not authorized to remain in closed session will be temporarily removed from the closed session until the meeting reconvenes back into open session.~~

**2.04 COMMITTEES. (Ord. No. 179: Am. #108, 03-16-16; Am #115, 05-16-18; Am # 128, 5-20-20; Am #132, 05-19-2021)**

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

composed as follows with duties as listed:

- (1) Highway. Five members of the County Board. The Committee shall:
- (a) Perform all functions and duties required under Wis. Stat 83.015.
  - (b) Provide oversight of the Highway Department.
  - (c) Perform all duties prescribed by State law.
  - (d) Provide oversight on all road and bridge construction.
  - (e) Provide oversight on all matters related to the bike trails.

(2) Land Conservation, Planning/Extension Pepin County: (Ord. No. 179: Am. #111, 06-15-16; Am. #115, 05-16-18; AM# 117, 3-20-19)

Four members of the County Board, and one designated member of the Farm Service Agency (FSA) Committee. The FSA member shall also participate and vote on U.W. Extension matters. This Committee shall:

- (a) Perform all functions and duties required under Wis. Stats. 92.06.
- (b) Provide oversight for personnel and jurisdiction of all matters relating to parks and recreational facilities.
- (c) According to Sect. 59.56(3) Wis. Stats., administer the County extension programs jointly with the Extension Pepin County Area Extension Director in the following areas:
  - (i) Provide oversight to the professional staff.
  - (ii) Develop a program focus.
  - (iii) Evaluate program direction and outcome.
- (d) Provide oversight to County-owned forests and any County-owned cemetery.
- (e) Provide oversight to the Recycling Solid Waste and Economic Development Programs.
- (f) Advise and review in the administration of the following areas:
  - (i) Zoning
  - (ii) Surveyor
  - (iii) Land Information
  - (iv) Review pending charters and ordinances affecting areas of jurisdiction.

(3) Human Services Board. Four members of the County Board and three appointed citizen members each for three-year terms that are set up as staggered terms. The County Board of Supervisors shall appoint the citizen members upon the recommendation of the Human Services Board.

- (a) The four County Board members appointed to the Human Services Board will have jurisdiction regarding all matters relating to the Veteran's Service Office.
- (b) The Human Services Board shall provide oversight to the Human Services Department as outlined in Section 46.23(5) of the Wisconsin Statutes, "Powers and Duties of County Human Services Board".
- (c) Perform all functions and duties required under Wis. Stats. 51.42 and 46.23.

(4) Administrative: (Ord. No. 179: Am. #111, 06-15-16; Am. #115, 05-16-18; Am #125, 03-18-2020)

The Administrative Committee is comprised of at least five members of the County Board, one of whom is the County Board Chairperson and the other members shall be the chairperson of the following standing committees: Highway, Land Conservation,

Planning/Extension Pepin County, Human Services, Law Enforcement, and the Board of Health. In the absence of a standing committee chairperson at an Administrative Committee meeting, the standing committee vice chair is the only Supervisor that may attend as an alternate at the meeting as a voting Administrative Committee member. This Committee shall:

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

(5) Pepin County Board of Health: Four members of the County Board, and 3 other members who are not elected officials or employees of the County (in appointing these three members a good faith effort shall be made to appoint a physician and a registered nurse). The Board of Health shall:

- (a) Perform all functions and duties required under Wis. Stats. 251.04.
- (b) Provide oversight to the Pepin County Health Department.
- (c) Have jurisdiction of all matters relating to public health in Pepin County.

(6) Law Enforcement/Emergency Management. (Ord 179: Am. 115, 05-16-18)

Five members of the County Board. This Committee shall:

- (a) Ensure all functions and duties required under Wis. Stats. 323.14. are

- executed.
  - (b) Advise and review in the administration of the following departments:
    - i. Sheriff,
    - ii. District Attorney,
    - iii. Clerk of Courts,
    - iv. Register in Probate,
    - v. Circuit Court,
    - vi. Coroner
    - vii. Family Court Commissioner
    - viii. Emergency Management
  - (c) Advise and review in the administration of the law library and jail.
  - (d) Draft ordinances in area of jurisdiction for consideration by the County Board.
  - (e) Have jurisdiction of all matters relating to emergency government.
  - (f) Review pending charters and ordinances affecting areas of jurisdiction.
- (6) GENERAL DUTIES. All standing committees shall have the following duties:
- (a) Focus on policy issues. Refrain from micro-managing the professional staff.
  - (b) Report to the County Board in all major developments within their respective departments at the time that the respective annual reports are given.
  - (c) Insure each department complies fully with all directives of the County Board and requirements of state law.
  - (d) Counsel with department heads, in an advisory capacity, to help effect necessary improvements.
  - (e) Assist each department in preparing its annual budget.
  - (f) Insure that funds are spent for the purpose for which they were appropriated.
  - (g) Examine major department purchases and contracts.
  - (h) Perform such other duties as the County Board may direct.
- (7) CONDUCT OF BUSINESS. Conduct of committee business shall be as follows:
- (a) Meetings.
    - (1) Within 30 days after the organizational meeting, all standing committees shall meet and elect one of its members as chairperson and one as vice-chairperson by majority vote of all committee members. Minutes shall be kept of all committee meetings by the County Clerk or a person designated by the County Clerk. These minutes shall be the responsibility of the County Clerk and become part of the permanent record of the County Board. A copy of all committee-meeting minutes shall be made available to all supervisors.
    - (2) All committee meetings shall be scheduled in advance by entering the date and time upon the calendar outside the County Board room.
    - (3) The County Clerk shall be given a written notice of committee meetings, post notices in designated areas and shall give such written notice to the official County newspaper stating time and place.
    - (4) At the Committee meetings, the use of remote participation is **allowed but permissible due to illness, disability, emergency or geographic distance** subject to the following:
      - (a) All meetings are conducted in accordance with the Open Meetings Law.
      - (b) A majority of **Members must can** be physically present **or attend remotely** to constitute a quorum for the transaction of business of a Committee meeting.

~~(c) Approval of the attendance by remote participation must be preapproved by the Committee Chairperson at least twenty-four (24) hours in advance of the meeting unless such advanced notice is impracticable. After approval, the county clerk will be informed to facilitate the process.~~

~~(c)(d) At the start of any meeting which a member will participate remotely will be identified. the Chairperson or person chairing the meeting must announce the name and member who is participating remotely.~~

~~(e) The meeting must be chaired by a person who is physically present.~~

~~(d) (f) All Committee members who attend a meeting through remote participation shall be entitled to vote as if they were personally and physically present at the meeting, but their vote shall be recorded as done by electronic attendance.~~

~~(e)(g) All votes taken during a meeting in which member(s) participates remotely must be by roll call vote.~~

~~(h) Any member wishing to participate electronically is responsible to provide their own equipment for remote access that is compatible with the County's communication system. Testing of equipment should be done prior to participation at any meeting.~~

~~(f) Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Texts messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.~~

~~(g)(i) Members who participate remotely and all persons present at the meeting location must be clearly audible to each other. and must be connected at least 5 minutes prior to the start time of any meeting.~~

~~(h)(j) If technical difficulties arise as a result of utilizing remote participation, the Chairperson or in the chairperson's absence, the person chairing the meeting, may decide how to address the situation. Whenever possible, the Chairperson or person chairing the meeting is to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's member's ability to hear or be heard clearly by all persons present at the meeting. If a Supervisor remote participant is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.~~

~~(i)(k) Members who attend remotely and in person shall be paid one-half of the per diem meeting compensation and shall indicate on their reimbursement request that their attendance was done remotely. Members attending remotely are not entitled to receive any mileage.~~

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

- (1) Call to order
- (2) Call of the roll
- (3) Public Comments Regarding Listed Agenda Items

- (4) Approval of the agenda
  - (5) Approval of the minutes
  - (6) Consent Agenda Items
  - (7) Reports
    - a. ~~Report on Administrative Committee meeting~~
  - (8) Business Items
  - (9) **Public Comments other than Agenda Items**
  - (10)(9) Future Agenda items and next meeting date
  - (11)(10) Adjournment
- (c) Legislation.

(1) Introduction. Committees of the County Board introducing resolutions or ordinances shall advise the County Clerk of the general contents thereof. Thereupon, the County Clerk shall assign a number to the document, which shall be incorporated for reference purposes as a part of the resolution or ordinance. In addition, all resolutions or ordinances shall be prefaced by a title and the name and be signed by the chair, or in the chair's absence, the vice chair of the committee introducing the same. Each resolution shall provide a short identifying statement of its purpose and provide a space for confirming that the resolution has been reviewed by the Finance Director to determine fiscal impact. No resolution may be introduced to the full Board without the signature or initials of the Finance Director and the Finance Director's notation as to fiscal impact. In the event that a majority of committee members do not approve introducing the resolution or ordinance, see Referral to Committee process (Section 2.03 (10) for appeal and it would then be signed by the Committee members appealing to the County Board Chairperson.

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

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

- (a) Mississippi River Parkway Commission. One member that is appointed by the Governor. Assist in coordinating the development and preservation of the Great River Road. This commission shall perform all functions and duties required under Wis. Stats. 14.85.
- (b) Mississippi River Regional Planning Commission. Three members (one Board appointment, one Governor appointment, one joint appointment).
- (c) County Housing Authority. Five citizens for five-year terms.
- (d) IFLS Library Advisory Council. One member (a librarian, if possible).
- (e) West Cap. One County Board member that is on the Human Services Board.
- (f) Veterans Service Commission. Three veteran citizen members each selected for a three-year term. This commission shall perform all functions and duties required under Wis. Stats. 45.81.
- (g) Local Emergency Planning Committee. This Committee shall perform all functions and duties required under Wis. Stat. sec. 59.54(8).
- (h) Board of Adjustment. Five citizen members, each serving for a term of three years beginning July 1. Two alternate members shall also be appointed and designated as the first alternate and the other a second alternate. The members of the Board of Adjustment, including alternate members, shall all reside within the county and outside of the limits of incorporated cities and villages; provided, however that no two members

shall reside in the same town. The Board of Adjustment shall exercise all powers granted the Board of Adjustment under Section 59.694 of the Wisconsin State Statutes and as elsewhere provided in the County's Ordinances.

(i) ADRC (Aging and Disability Resource Center) of Buffalo and Pepin County Government Body. (Ord. No. 179: Am. #115, 05-16-18)

This eight-person Governing Board that is responsible for oversight of the ADRC. It includes one County Board Supervisor from each County, and the remaining six citizens must be consumers, family members/guardians or advocates of the following groups: Four representing older persons, age 60 and above, one representing adult persons with physical disabilities, and one representing adult persons with intellectual/developmental disabilities. Citizen members appointed by the County Board for a three-year term and the County Board Supervisors are appointed by their respective County Board Chairperson for a two-year term.

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

(9) **REMOVAL OF COMMITTEE OFFICERS AND MEMBERS.**

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

**2.05 SMOKING PROHIBITED. (Ord. No. 179: Am. #108, 03-16-16)**

No smoking shall be allowed in the government center.

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

(1) All County Board Members shall be compensated in accordance with the current resolution setting per diem rates, meal allowances and mileage for an individual who drives to the meeting.

(2) The County Board Chairperson and other officers of the Board shall receive an additional salary as set by resolution of the County Board. Any Board member appointed to a committee may attend as many committee meetings as are necessary to efficiently conduct County business and shall receive compensation and mileage for such meetings in accordance with the current resolution setting forth per diems.

(3) Per Diem limitation. Per diem compensation to supervisors shall be limited as follows: Supervisors attending any committee meetings of which they are not members shall not be entitled to per diem unless the attendance is as Chairperson of the County Board, requested by the County Board Chairperson.

(4) The 1<sup>st</sup> Vice Chair of the County Board shall receive the salary of the County Board Chairperson if the duties of the County Board Chair are assumed more than 30 days and shall cease when the County Board Chair resumes responsibilities. The County Board Chairperson shall not receive the additional salary if the 1<sup>st</sup> Vice Chair is receiving the additional salary.

Section 3. Effective Date. This amendment shall take effect: May 27, 2021

ADOPTED: May 19, 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

**County Board Action:**

- Adopted
- Defeated
- Tabled

By the Pepin County Board of Supervisors on this 19<sup>th</sup> day of May 2021

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

/s/Tom Milliren  
County Board Chair

/s/Audrey Bauer  
County Clerk

County Clerk Audrey Bauer presented the amendment to Chapter 2, The Governing Body, of the Pepin County Code of Ordinance, to the County Board. Changes included allowing remote attendance to any county meetings, attending remotely counts when a quorum is considered and two meetings (Organizational meeting in April and the November Budget meeting) a year requires in person attendance, and some other minor updates. Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Amendment #132, Chapter 2, The Governing Body, of the Pepin County Code of Ordinance. 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 Dougherty-yes Supervisor King-yes, Supervisor Ingram-yes and Chair Milliren-yes. Motion carried. The full detailed amendment can be found at the County Clerk’s office or on the County’s website.

**Resolutions:**

**RESOLUTION NO. 20-21  
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 |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 002-00088-0000</b> | 2013     | 2014         | 9/3/2014  | 2           | \$2.17      |
| PART OF THE NE 1/4 OF NE 1/4 | 2014     | 2015         | 9/1/2015  | 1           | \$2.06      |
| SEC. 05-25N-11W              | 2015     | 2016         | 9/1/2016  | 5           | \$2.00      |
|                              | 2016     | 2017         | 9/7/2017  | 4           | \$2.12      |
|                              | 2017     | 2018         | 9/4/2018  | 2           | \$2.07      |
|                              | 2018     | 2019         | 9/3/2019  | 1           | \$2.03      |

**TOWN OF LIMA  
BRIAN A FAHNEL**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 008-00497-0000</b> | 2018     | 2019         | 9/3/2019  | 32          | \$618.32    |
| PART OF THE SE 1/4 OF NW 1/4 |          |              |           |             |             |
| SECTION: 22-25N-12W          |          |              |           |             |             |

**TOWN OF PEPIN  
RONALD W & MIRIAM M KING**

| DESCRIPTION                                            | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|--------------------------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 010-00849-0000</b>                           | 2018     | 2019         | 9/3/2019  | 56          | \$225.77    |
| THE NE 1/4 OF THE SW 1/4 OF NW 1/4 SECTION: 10-23N-14W |          |              |           |             |             |

**TOWN OF WATERVILLE  
DAVID L BAUER**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 014-00658-0000</b> | 2017     | 2018         | 9/4/2018  | 72          | \$927.13    |
| LOT 5 BLOCK 10               | 2018     | 2019         | 9/3/2019  | 106         | \$841.25    |
| VILLAGE OF ARKANSAW          |          |              |           |             |             |
| SECTION: 24-25N-14W          |          |              |           |             |             |

**DURAND AUTO SALVAGE & RECYCLING INC**

| DESCRIPTION                             | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-----------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 014-00942-0000</b>            | 2018     | 2019         | 9/3/2018  | 112         | \$583.20    |
| PART OF THE SW 1/4 OF SE 1/4 SECTION 20 |          |              |           |             |             |
| AND PART OF GOVERNMENT LOT 1 SECTION 29 |          |              |           |             |             |
| SECTION: 20-25N-13W AND 29-25N-13W      |          |              |           |             |             |

**BRIAN A FAHNEL**

| DESCRIPTION                                      | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|--------------------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 014-00939-0000</b>                     | 2018     | 2019         | 9/3/2019  | 111         | \$526.53    |
| PART OF THE SW 1/4 OF SE 1/4 SECTION: 20-25N-13W |          |              |           |             |             |

**VILLAGE OF PEPIN  
JOSEPH E & ROSANN M ROBACK**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 171-00319-0000</b> | 2018     | 2019         | 9/3/2019  | 136         | \$387.45    |
| LOTS 1 AND 2                 |          |              |           |             |             |
| BLOCK 48                     |          |              |           |             |             |
| VILLAGE OF PEPIN             |          |              |           |             |             |

**VILLAGE OF STOCKHOLM  
DANIEL J PROKOSCH & SARAH B SMITH**

| DESCRIPTION                         | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 181-00044-0000</b>        | 2018     | 2019         | 9/3/2019  | 143         | \$601.04    |
| LOT 4, W 1/2 OF LOT 3 AND SOUTHERLY |          |              |           |             |             |
| 1/2 OF ADJACENT ALLEY BLOCK B       |          |              |           |             |             |
| VILLAGE OF STOCKHOLM                |          |              |           |             |             |

**CITY OF DURAND**

**DANIEL J & MARIE J BAUER**

| DESCRIPTION                         | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00258-0000</b>        | 2017     | 2018         | 9/4/2018  | 125         | \$1,532.52  |
| LOTS 5 AND 6 EX NWLY 40' OF LOT 6   | 2018     | 2019         | 9/3/2019  | 161         | \$1,598.84  |
| BLOCK 4, RANGE 3, EAST OF BASE LINE |          |              |           |             |             |
| SECTION: 24-25N-14W                 |          |              |           |             |             |

**KEITH C BAUER**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00493-0000</b> | 2018     | 2019         | 9/3/2019  | 172         | \$2,764.95  |
| PART OF LOT 1                |          |              |           |             |             |
| CITY ADDITION                |          |              |           |             |             |
| CITY OF DURAND               |          |              |           |             |             |

**PHYLLIS J LEE CATARACT**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00684-0000</b> | 2010     | 2011         | 9/6/2011  | 217         | \$2.17      |
| PART OF LOT 80               | 2011     | 2012         | 9/4/2012  | 188         | \$2.28      |
| CITY ADDITION                | 2012     | 2013         | 9/3/2013  | 195         | \$2.19      |
| CITY OF DURAND               | 2013     | 2014         | 9/3/2014  | 178         | \$2.21      |
|                              | 2014     | 2015         | 9/1/2015  | 166         | \$2.19      |
|                              | 2015     | 2016         | 9/1/2016  | 156         | \$2.30      |
|                              | 2016     | 2017         | 9/7/2017  | 177         | \$2.27      |
|                              | 2017     | 2018         | 9/4/2018  | 139         | \$2.27      |
|                              | 2018     | 2019         | 9/3/2019  | 178         | \$2.27      |

**NONA M CLIFTON**

| DESCRIPTION                  | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00570-0000</b> | 2018     | 2019         | 9/3/2019  | 174         | \$1,365.91  |
| PART OF LOT 49               |          |              |           |             |             |
| CITY ADDITION                |          |              |           |             |             |
| CITY OF DURAND               |          |              |           |             |             |

**SHERRY L COLLITON**

| DESCRIPTION                   | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00714-0000</b>  | 2017     | 2018         | 9/4/2018  | 140         | \$891.85    |
| ELY 60' OF SLY 150' OF LOT 99 | 2018     | 2019         | 9/3/2019  | 179         | \$2,229.60  |
| CITY ADDITION                 |          |              |           |             |             |
| CITY OF DURAND                |          |              |           |             |             |

**K & T REAL ESTATE LLC**

| DESCRIPTION                                    | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|------------------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00584-0009</b>                   | 2018     | 2019         | 9/3/2019  | 175         | \$2,149.16  |
| LOT 2 OF CERTIFIED SURVEY MAP NO. 346          |          |              |           |             |             |
| VOLUME 3 OF CERTIFIED SURVEY MAPS PAGES 57 A-B |          |              |           |             |             |
| CITY ADDITION                                  |          |              |           |             |             |
| CITY OF DURAND                                 |          |              |           |             |             |

**DENNIS J SMITH**

| DESCRIPTION                         | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00060-0000</b>        | 2017     | 2018         | 9/4/2018  | 119         | \$950.90    |
| LOTS 1 AND 2                        | 2018     | 2019         | 9/3/2019  | 149         | \$2,473.39  |
| BLOCK 4, RANGE 2, WEST OF BASE LINE |          |              |           |             |             |
| CITY OF DURAND                      |          |              |           |             |             |

**RANDALL W & CAROLYN A TYRA**

| DESCRIPTION                         | TAX YEAR | YEAR OF SALE | CERT DATE | CERT NUMBER | CERT AMOUNT |
|-------------------------------------|----------|--------------|-----------|-------------|-------------|
| <b>Parcel 216-00160-0000</b>        | 2018     | 2019         | 9/3/2019  | 157         | \$1,200.68  |
| SOUTHERLY 1/2 OF LOTS 1 AND 2       |          |              |           |             |             |
| BLOCK 7, RANGE 4, WEST OF BASE LINE |          |              |           |             |             |
| CITY OF DURAND                      |          |              |           |             |             |

**\*\* SEE TAX ROLL FOR COMPLETE LEGAL DESCRIPTION**

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

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

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

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

**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** – Required process per statutes in tax deed process to recoup taxes owed and return properties to the tax role.

/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 19<sup>th</sup> day of May 2021  
In favor – 12 Oppose - 0 Absent - 0 Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Treasurer Patty Scharr presented this resolution to the County Board. Listed on the resolution is property that has been subject to tax certificate for unpaid real estate taxes for 2018 tax year and prior years. A total of 16 parcels are listed on the Resolution. She reviewed the 4 parcels that will most likely proceed to tax deed action if not resolved by September 1, 2021. All other parcels either have made agreements, are in the process of being resolved or will continue working on locating the owner.

Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Resolution 20-21 titled, "Order Issuance of Deed to Pepin County on Properties Subject to Tax Certificate." 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 Dougherty-yes, Supervisor King-yes, Supervisor Ingram- yes, Chair Milliren-yes, and Supervisor Andrews-yes. Motion carried.

**Communications/Appointments:**

**Approval of the Appointment of the Local Emergency Planning Committee members:**

**\*County Board member**

Since the resignation of Michelle Pittman who was appointed to this Committee, there is a need to fill this vacancy. It was suggested by the Emergency Management Director Maria Nelson, that it should be filled by someone that is on the Law Enforcement/Emergency Management Committee. Supervisor Jean Dougherty agreed since she will be joining this Committee, and she would be interested in being on the Local Emergency Planning Committee. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to appoint Jean Dougherty to the Local Emergency Planning Committee. 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 Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Approval of the Appointment of the Pepin County Land Information Council member**

**\*Hailey Follansbee- Realtor**

Recently our appointed realtor on the Pepin County Land Information Council, Greg Heit has resigned from the Committee. Hailey Follansbee has been suggested to be appointed. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to appoint Hailey Follansbee as the realtor member of the Pepin County Land Information Council. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, and Supervisor McDonough-yes. Motion carried.

**Other Communications:**

County Clerk reminded the County Board members that if they are considering attending the Wisconsin County Annual Conference in September in La Crosse, to let her know and she would register them for the conference and the hotel stay.

**Public Comments:** None

**Future Agenda Items:** Nothing mentioned at this time.

**Next Meeting Date** - Next meeting date set for June 16, 2021 at 7:00 p.m.

**Adjournment**

Chair Milliren adjourned the by meeting at 8:27 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 16, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**June 16, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, June 16, 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 QUORUM – ROLL CALL – present attending:**

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| District #1- Michael Wright-remotely     | District #7- Bill Ingram-absent        |
| 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-remotely          | District #10- Kevin Kosok-in person    |
| District #5- Jean Dougherty- remotely    | District #11- John McDonough-absent    |
| District #6- Tessa King-in person        | District #12- Angela Bocksell-remotely |

Ten (10) members of the Pepin County Board of Supervisors attended the meeting with two Supervisors absent.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

Chair Milliren informed the Board of moving the two resolutions ahead of the reports section of the agenda. The County Board members accepted this change.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Item:**

**Approval of the May 19, 2021, County Board Meeting minutes**

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

**Business Items:**

**Resolutions:**

**RESOLUTION NO. 21-21**  
**2021 BUDGET MODIFICATION- PEPIN COUNTY SHERIFFS OFFICE K-9**

**WHEREAS**, the Pepin County Sheriff's Office has started a new Pepin County K-9 program; and

**WHEREAS**, the Pepin County Sheriff's Office will utilize the new Pepin County K-9 team for community outreach, search and rescue, patrol, and narcotics detection; and

**WHEREAS**, the Pepin County Sheriff's Office has on several occasions used surrounding agencies K-9 teams for community outreach, search and rescue, and narcotics detections with great success; and

**WHEREAS**, the Pepin County Sheriff's Office put together a fund-raising program to raise funds to start the new K-9 Program and bring community awareness to the importance of having a K-9 team in Pepin County; and

**WHEREAS**, the fund raising included local newspaper articles, radio, social media campaign, raffles, business fundraisers, and person to person meetings; and

**WHEREAS**, a total of \$65,000 is being fundraised through donations and other fundraising efforts to the Sheriff's Office K-9 Program for purchasing and training a new K-9 team; and

**WHEREAS**, to date a total of \$57,805 has been raised for the Pepin County K-9 Team; and

**WHEREAS**, a date in August has been reserved for the training and purchase of a K-9 partner through Jessiffany Caine services, Iron Ridge, Wisconsin at a cost of \$15,000; and

**WHEREAS**, a new 2020 outfitted squad car patrol ready with labor of installing equipment is estimated at a cost of \$45,333; and

**WHEREAS**, an estimated equipment expenses not limited to kennel, working supplies and care supplies for K-9 partner of \$5,000; and

**WHEREAS**, the Pepin County Sheriff's Office will continue annual fundraising for the K-9 for yearly budgetary maintenance, training, and equipment for the K-9 Team.

**WHEREAS**, neither the 2021 K-9 revenues nor the expenses were budgeted for in the adopted 2021 budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the expenditures as noted above and the adopted 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>  |                                       |                       |                           |                       |
| <i>Revenues:</i>      |                                       |                       |                           |                       |
| 100-00-48520-000      | S/A- Sheriff Office-Project Donations | \$ 0                  | \$ 65,000                 | \$ 65,000             |
| <i>Expenditures:</i>  |                                       |                       |                           |                       |
| 100-00-52120-000      | Sheriff – Deputy                      | \$ 975,396            | \$ 65,000                 | \$ 1,040,396          |

**RECOMMENDED BY THE PEPIN COUNTY LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE:**

/s/ Kevin Kosok, Committee Chair

COMMITTEE MEMBERS VOTE

In favor-3 Oppose-0 Absent-2 Abstain-0



2. The ELC Enhancing Detection LTHD Supplement contract period is October 1, 2020 to October 31, 2022, and thus only estimate to use \$71,800 in 2021.

**WHEREAS**, the Western Wisconsin Public Health Readiness (WWPHRC) received a grant to support vaccine outreach and promotion in the member counties, and Pepin County will be receiving \$3,200 for public health and vaccine promotion; and

**WHEREAS**, the majority of the Pepin County Health Department expenditures are staffing, and additional staffing for the COVID 19 response has been limited to 1.0 LTE, the supplemental funding for the COVID 19 response will decrease the 2021 tax levy amount needed to support the Director and Public Health Nurses expenses as these positions take on the additional workload of COVID-19.

**NOW THEREFORE BE IT RESOLVED** that the County Board of Supervisors authorizes the 2021 Health Department Budget to be modified as follows:

| ACCOUNT NUMBER            | DESCRIPTION                                      | CURRENT           | INCREASE         | AMMENDED          |
|---------------------------|--------------------------------------------------|-------------------|------------------|-------------------|
|                           |                                                  | BUDGET            | (DECREASE)       | BUDGET            |
| 230-00-43539-000          | S/A PREPAREDNESS 2021-2022 (155015)              | \$ 21,804         | \$ 375           | \$ 22,179         |
| 230-00-43545-000          | S/A-IMMUNIZATION (155020)                        | \$ 3,909          | \$ (249)         | \$ 3,660          |
| 230-00-43549-000          | S/A-MCH (159320)                                 | \$ 6,536          | \$ (2,179)       | \$ 4,357          |
| 230-00-43553-000          | S/A-REPRODUCTIVE HEALTH (159317/ 159322)         | \$ 44,070         | \$ (2,147)       | \$ 41,923         |
| 230-00-43555-000          | S/A-PREVENTION (159220)                          | \$ 4,475          | \$ (3)           | \$ 4,472          |
| 230-00-43546-000          | S/A-CHILDHOOD LEAD PREVENTION (157720)           | \$ 922            | \$ (105)         | \$ 817            |
| 230-00-43567-000          | S/A-ENHANCING DETECTION-COVID 2021-2022 (155806) | \$ -              | \$ 71,800        | \$ 71,800         |
| 230-00-46510-901          | REVENUES FROM HUMAN SERVICES                     | \$ 4,000          | \$ (4,000)       | \$ -              |
| 230-00-43568-000          | WWPHRC VACCINE OUTREACH and EDUCATION            | \$ -              | \$ 3,200         | \$ 3,200          |
| <b>Revenue Totals</b>     |                                                  | <b>85,716</b>     | <b>66,692</b>    | <b>152,408</b>    |
| 230-00-54128-000          | PREPAREDNESS (155015)                            | \$ 21,804         | \$ 375           | \$ 22,179         |
| 230-00-54120-000          | IMMUNIZATION (155020)                            | \$ 6,536          | \$ (2,876)       | \$ 3,660          |
| 230-00-54117-000          | MCH (159320) 75% Match Required                  | \$ 12,430         | \$ (4,805)       | \$ 7,625          |
| 230-00-54111-000          | REPRODUCTIVE HEALTH (159317/ 159322)             | \$ 44,070         | \$ (2,147)       | \$ 41,923         |
| 230-00-54113-000          | PREVENTION (159220)                              | \$ 4,646          | \$ (174)         | \$ 4,472          |
| 230-00-54121-000          | CHILDHOOD LEAD PREVENTION (157720)               | \$ 922            | \$ (105)         | \$ 817            |
| 230-00-54135-000          | ENHANCING DETECTION-COVID 2021-2022 (155806)     | \$ -              | \$ 71,800        | \$ 71,800         |
| 230-00-54158-000          | HUMAN SERVICES (SAPT/ UA)                        | \$ 4,000          | \$ (4,000)       | \$ -              |
| 230-00-54154-000          | WWPHRC VACCINE OUTREACH and EDUCATION            | \$ -              | \$ 3,200         | \$ 3,200          |
| 230-00-54109-000          | PUBLIC HEALTH                                    | \$ 189,587        | \$ 5,424         | \$ 194,981        |
| <b>Expenditure Totals</b> |                                                  | <b>\$ 283,995</b> | <b>\$ 66,692</b> | <b>\$ 350,657</b> |

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

COMMITTEE MEMBERS VOTE

/s/ John Andrews, Committee Chair In favor-5 Oppose-0 Absent-2 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, 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 16th day of June, 2021  
In favor-10 Oppose-0 Absent- 2 Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Health Director Heidi Stewart presented this resolution to the County Board. Every fall during the budget process, grants and contract information are 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 King, seconded by Supervisor Andrews, to adopt Resolution 22-21 titled, "2021 Budget Modification-Health Department Grant Agreements, Contracts and Supplemental Funds." Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes and Supervisor Wright-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.

**Pepin County Clerk of Circuit Court 2020 Annual Report**

Clerk of Circuit Court Audrey Lieftring presented her 2020 Annual Report to the County Board.

**Personnel 2020 Annual Report**

Personnel Director Michelle Weiss presented her 2020 Annual Report to the County Board.

**Pepin County Veteran Service Officer 2020 Annual Report**

Veteran Service Officer Sheri Peterson presented her 2020 Annual Report to the County Board.

**Human Services 2020 Annual Report**

Human Services Board Director Paula Winter presented her 2020 Annual Report to the County Board.

**Land Conservation & Planning 2020 Annual Report**

Land Conservation & Planning Director Jessica McMahon presented her 2020 Annual to the County Board.

**Communications/Appointments:**

**Re-appointment Larry Dekan as a member to the Board of Adjustment, term ending June 30, 2024**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to re-appoint Larry Dekan as a member to the Board of Adjustment with his term ending June 30, 2024. Roll call votes taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-no and Supervisor Hansen-yes. Motion carried.

**Re-appointment Randy Weiss as a member to the Board of Adjustment, term ending June 30, 2024**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to re-appoint Randy Weiss as a member to the Board of Adjustment with his term ending June 30, 2024.

Roll call vote was taken, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-yes. Motion carried.

**Re-appointment Bruce Johnson as a citizen member to the Pepin County Housing Authority, term ending June 2026**

Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to reappoint Bruce Johnson as a citizen member to the Pepin County Housing Authority with his term ending June 2026. Roll call vote was taken, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Kees Winkler-yes. Motion carried.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:** Nothing mentioned at this time.

**Next Meeting Date** - Next meeting date set for July 21, 2021, at 7:00 p.m.

Chair Milliren adjourned the by meeting at 8:21 p.m.  
(Resolutions and Ordinances are on file for public inspection in the County Clerk's Office)

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on July 21, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**July 21, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, July 21, 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 QUORUM – 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-absent       |
| District #5- Jean Dougherty- in person   | 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 with one Supervisor absent.

**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 Item:**

**Approval of the June 16, 2021, County Board Meeting minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kee Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-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 and Extension Pepin County, Pepin County Board of Health, Board of Human Services, Law Enforcement and Emergency Management Committee, Administrative Committee and Highway Committee.

**Pepin County Health Department 2020 Annual Report**

Health Director Heidi Stewart presented the Pepin County Board of Health Department's 2020 Annual Report to the County Board.

**County Clerk's 2020 Annual Report**

County Clerk Audrey Bauer presented her 2020 County Clerk's 2020 Annual Report to the County Board.

## **Register of Deeds' 2020 Annual Report**

Register of Deeds Monica J. Bauer presented her 2020 Annual Report to the County Board.

## **Opioid Lawsuit & Settlement Update**

Finance Director Pam Hansen informed the County Board that Governor Evers signed into law legislation which puts in place a structure for the state and counties to receive opioid lawsuit settlement funds. In 2017, the Pepin County Board adopted resolution 40-17, titled "Authorizing Engagement Letter for Opioid Manufacturer Lawsuit." with this adoption, we joined with other counties to engage in an Engagement Letter supporting this action. More guidance will be coming on the funding in the future.

## **Grotto Removal Update**

Chairman Milliren informed the County Board that the Round Hill Corporation LLC was unable to fund the removal the Grotto as they wanted. Administrative Coordinator Pam Hansen informed the Board of a second party that is interested in the Grotto. A farm and retreat center outside of Plum City is currently getting quotes and information on how they would remove of the stones. They will be getting back to Administrative Coordinator Pam Hansen by the end of July with their decision. Administrative Committee has made a motion to allow them a month to remove.

## **Business Items**

### **Resolution:**

### **RESOLUTION NO. 23-21 REAFFIRMING FAIR HOUSING WITHIN PEPIN COUNTY**

**WHEREAS**, Pepin County is required to affirm our commitment to promoting the Fair Housing Policies in Pepin County to be eligible for certain federal and state grant opportunities; and

**WHEREAS**, the Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities; and

**WHEREAS**, Pepin County Board of Supervisors adopted Chapter 27 of the Pepin County Code of Ordinances, titled Fair Housing Ordinance, on December 19<sup>th</sup>, 2012, to recognize the responsibilities under §106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein; and

**WHEREAS**, the officials and employees of the Pepin County shall continue to assist in the orderly prevention and removal of all discrimination in housing within the Pepin County by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended; and

**WHEREAS**, the County Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the Pepin County to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

**NOW THEREFORE BE IT RESOLVED**, Pepin County Board of Supervisors reaffirms their commitment to enforcing and carrying out the responsibilities as outlined in §106.50, Wisconsin Statutes.

**RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION & PLANNING COMMITTEE:**

COMMITTEE MEMBERS VOTE

/s/ Angela Bocksell, 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 REVIEWED** – no direct fiscal impact noted.

/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 21st day of July 2021

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

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Administrative Coordinator Pam Hansen presented this resolution to the County Board. Pepin County is required to affirm our commitment to promoting the Fair Housing Policies in Pepin County to be eligible for certain federal and state grant opportunities such as the Community Development Block Grant.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 23-21 titled, "Reaffirming Fair Housing within Pepin County". Roll call vote was taken, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes and Supervisor Dougherty-yes. Motion carried.

**RESOLUTION NO. 24-21  
AUTHORIZING SECURITY FINANCIAL BANK LOAN – LONG TERM FINAL DEBT  
FOR SAND PIT PROPERTY PURCHASE**

**WHEREAS**, Pepin County, Wisconsin ("County") previously approved Resolution #11-20 Authorizing Security Financial Bank Loan – Prissel Property Purchase authorizing borrowing funds up to a maximum aggregate amount of three hundred and five thousand dollars (\$305,000) for the purposes of financing the purchase of land from the Estate of Sharon Prissel and related closing costs and for no other purpose; and

**WHEREAS**, the County Board of Supervisors approved the purchase of this property for use by the Highway Department of the relevant area of the parcels to be purchased to operate as an active pit for purposes of obtaining sand primarily for winter maintenance use and authorized the Finance Director and Administrative Coordinator to take all actions necessary to effectuate the intent of that Resolution; and

**WHEREAS**, the County Board of Supervisors authorized the subsequent sale of any portion of the parcel of land that was not needed for the intended use as noted above with proceeds to be credited against any unpaid amounts of principal or interest at the time of the sale; and

**WHEREAS**, the subsequent sale of the portion of the parcel of land that was not needed for the intended use as noted above has been sold and the proceeds from the sale were credited to the original short term debt obligation. At this time, the remaining unpaid amounts of principal need to be rolled into a long-term borrowing up to a maximum aggregate amount of one hundred and fifty- two thousand five hundred dollars (\$152,500); and

**WHEREAS**, the County Board of Supervisors deems it necessary and in the best interest of the County that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of up to one hundred and fifty-two thousand five hundred dollars (\$152,500) be borrowed for such public purposes from time to time upon the terms and conditions hereinafter set forth.

**NOW, THEREFORE BE IT RESOLVED**, that for the public purposes hereinabove set forth the County, by its Chairperson of the County Board and County Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Security Financial Bank, Durand, Wisconsin (“Lender”), in one transaction a maximum aggregate amount of \$152,500 or less, the aggregate principal amount to meet the above-stated purposes.

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

**BE IT FURTHER RESOLVED**, that to evidence such indebtedness, said Chairperson of the County Board and County Clerk shall make, execute and deliver to the Lender for and on behalf of the County the promissory note of the County to be dated no later than August 15, 2021 in said principal amount with interest at the rate of three percent (3.25%) per annum and payable as follows:

- In 2021 an equal quarterly payment of principal and interest due based on the timing of the loan, and
- In 2022 – 2027 equal quarterly payments of principal and interest, and
- In 2028, the remaining quarterly payments of principal and interest.

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

COMMITTEE MEMBERS VOTE

/s/ Thomas Milliren, Committee Chair

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

**FISCAL IMPACT REVIEWED:** Any payments of principal and interest due will be paid by the Highway department in lieu of purchased material costs that will not be incurred. Any debt service due will be included in the future year Budgets to be compiled by the Finance Director.

/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 July 2021

In favor – 10 Oppose – 1 Absent – 1 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Chair Milliren and Finance Director Pam Hansen presented this resolution to the County Board. This resolution is needed to finalize the long-term debt of an amount up to \$152,500 for the sand pit property at Security Financial Bank.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 24-21 titled, "Authorizing Security Financial Bank Loan-Long Term Final Debt for Sand Pit Property Purchase." Roll call vote was taken, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes and Supervisor King-yes. Motion carried with one negative vote.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:** Revisiting the COVID-19 plan for the Pepin County Government Center facility was suggested.

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

**Next Meeting Date** - Next meeting date set for August 18, 2021, at 7:00 p.m.

Chair Milliren adjourned the by meeting at 8:00 p.m.

Submitted by, Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on August 18, 2021

/s/ Tom Milliren  
Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**August 18, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday, August 18, 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 QUORUM – ROLL CALL – present attending:**

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| District #1- Michael Wright-remotely     | District #7- Bill Ingram-absent        |
| 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- Jean Dougherty- in person   | 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 with one Supervisor absent.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda**

Discussion about why the COVID-19 plan wasn't placed on the agenda for this meeting. Supervisor Kees Winkler expressed her concerns on this issue. This agenda item was missed in error and will be placed on next month's meeting. Motion was made by Supervisor McDonough, seconded by Supervisor Kosok, to approve the agenda as presented. Roll call vote was taken, Chair 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 Dougherty-yes and Supervisor King-yes. Motion carried with one negative vote.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda Item:**

**Approval of the July 21, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Kosok, seconded by Supervisor Andrews, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kee Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair 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 and Emergency Management Committee, Administrative Committee and Highway Committee.

### **Treasurer's Annual Report**

Treasurer Patty Scharr presented her 2020 Annual Report to the County Board.

### **Highway Department's Annual Report**

Highway Commissioner Chris Bates presented his 2020 Highway Department's Annual Report to the County Board.

### **Extension's Annual Report**

Area Extension Director Patricia Malone, along with the other Extension Staff presented their 2020 Annual Report to the County Board.

### **Pepin Public Library 2020 Annual Report and 2022 Proposed Budget**

Pepin Public Library Director Christy Rundquist presented the Pepin Public Library's Annual Report to the County Board. The 2022 proposed budget was presented. Cost of circulation almost doubled due to the COVID closures and drop in circulation. The approved budget amount for 2021 was \$18,500. The 2022 proposed budget request is for \$19,000 from Pepin County.

### **Guidance on the American Rescue Plan Act(ARPA)**

Personnel Director Michelle Weiss informed the County Board that the first reporting of the ARPA funding is due by August 31<sup>st</sup>. A report will be submitted that no funds have been used at this time. Still in the process of deciding how the funds will be used.

### **Grotto Removal Update**

Chairman Milliren informed the County Board, that the Administrative Committee has approved to accept the quote by the previous contractor to remove the Grotto from the County property.

### **2022 Budget Timeline Review**

Personnel Director Michelle Weiss reviewed the budget timeline calendar with the County Board. Budgets for each department should be presented at the September Committee meetings, and by the end of September the 2022 budget can be compiled. At the October Administrative Committee meeting, these budgets will be reviewed and finalized. Notice of the Proposed 2022 Budget will be published in our local paper and at the November County Board meeting the public hearing and the final budget will be adopted.

### **Business Items**

#### **2022 Budget Priorities**

Personnel Director Michelle Weiss asked the County Board what budget priorities that they had that should be considered when working on the 2022 budget.

Supervisor King along with other Supervisors suggested as guidance to find a way to increase wages by 5% on the wage scale for Pepin County Employees. And in Human Services to provide more preventative programs available for drug and alcohol issues. The County Board members agreed with this suggestion. No action taken.

**Resolution:**

**RESOLUTION NO. 25-21  
AMENDMENT NO. 40 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**TELEWORK**

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 telecommuting assignment will be determined on a case-by-case basis.

- 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 telework. **Department Head/Elected Official and Administrative Coordinator or Personnel Director approval needed for 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.
  - ❖ The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
  - ❖ **The employee has a Work Improvement Plan or any disciplinary action within the last 90 days.**
  - ❖ The employee has a documented attendance problem.
  - ❖ The employee has less than six months 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/**elected official** must review and approve the request prior to the review and approval of the Personnel Director and Administrative Coordinator.
- **Routine Telework Requests must be approved by Oversight Committee and Administrative Committee**
- **Department Heads will need prior approval from the Administrative Coordinator for situational or continuity of operations telework requests. In the absence of the Administrative Coordinator the Personnel Director may grant approval.**

## Communication

**In order to maintain close communication and standards of professionalism while working from a remote location, the employee shall:**

- **Notify his or her supervisor, coworkers, and staff fielding calls or questions regarding your availability of any change in the posted telework schedule by utilizing email, a shared Outlook calendar, and/or the sign in/sign out system**

- Be available to supervisor and coworkers by method indicated in this agreement such as email or county owned phone during core hours
- Return emails and calls if indicated in this agreement in a timely manner
- Maintain any other required communication with supervisor as directed – such as daily contact
- Have office calls forwarded to his or her work cell phone if applicable.
- Answer the telephone professionally during core hours if county owned phone is provided.
- Setup work voice mail to forward to work email.
- The employee shall follow the plan outlined by his or her supervisor for receiving assignments, returning assignments, and reporting in on telework days.
- The employee shall maintain contact with and be available to his or her work unit and colleagues, including attending meetings on telework days when requested to do so by his or her supervisor.

### Expectations

- The employee's compensation, benefits, work status and work responsibilities will not change.
- Employees may not earn comp time from telework locations without prior approval from his or her supervisor.
- Employees are required to track and turn in time worked from telework site. Telework hours will **must** be noted on time sheets.
- Employees must comply with all Pepin County policies and work rules.
- 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)
- Employees will not meet with clients and or visitors from their 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 requests will be limited to one day per week unless special projects or special accommodations are approved on a case by case basis. (This limitation would not apply to Economic Support Worker positions)

- Telework on Fridays should be avoided in most instances
- Employees will not consume alcohol or drugs including prescription drugs the 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.

### **Expenses**

If telework is conducted in the employee's home, he or she is responsible for ongoing operating costs, such as telephone service fees, internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees.

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 the Pepin County will reimburse the cost. Prior supervisor approval must be obtained.

### **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.

**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** – Telework assignments approved should not have a net negative fiscal impact on any department.

/s/ Pamela Hansen

Finance Director

Recommend - X

Not Recommended

**COUNTY BOARD ACTION:**

X  ADOPTED

DEFEATED

TABLED

by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of August 2021  
In favor - 10 Oppose - 0 Absent – 2 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. A yearly review of the Telework process has taken place. The decision was made to change the wording of the Employee Handbook- Telework section to be more detailed on the request and approval process, eligibility, communication, expectations, and expenses to telework. By adding more details in the Employee Handbook, the application form can be shorter and less detailed. Details of the changes can be found in the Handbook.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 25-21 titled, "Amendment #40 Pepin County Employee Handbook-Telework. 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 Dougherty-yes, Supervisor King-yes, Chair Milliren-yes. Supervisor Kees Winkler was not remotely connected at time of voting. Motion carried.

**RESOLUTION NO. 26-21  
CREATING A NON-LAPSING FUND FOR THE PEPIN COUNTY SHERIFF'S OFFICE K-9  
DONATION ACCOUNT AND PEPIN COUNTY SHERIFF'S OFFICE PROJECT DONATION  
ACCOUNT**

**WHEREAS**, the Pepin County Sheriff's Office has developed donation accounts that support the K9 Program and help support other search and rescue efforts within Pepin County; and

**WHEREAS**, the Pepin County Sheriff's Office has an account for project donations from the public specifically for use by the Sheriff's Office for non-earmarked items, that may be but are not limited to search and rescue efforts; and

**WHEREAS**, keeping the K9 program, and search and rescue efforts functional, assists the overall safety and wellbeing of those in Pepin County; and

**WHEREAS**, donations and income to the accounts will be received from individuals, organizations, businesses, and fundraising events or activities with no expenses passed on directly to Pepin County; and

**WHEREAS**, it is possible that funds deposited into the K-9 donation account and Project donation accounts may exceed the costs of expenses for the K9 Program and other search and rescue tools or other purchases with-in the same calendar year and the remaining funds should be carried over and retained for their intended designated Sheriff's Office purpose; and

**WHEREAS**, previous Resolution #21-21 approved the revenues and expenditures for the K9 program but the Sheriff's Office was not aware of the other Project Donations at that time.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the creation of revenue lines devoted to K9 program and search and rescue projects and expenses line to pay for the expenses incurred by the development of such programs; and

**BE IT FURTHER RESOLVED** that the unspent funds at the end of the year in these accounts be automatically appropriated to the K9 project and search and rescue project accounts in the subsequent years; and

**BE IT FURTHER RESOLVED** that the additional expenses for the other designated Project donations as noted above be authorized and the adopted 2021 Budget be modified as follows.

| <u>Account Number</u> | <u>Account Description</u>                         | <u>Current Budget</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended<br/>Budget</u> |
|-----------------------|----------------------------------------------------|-----------------------|--------------------------------|---------------------------|
| <i>General Fund:</i>  |                                                    |                       |                                |                           |
| 100-00-48505-000-000  | Sheriff Office Designated Project Donation Revenue | \$ 0                  | \$ 50,000                      | \$ 50,000                 |
| 100-00-55120-475-000  | Sheriff Special Project Expense                    | \$ 0                  | \$ 50,000                      | \$ 50,000                 |
| 100-00-48520-000-000  | Sheriff's Office K-9 Project Donation Revenue      | \$ 65,000             | \$ 0                           | \$ 65,000                 |
| 100-00-55120-480-000  | Sheriff K-9 Unit Expense                           | \$ 65,000             | \$ 0                           | \$ 65,000                 |

**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:** There will be no net financial impact to Pepin County as a result of this resolution as all expenditures above are funded by designated donations.

/s/ Pamela Hansen, Finance Director

Recommend-X

Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of August 2021  
In favor - 11 Oppose - 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Sheriff Joel Wener informed the County Board of donations that have been received for the K-9 fund and for drone and other projects under the Search and Rescue project funding. The funds were received in 2021 but will not all be spent in 2021. Sheriff is asking that a non-lapsing account be set up to be automatically appropriated to the K-9 project and Search and Rescue project accounts in subsequent years. The Law Enforcement/Emergency Management Committee and Administrative Committee has both recommended to create such accounts. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 26-21 titled, "Creating a Non-Lapsing for the Pepin County Sheriff's Office K-9 Donation Account and Pepin County Sheriff's Office Project Donation Account." 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 Dougherty-yes, Supervisor King-yes, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 27-21**

**2021 BUDGET MODIFICATION – CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDS – JAIL SECURITY AND SAFETY OPERATIONS**

**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 Jail Security and Safety operations at the county level; and

**WHEREAS**, Pepin County has applied and been approved to seek reimbursement for up to \$149,000 of eligible expenses under the CESF program for necessary and unbudgeted COVID-19 expenditures incurred between June 1,2021 and December 31,2021 specifically focused on funding work in three purpose areas:

- 1) Developing safe methods to operate and maintain the Pepin County jail with social distancing, creating safe processes for resuming operations, and purchasing items necessary to resume jail operations
- 2) Increasing safety in jails and Pepin County Court, for both jail staff, court room staff and the incarcerated population.
- 3) Increasing safety of law enforcement officers and court room by scanning of incoming/returning inmates and high-risk court proceedings and;

**WHEREAS**, after collaboration with the Sheriff, Chief Deputy, Jail Lt., and DOC Jail Inspector 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 Tek-84 full-body scanner 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 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 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> |
|-----------------------|------------------------------|-----------------------|----------------------------|-----------------------|
| <i>General Fund:</i>  |                              |                       |                            |                       |
| 100-00-52120-000-000  | Sheriff Office Grant Expense | \$ 0                  | \$ 149,000                 | \$ 976,033            |
| 100-00-43527-000-000  | S/A – Sheriff Office Grants  | \$ 0                  | \$ 149,000                 | \$ 149,000            |

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

COMMITTEE MEMBERS VOTE

/s/ Kevin Kosok, Committee Chair In favor-4 Oppose-0 Absent-1 Abstain-7

**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 Recommend-X Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of August 2021  
In favor-11    Oppose-0    Absent-1    Abstain-0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Sheriff Joel Wener presented this resolution to the County Board. The Pepin County Sheriff’s Department Office applied for and was approved to receive \$149,000 to be used for a purchase of a Tek-84 full body Scanner from the State of Wisconsin Department of Justice – Coronavirus Emergency Supplemental Funds. This scanner will be used in the Jail and Courts for scanning of the incoming/returning inmates and increase the safety in high-risk court proceedings and allow for the practice of safe distancing. No matching funds are needed for this purchase, just a budget modification in the 2021 budget.

The Law Enforcement/ Emergency Management Committee and Administrative Committee both recommended approval of this budget modification.

Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 27-21 titled, “2021 Budget Modification- Coronavirus Emergency Supplemental Funds- Jail Security and Safety Operations.” 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 Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**RESOLUTION NO. 28-21**

**RESOLUTION TO APPROVE COORDINATED SERVICES TEAM (CST) ADDITIONAL GRANT RECEIVED AND PURCHASE OF COMPUTER - 2021 BUDGET MODIFICATION**

**WHEREAS**, the Buffalo, Chippewa and Pepin County CST Program received an unexpected grant increase of \$30,000 to be used for equipment and consumer services; and

**WHEREAS**, the Pepin County employee assigned to the CST program duties eligible for a new laptop, dual monitor’s, docking station; and

**WHEREAS**, the department was not aware of the unexpected grant funds availability the purchase of a laptop and docking station was not planned for within the 2021 budget; and

**WHEREAS**, the grant funds allow for the opportunity to purchase the laptop and docking station without using any Pepin County tax levy.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors hereby authorize the purchase of a new laptop and docking station for the CST program and authorizes the current 2021 Budget to be modified as noted below:

| Account Numbers      | Account Description        | Current Budget | Increase (decrease) | Amended Budget |
|----------------------|----------------------------|----------------|---------------------|----------------|
|                      | <i>Human Services Fund</i> |                |                     |                |
| 211-00-54408-000-000 | WRRWC Expenditures         | \$404,076      | \$2,000             | \$406,076      |
| 211-00-43113-000-000 | WRRWC Revenue              | \$30,056       | \$2,000             | \$32,056       |

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

/s/ Tessa King, Committee Chair COMMITTEE MEMBERS VOTE In favor-6 Oppose-0 Absent-1 Abstain-0

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

/s/ Pamela Hansen, Finance Director Recommend-X Not Recommend

**RECOMMENDED BY THE PEPIN COUNTY ADMINISTRATIVE COMMITTEE**

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

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of August 2021  
 In Favor-11 Opposed-0 Absent-1 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. Under the Buffalo, Chippewa and Pepin County CST program, an unexpected grant increase of \$30,000 was received to be used for equipment and consumer services. With this additional funding, a Pepin County employee in the CST program that is in need of updated equipment, has asked to use \$2,000 of this funding towards to purchase a laptop and docking station. These funds allow for the opportunity to purchase these items without using any County Levy. Both the Human Service Board and Administrative Committee has recommended the approval of this Budget Modification.

Motion was made by Supervisor Kees Winkler, seconded by Supervisor King, to adopt Resolution 28-21 titled, Resolution to Approve Coordinated Services Team (CST) Additional Grant Received and Purchase of Computer- 2021 Budget Modification.”

Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes Motion carried.

**Communications/Appointments:**

**New Pepin County Highway Facility Open House**

Chairman Milliren noted that our State Representatives/Senators and Town Boards have been invited to the Open House at 2:00 p.m. for a special tour of the Highway Facility.

The public is invited to attend from 3:00-7:00 p.m. with ribbon cutting at 3:00 p.m. Tours of the building will take place.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:**

\* Revisiting the COVID-19 plan for the Pepin County Government Center facility was suggested.

\* Usage/Sale of Fairground property -October meeting

**Next Meeting Date** - Next meeting date set for September 22, 2021, at 7:00 p.m.

Chair Milliren adjourned the by meeting at 8:25 p.m.

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on September 22, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**September 22, 2021**

The Public Hearing on the Pepin County Tentative Supervisory Redistricting Plan was held on September 22, 2021 at 7:00 p.m. in the County Board Room of the Pepin County Government Center, Durand, WI. The public was able to attend in person or remotely via zoom. County Board Members attending in person were Micheal Wright, Jean Dougherty, Tessa King, Tom Milliren, John Andrews, Kevin Kosok and John McDonough. Remotely attending included Rebecca Hansen, Chris Kees Winkler, Paul Hoch, Bill Ingram and Angie Bocksell.

Working with the County Clerk's office, Land Information Officer Maria Nelson developed the tentative County Supervisory District plans to be reviewed by the public. In total, nine (9) different tentative plans were produced that were available. With the 2020 Census numbers, district boundaries were designed to keep the supervisory district equal with an optimal number of 610 people in each district, and with no more than two wards in a town or village. The preferred plan option #8 made the most sense for Pepin County to tentatively adopt. Maps and supporting documents were emailed to the County Board members before the meeting and were hung in the County Board room walls for those attending the public hearing. No public comments for or against the proposed Option # 8, were made during the public hearing. The supporting documents will be included in the meeting minutes. Chair Milliren adjourned the public hearing at 7:10 p.m.

The Pepin County Board of Supervisors meeting was called to order at 7:13 p.m. on Wednesday September 22, 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 QUORUM – ROLL CALL – present attending:**

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| District #1- Michael Wright-in person    | 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-remotely          | District #10- Kevin Kosok-in person    |
| District #5- Jean Dougherty- 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.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

**Public Comments Regarding Listed Agenda Items**

-Evan Mercer, President Pepin County ATV/UTV, wants to discuss the amendment of the ATV/UTV Ordinance at the meeting. Chair Milliren granted Evan Mercer permission to talk on this subject at the time of this agenda item.

-Lily Arbore, N3701 Elk Creek Road, Town of Frankfort, voiced her opinion on the dislike of ATV/UTV driving in the dark, and expressing hazards if approved.

**Consent Agenda Item:****Approval of the August 18, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Wright, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-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:****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 and Emergency Management Committee, Administrative Committee and Highway Committee.

**Pepin County Coroner's Annual Report**

Coroner Joan Huppert was unable to attend this meeting, so County Clerk Audrey Bauer briefly presented the Coroner's Report to the County Board. Noted was to contact Joan Huppert, the Coroner at a different time if anyone had questions.

**Business:****Durand Community Public Library 2020 Annual Report and 2022 Proposed Budget**

Pepin Public Library Director Lori Gilles and President Linda Elsner presented the Durand Community Public Library's Annual Report and their 2022 proposed budget to the County Board. They explained different services and changes that were offered during the Covid pandemic. They are requesting the same amount as last year in the amount of \$41,933 from Pepin County in their Proposed Budget.

Motion was made Supervisor Andrews, seconded by Supervisor Wright to approve the proposed 2022 budget for the Durand Community Public Library of \$41,933. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-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.

**District Attorney's Annual Report**

District Attorney Jon Seifert was unable present his 2020 Annual Report, so County Clerk presented the information to the County Board. District Attorney Seifert continues to serve all residents of Pepin County by enforcing the law.

**Revisit the Pepin County Government Facility COVID-19 Plan**

Administrative Coordinator Pam Hansen informed the County Board that since the last plan was in place: the Government facility continues to provide protection available to the public and staff; additional cleaning continues to occur daily; if someone is sick, to stay home. Chair Milliren informed that everything in the government center is going good, masks can be worn if preferred. Health Director Heidi Stewart recommended to follow the CDC/DHS rules.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to continue to practice as we have been, to stay status quo. Roll call vote was taken, Supervisor Kee Winkler-no, Supervisor Hoch-no, Supervisor Dougherty-no, Supervisor King-no, Supervisor Ingram-yes, Chair Milliren-yes Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, and Supervisor Hansen-no. Seven(7) votes in favor, with five (5) negative votes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 29-21  
PEPIN COUNTY, WISCONSIN, TENTATIVE REDISTRICTING PLAN**

**WHEREAS**, Pepin County is required to propose a tentative County Supervisory District Plan setting forth the number of supervisory districts after each Federal decennial census to comply with one person-one vote representation; and

**WHEREAS**, a tentative redistricting plan must be adopted by the County Board after a public hearing and prior to distribution of the plan to county municipalities, pursuant to Sec. 59.10(3)(b) of the Wisconsin Statutes; and

**WHEREAS**, the Pepin County Board of Supervisors held a public hearing on September 22, 2021 in Durand, Wisconsin at the Pepin County Government Center at 7:00 p.m., at which time the tentative redistricting plans were made public and public comments and questions were addressed regarding the plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors do hereby adopt tentative redistricting plan Option 8 for the supervisory districts as described on the attached document and as visually displayed.

**BE IT FURTHER RESOLVED** that the Pepin County Clerk provide a copy of this resolution and the attached tentative plan that was adopted to each municipal governing body in the County with instructions regarding the action required under Wis. Stat. §5.15 for their consideration when dividing into wards.

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 22<sup>nd</sup> day of September 2021  
In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Chair Milliren stated that the public hearing was held earlier before this meeting on the tentative redistricting plan for Pepin County. Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to adopt Resolution #29-21 titled, "Pepin County Tentative Redistricting Plan." Roll call vote was taken, Supervisor Hoch-yes, Supervisor Dougherty-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, Supervisor Kees Winkler-yes. Motion carried. The tentative plan #8 will be presented to each municipality, the Village of Pepin, the Village of Stockholm and the City of Durand to approve.

**RESOLUTION NO. 30-21  
2021 BUDGET MODIFICATION - HEALTH DEPARTMENT ADDITIONAL VACCINATION  
and PREVENTION BLOCK GRANT FUNDING**

**WHEREAS**, the Wisconsin Department of Health Services (DHS) is providing funding to Local Health Departments, Vaccination Supplement #4, for increasing community vaccination efforts for underserved and disproportionately affected populations. Funding is intended to support logistics, staffing, communications, outreach, site-specific needs, and supplies for community

vaccination efforts. The funding source is the CDC's Immunization grant, with a funding period of 7/1/2020 to 6/30/2024. The Pepin County total allocation is \$34,300 of which \$3,300 will be used in 2021; and

**WHEREAS**, the WI Division of Public Health (DPH) is reallocating 2020 Preventive Health and Health Services Block Grant funding to local and tribal health departments (LTHD) for the current grant year which ends 9/30/2021 for activities that support recovery efforts and health department capacity, including community health assessment/ improvement planning, and staff development.

Each LTHD will receive a \$5,000 add-on to their existing funding.

**NOW THEREFORE BE IT RESOLVED** that the County Board of Supervisors authorizes the 2021 Health Department Budget to be modified as follows:

*Health Department Fund:*

| <u>ACCOUNT NUMBER</u>     | <u>DESCRIPTION</u>            | <u>CURRENT BUDGET</u> | <u>INCREASE (DECREASE)</u> | <u>AMENDED BUDGET</u> |
|---------------------------|-------------------------------|-----------------------|----------------------------|-----------------------|
| 230-00-43555-000          | S/A PREVENTION (159220)       | \$4,472               | \$5,000                    | \$9,472               |
| 230-00-43569-000          | S/A VACCINATION SUPPLEMENT #4 | \$0.00                | \$3,300                    | \$3,300               |
| <b>Revenue Totals</b>     |                               | <b>\$4,472</b>        | <b>\$8,300</b>             | <b>\$12,772</b>       |
| 230-00-54113-000          | PREVENTION (159220)           | \$4,472               | \$5,000                    | \$9,472               |
| 230-00-54136-000          | VACCINATION SUPPLEMENT #4     | \$0.00                | \$3,300                    | \$3,300               |
| <b>Expenditure Totals</b> |                               | <b>\$4,472</b>        | <b>\$8,300</b>             | <b>\$12,772</b>       |

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

COMMITTEE MEMBERS VOTE

/s/ John Andrews, 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 Recommended

**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 22<sup>nd</sup> day of September 2021  
 In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
 County Clerk

/s/ Tom Milliren  
 County Board Chair



by the Pepin County Board of Supervisors on this 22<sup>nd</sup> day of September 2021  
In favor -12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Land Information Officer Maria Nelson presented this plan to the County Board. This plan is required by State to be updated every three (3) years. The members of the Land Information Council have met and discussed special projects with final approval needed by the full County Board.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 31-21 titled, "Approval of the Pepin County Land Information Plan 2022-2024."

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 Kees Winkler-yes, Supervisor Hoch-yes and Supervisor Dougherty-yes. Motion carried.

**RESOLUTION NO. 32-21  
EXISTING EMPLOYER UPDATE RESOLUTION WISCONSIN PUBLIC EMPLOYERS'  
GROUP HEALTH INSURANCE PROGRAM**

**RESOLVED**, by the of the Pepin County Board of Supervisors that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the Local Employer Health Insurance Standards, Guidelines and Administration Manual (ET-1144).

All participants in the WPE Group Health Insurance program will need to be enrolled in a program option. An employer may elect participation in program options listed below, **with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.**

We choose to participate in the: (check applicable options)

- Traditional HMO-Standard PPO W/ Dental, P02
- Deductible HMO-Standard PP W/ Dental, P04
- Coinsurance HMO-Standard PP W/ Dental, P06
- High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
- Traditional HMO-Standard PPO W/O Dental, P012
- Deductible HMO-Standard PP W/O Dental, P014
- Coinsurance HMO-Standard PP W/O Dental, P016
- High Deductible Health Plan HMO-Standard HDHP PPO, P017

The resolution must be received by the Department of Employee Trust Funds no later than October 1, for coverage to be effective the following January 1. The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

**Certification**

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 22<sup>nd</sup> day of September 2021 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 22<sup>nd</sup> day of September 2021.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

FEIN/TIN - 39-6005728

EFT Employer Id Number - 69-036-0037000

Number of Eligible Employees - 87

/s/ Tom Milliren,

Authorized Employer Representative and Board of Supervisors Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. At the Administrative Committee on Sept 16<sup>th</sup>, they recommended to go with the EFT high deductible of \$1,500/\$3,000 for 2022. This option provided the County with savings of approximately \$38,000. The monthly premium for most employees would be lowered. In the proposed 2022 budget, recommendations were made to try to add back the 5% FMV that was reduced when the new pay scale was implemented in 2021. By changing our Health Insurance to the high deductible plan, this would help offset and balance the budget.

Motion was made by Supervisor Bocksell, seconded by Supervisor Andrews, to adopt the High Deductible Health Insurance Plan with the County paying 88% of the Tier 1 Qualified Plans average single and family premium, and adopting Resolution # 32-31 titled, Existing Employer Option Resolution Wisconsin Public Employers' Group Health Insurance Program. Roll call vote was taken, Supervisor Ingram-no, Chairman Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-abstained, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes.

Motion carried.

**RESOLUTION NO. 33-21  
AMENDMENT NO. 41 TO PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**4.4 HEALTH INSURANCE AND COBRA**

**1. HEALTH INSURANCE**

The County Board may change the Health Insurance carrier, plan, and/or the elements of insurance plan design, including deductibles, co-pays and co-insurance, at its discretion.

- (a) Effective for the premiums in the new plan year beginning with January Health Insurance coverage, deductions to be made in December of the prior year; the County will pay the dollar amounts shown on the following table for its employees' group health insurance premiums. The County will pay 100% of the premium of the lowest cost qualified HMO Plan available in Pepin County, in the case of 2 spouses who both are current employees of the County. The County will pay 100% of a plan that is less than the rates listed below.

| <u>Employee Group</u>                                                                                                            | <u>Single Policy</u>                                                                                                    | <u>Family Policy</u>    |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Working less than 600 hours annually<br>(1,200 hours annually for employees hired after 7/1/11)                                  | Not Eligible                                                                                                            | Not Eligible            |
| Working > 600 hours to < 4/5's annually<br>Without a break in service<br>(1,200 hours annually for employees hired after 7/1/11) | prorated % of full-time                                                                                                 | prorated % of full-time |
| Working four-fifths to < full-time annually                                                                                      | 90% of full-time                                                                                                        | 90% of full-time        |
| Working full-time annually                                                                                                       | <del>\$633.00</del>                                                                                                     | <del>\$1,560.00</del>   |
|                                                                                                                                  | <b>88% of Tier 1 Qualified Plans' average Premium Single, 88%<br/>of Tier 1 Qualified Plans' average Premium Family</b> |                         |

- (b) The County will pay 100% of the premium for loss of time policy for employees with single or no medical-surgical plan. The County will pay 80% of the premium for a loss of time policy for employees with a family medical-surgical plan.
- (c) An employee who is on a leave of absence may continue health and loss of time insurance policies by paying the premiums themselves. Arrangements for insurance continuation shall be made with the Finance/Personnel Office.
- (d) An employee who is on family or medical leave as defined by § 103.10, Wis. Stats., or the federal FMLA, shall only be required to pay the employee share of the health insurance premium, if any, while on such leave. However, if the employee fails to return from leave or terminates employment within 30 days of return from such leave, they will be required to reimburse the County for the employer's share contributed while on such leave.
- (e) It's Your Choice for health insurance will be held annually in the fall. Covered employees will be eligible to switch from their current plan to any of the plans being offered.
- (f) Effective January 1, 2005 employees who are eligible for any health insurance coverage at County expense may receive a cash payment in lieu of coverage if they:
  - i. Provide proof of other health insurance coverage for themselves and their dependents; and
  - ii. Waive coverage under the Pepin County Group Health Insurance Plan.
  - iii. The employee, who effectively waives coverage, shall be entitled to payment from the County pursuant to the following schedule:
  - iv. Employees working at least 1560 hours per year will receive payments totaling \$1,898.00 per year. Part-time employees, signing up for payment after May 23, 2001, working less than 1560 hours annually are not eligible for any payment, except for employees working over 1,000 hours per year that have health insurance coverage under the Pepin County Group Health Insurance Plan and elect to go off of the Plan. The waiver for those employees shall be prorated based on their hours of work.
  - v. No one may initially receive the payments detailed below unless the County Finance Director has determined that by such waiving of health coverage does not jeopardize the County's ability to continue to be eligible.
  - vi. An employee, to effectively waive coverage, must execute a Waiver form.

An employee who waives coverage for a portion of a year, such as a new employee hired after January 1 of any year or a retiring employee or terminating employee whose employment ends before the end of a calendar year, shall be entitled to a pro rata amount of



**Chairman Milliren called for a 5 minute break at 8:50 p.m.  
Reconvene meeting back into session at 8:55 p.m.**

**Ordinance:**

**Amendment to the Pepin County Ordinance 179- Chapter 7.07 All Terrain/Utility Task Vehicle Routes (UTV/ATV)**

Chairman Milliren informed the County Board that the Amendment to the UTV/ATV Ordinance was presented to the Highway Committee. A few minor changes were made and it has been recommended by the majority of the Committee to present it to the County Board for adoption. Discussion took place on different sections of the Ordinance. Most discussion took place on section (I) stating, "Allowing All ATV certified operators 12-15 years old must have direct supervision of a parent or legal guardian when operation on the designated route." This regulation from the DNR needs be clarified so it was suggested to have a member of the DNR attend our next County Board meeting to discuss this further. Motion was made by Supervisor Wright, seconded by Supervisor Kees Winkler to table this amendment for more verification. Roll call vote was taken, Supervisor Andrews-no, Supervisor Kosok- no, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-no, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-no and Chair Milliren-no. Seven (7) yes votes, five (5) no votes. Motion carried.

**Communications/Appointments:** none

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:** ATV/UTV Ordinance

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

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

Chair Milliren adjourned the by meeting at 9:25 p.m.

Submitted by, Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on October 20, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

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

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday October 20, 2021, by Chair Tom Milliren. The meeting was held remotely 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 QUORUM – ROLL CALL – present attending:**

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| District #1- Michael Wright-in person    | District #7- Bill Ingram-absent        |
| 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- Jean Dougherty- remotely    | District #11- John McDonough-in person |
| District #6- Tessa King-in person        | District #12- Angela Bocksell-absent   |

Present either remotely or in person were ten (10) members of the Pepin County Board of Supervisors meeting. Absent from the meeting was Supervisor Bill Ingram and Supervisor Angie Bocksell.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

**Public Comments Regarding Listed Agenda Items**

-Lily Arbore, N3701 Elk Creek Road, Town of Frankfort. Suggested that we should have a survey/referendum done on the ATV/UTV Ordinance. Comments pertaining to safety were her issue.

-Evan Mercer, President Pepin County ATV/UTV. Explained that these changes made to the Ordinance will simplify and make it easier to enforce if all the County Roads were open.

**Consent Agenda Item:**

**Approval of the September 22, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough -yes, Supervisor Wright-yes, Supervisor Hansen -yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes and Chair Milliren-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 and Emergency Management Committee, Administrative Committee and Highway Committee.

**Business:**

**Ordinance:**

**Amendment to the Pepin County Ordinance 179- Chapter 7.07 All Terrain/Utility Task Vehicle Routes (UTV/ATV)**

Motion made by Supervisor Andrews, seconded by Supervisor Kosok, to lay back on the table the amendment to the Pepin County Ordinance 179-Chapter 7.07 All Terrain/Utility Task Vehicle Routes. Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-no, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried with one negative vote.

Motion was made by Supervisor Andrews, seconded by Supervisor Kees Winkler, to send back to Committee to discuss and review and make necessary changes. Discussion took place among the Board members why changes were needed. Administrative Coordinator Pam Hansen and County Clerk Audrey Bauer had reached out to legal counsel for advice on what could be included in our Ordinance and what items that should not be. Rebecca Roeker from von Briesen & Roper, s.c. remotely attended the meeting to provide background of State Regulations of ATV/UTV's. The strict "conformity" clause requires that the County's Ordinance may not impose greater restrictions than those set forth in the statute. Other issues that were discussed included designation of County Roads as ATV/UTV routes, hours of operation, time of year restrictions, operator's license and Insurance. Roll call vote was taken on the motion to send back to committee as stated above. Supervisor McDonough-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 34-21  
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                                                                               | TOWN SHARE | COUNTY SHARE | TOTAL COST |
|----------|---------------------------------------------------------------------------------------|------------|--------------|------------|
| PEPIN    | REPAIR/CONSTRUCT CULVERT NEAR INTERSECTION OF 16 <sup>TH</sup> CREEK ROAD & SAND ROAD | \$ 6,000   | \$ 6,000     | \$ 12,000  |

**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                          |
| <u>/s/ Tom Milliren, Committee Chair</u> | In Favor-4    Oppose-0    Absent-1    Abstain-0 |

**FISCAL IMPACT REVIEWED** – Special tax to be added to the 2021 Levy for the 2022 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-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 October 2021  
In favor – 9    Oppose – 0    Absent – 2    Abstain – 1

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Town of Pepin has requested county aid to repair/construct a culvert near the intersection of 16<sup>th</sup> Creek Road and Sand Road. Total cost would be \$12,000, with the County’s share of \$6,000. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 34-21 titled, “County Aid for Town Bridges and Culverts- Section 82.08 of the Statutes- Town of Pepin.” Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok- abstained, Supervisor McDonough-yes. Nine yes votes with one abstain vote. Motion carried.

**RESOLUTION NO. 35-21**  
**2021 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 2020 calculation of excess funds is attached; and

**WHEREAS**, the County Trunk Highway Fund has excess funds that resulted from road work that was not able to be completed in 2020 and currently anticipates several County bridges with necessary work to be completed in the near future without an anticipated funding source. Thus, to reserve funds for both situations, the transfer of excess funds from the County Trunk Highway fund will not be completed and funds will be reserved for those projects; and

**WHEREAS**, the transfer of excess funds was not 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:

| <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            | \$ 362,998            | (\$ 243,754)               | \$ 119,244            |
| 100-00-49200-000      | Transfers from Other Funds | \$ 15,433             | \$ 243,754                 | \$ 259,187            |

*Human Services Dept Fund:*

|                  |                          |    |   |            |            |
|------------------|--------------------------|----|---|------------|------------|
| 211-00-59200-000 | Transfers to Other Funds | \$ | 0 | \$ 135,973 | \$ 135,973 |
| 211-00-49300-000 | Surplus Applied          | \$ | 0 | \$ 135,973 | \$ 135,973 |
|                  | <i>Health Dept Fund:</i> |    |   |            |            |
| 230-00-49300-000 | Surplus Applied          | \$ | 0 | \$ 107,779 | \$ 107,779 |
| 230-00-59200-000 | Transfers to Other Funds | \$ | 0 | \$ 107,779 | \$ 107,779 |

**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 – Resolution initiated by Finance Director per Fund Balance policy with County Trunk Highway Funds to be reserved as proposed.

/s/ Pamela Hansen     X      
Finance Director 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 October 2021  
In favor - 10 Oppose - 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Finance Director Pam Hansen explained to the County Board Supervisors that each year since 2001, the Pepin County fund balance policy which transfers excess funds in the special revenue account to the general fund. In 2020, County Truck Highway Fund has excess funds resulting from road work unable to complete and anticipates several County bridges with necessary work to be completed in the near future. This excess of funds would be reserved for such projects and not transferred into the General Fund. Additional excess of funds from the Human Service Department and the Health Department would be transferred back into the General Fund Account like previous years. The Administrative Committee recommended approval of this Budget Modification at their last meeting.

Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Resolution 35-21 titled, “2021 Budget Modification Fund Balance Transfer.” Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Wright-yes. Motion carried.

**RESOLUTION NO. 36-21  
TEMPORARY SUSPENSION OF COUNTY BOARD  
NOVEMBER ANNUAL MEETING REQUIREMENTS**

**WHEREAS**, the Pepin County Code of Ordinances Chapter 2.03(2), Rules of the County Board – Annual Meeting, specifies that County Board members are required to attend the November Annual Meeting in person; and

**WHEREAS**, currently there is a public health threat, the Delta variant of the COVID-19 virus.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes that remote video attendance by County Board members is temporarily authorized for the November 2021 Annual Meeting.

**BE IT FURTHER RESOLVED** that all County Board members attending remotely must be visible on-screen.

**COUNTY BOARD ACTION:**

  X   ADOPTED  
      DEFEATED  
      TABLED

by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of October 2021.  
In favor – 8    Oppose – 2    Absent – 2    Abstain – 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

This resolution would allow Supervisors to attend the Annual Meeting remotely. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve Resolution 36-21 titled, “Temporary Suspension of County Board November Annual Meeting Requirements.” Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-no, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-no, Supervisor Wright-yes, Supervisor Hansen-yes. Eight (8) yes votes, two (2) no votes, motion carried.

**Communications/Appointments:**

County Clerk Audrey Bauer informed the County Board of Supervisors that at the November meeting, she would be passing out the nomination papers for the election for County Board Supervisors that will take in April 2022.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:** ATV/UTV Ordinance with legal opinion

**Next Meeting Date** - Next meeting date set for November 9, 2021, at 6:00 p.m.

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

Chair Milliren adjourned the by meeting at 8:35 p.m.

Submitted by, Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on November 9, 2021

/s/ Tom Milliren  
Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**November 9, 2021**

The Public Hearing was called to order by Vice Chair John Andrews at 6:02 p.m. for the Final Pepin County Supervisory Redistricting Plan. It was held at the County Board Room and was remotely held through Zoom. Clerk Audrey Bauer informed everyone that the Final Redistricting Plan is the same plan as the tentative plan that was presented at the September 22, 2021 meeting. All of Pepin County municipalities have adopted their ward boundaries that are included in this plan. No voice of for or against this final plan was made by the public. A motion was made by Supervisor Kosok, seconded by Supervisor Hansen, at 6:05 p.m. to adjourn the Public Hearing of the Redistricting Final Plan. Roll call vote was taken, Rebecca Hansen-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes. Motion carried.

Chair Tom Milliren arrived at the meeting at 6:06 p.m.

The Pepin County Board of Supervisors meeting was called to order at 6:07 p.m. on Tuesday, November 9, 2021, by Chair Milliren. The meeting was held remotely 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 QUORUM – ROLL CALL – present attending:**

District #1- Michael Wright—absent/arrived remotely at 6:15 p.m.

District #2- Rebecca Hansen- in person

District #3- Chris Kees Winkler-absent

District #4- Paul Hoch- in person

District #5- Jean Dougherty- in person

District #6- Tessa King- in person

District #7- Bill Ingram-remotely

District #8- Tom Milliren-in person

District #9- John Andrews-in person

District #10- Kevin Kosok-in person

District #11- John McDonough-in person

District #12- Angela Bocksell-remotely

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

**Public Comments Regarding Listed Agenda Items**

Monica J. Bauer – Register of Deeds requested to be able to talk during the public hearing of the 2022 Budget.

**Consent Agenda Item:**

**Approval of the October 20, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Hansen -yes, Supervisor Hoch-yes, Supervisor Dougherty-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:**

**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 and Emergency Management Committee, Administrative Committee and Highway Committee.

Supervisor Wright remotely joined the meeting at 6:15 p.m.

**Business:**

**Resolutions:**

**RESOLUTION NO. 37-21  
RESOLUTION TO APPROVE A 2021 BUDGET MODIFICATION TO  
INCREASE B-3 COORDINATOR/TEACHER REVENUE AND  
EXPENSES FOR BUFFALO COUNTY INCREASED HOURS**

**WHEREAS**, Pepin County Dept. of Human Services contracts to provide B-3 Coordination and Teacher Services to Buffalo County Dept. of Health and Human Services; and

**WHEREAS**, Buffalo County Dept. of Health and Human Services has requested additional hours of B-3 Coordination and Teacher Services in 2021 due to higher workload and a special project; and

**WHEREAS**, Pepin County B-3 Coordinator/Teacher has the authority to increase the B-3 Coordinator/Teacher hours up to 30 hours per pay period, per Resolution 45-13; and

**WHEREAS**, Pepin County B-3 Coordinator/Teacher is currently working 24 hours per pay period and is willing to increase hours up to 30 as needed; and

**WHEREAS**, Pepin County 2021 Budget did not authorize increased expenses and revenues up to 30 hours per pay period; and

**WHEREAS**, Pepin County Dept. of Human Services is requesting increased expenses and revenues to the B-3 2021 Budget for the above purposes.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors hereby authorizes the current 2021 Budget to be modified as noted below:

***Human Services Fund:***

| Account Numbers      | Account Description                               | Current Budget | Increase (decrease) | Amended Budget |
|----------------------|---------------------------------------------------|----------------|---------------------|----------------|
| 211-00-54407-000-000 | <i>Dept. of Health Services Expense</i>           | \$493,464      | \$3,000             | \$496,464      |
| 211-00-46661-000-000 | <i>Local Collections – Human Services Revenue</i> | \$341,559      | \$3,000             | \$344,559      |

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

/s/ Tessa King, Committee Chair

**COMMITTEE MEMBERS VOTE**

In favor-7    Oppose-0    Absent-0    Abstain-0

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

/s/ Pamela Hansen, Finance Director

Recommend-X

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 9<sup>th</sup> day of November 2021

In Favor-11 Opposed-0 Absent-2 Abstain-0

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Administrative Coordinator Pam Hansen informed the Board that a budget modification is needed to increase hours for a Buffalo County B-3 Coordinator/Teacher. Additional funding is available for the needed extra hours that is being requested. These additional hours will be paid by Buffalo County. The Human Service Board has recommended this budget modification at their meeting. Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 37-21 titled, "Resolution to Approve the 2021 Budget Modification to Increase B-3 Coordinator/Teacher Revenue and Expenses for Buffalo County Increase Hours". Roll call vote was taken, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes. Supervisor Wright had internet access issues so was unable to vote. Motion carried.

At 6:30 p.m. Chairman Milliren opened the **Public Hearing for the 2022 Proposed Budget**, asking for any public input. Monica J. Bauer, elected official, Pepin County resident and a Pepin County taxpayer, asking on how funds were found for a 5% pay rate increase for non-elected employees. Details would be covered during the budget presentation on this question. Finance Director Pamela Hansen presented the proposed 2022 Budget Summary as published in the official newspaper, "The Courier Wedge", to the County Board of Supervisors. The 2022 Budget binder was delivered to the County Board Supervisors ahead of time and was available at the meeting. Details of the budget were explained by Finance Director Pamela Hansen, answering questions as needed. The Public Hearing was adjourned at 7:35 p.m.

**RESOLUTION NO. 38-21**

**2021 BUDGET MODIFICATION – Children’s Court Improvement Program (CCIP) – supplemental grant funding**

**WHEREAS**, the State of Wisconsin – Children’s Court Improvement Program (CCIP) has allocated supplemental grant funding to selected counties in the state, including Pepin County, and is targeted specifically to remote access points at the county level; and

**WHEREAS**, Pepin County has applied and been approved to seek reimbursement for up to \$3,000 of eligible expenses under the CCIP program for necessary and unbudgeted remote access points and other expenditures, etc.; and

- 1) To allow case participants to participate virtually in court hearings.
- 2) To allow case participants to communicate with their attorneys.
- 3) To allow all court participants to participate virtually in court hearings.

**WHEREAS**, after collaboration with the Circuit Court Judge, Clerk of Court, Register in Probate/Juvenile Clerk 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:

75-inch Smart TV; appropriate USB cables; two laptops; and webcam

**WHEREAS**, the Children's Court Improvement Program (CCIP) will provide 100% reimbursement for eligible expenses per the CCIP grant application and as detailed above; and

**WHEREAS**, neither the CCIP 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 Children's Court Improvement Program 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<br/>(Decrease)</u> | <u>Amended<br/>Budget</u> |
|-----------------------|----------------------------|-----------------------|--------------------------------|---------------------------|
| <i>General Fund:</i>  |                            |                       |                                |                           |
| 100-00-51212-000-000  | Circuit Court Expense      | \$ 126,611            | \$ 3,000                       | \$ 129,611                |
| 100-00-43512-000-000  | S/A Court Grants           | \$ 0                  | \$ 3,000                       | \$ 3,000                  |

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

/s/ Kevin Kosok, 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 CCIP 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 Recommend - X Not Recommended

**COUNTY BOARD ACTION:**

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

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 2021  
 In favor-11 Oppose- 0 Absent-1 Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Judge Thomas Clark remotely attended the meeting to present this resolution to the County Board. Pepin County Circuit Court has applied for and was awarded \$3,000 under the Children's Court Improvement Program. Proposed items to purchase with these funds included a smart TV, USB cables, two laptops and a webcam. No county match funds will be needed for these purchases. Motion was made by Supervisor Andrews, seconded by Supervisor Hansen, to adopt Resolution 38-21 titled, "2021 Budget Modification- Children's Court Improvement Program (CCIP)- Supplemental Grant Funding". 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 Hoch-yes, Supervisor Dougherty-yes and Supervisor King-yes. Motion carried.

**RESOLUTION 39-21**  
**PEPIN COUNTY WISCONSIN FINAL REDISTRICTING PLAN 2021**  
12 Districts  
Total Population: 7,318                      Target Per District: 610

**WHEREAS**, the Pepin County Board of Supervisors held a public hearing on September 22, 2021 in Durand, Wisconsin at the Pepin County Government Center and subsequently adopted Tentative Plan Option 8. On November 9, 2021 the Pepin County Board of Supervisors held a public hearing on the Final Redistricting Plan; and

**WHEREAS**, the City of Durand, adopted their municipal wards at the October 27<sup>th</sup>, 2021 City Council Meeting; and

**WHEREAS**, the remaining municipalities in Pepin County have been notified of their ward plans established by Pepin County and have adopted them by resolution if their municipality is being divided into more than one ward or ward boundaries have changed; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Pepin County Board of Supervisors that the following districts be established for the purpose of voting in elections as indicated on the attached map and described as follows:

**District 1** to be comprised of the **Town of Albany Ward 1** which consists of all the territory located in the boundaries south and east of north town boundary and the centerline of Albany C Street to the intersection of County Road T; north and east of the centerline of County Road T until it crosses Cranberry Creek; south and east of Cranberry Creek until it intersects a straight line due east from the southernmost part of Albany DDD Street; all points south and east of the Cranberry Creek Albany DDD Street intersection to County Road R; all points south and east of the centerline of County Road R/Albany DDD Street intersection to the town west boundary. Total population of District 1 is 610.

**District 2** to be comprised of the **Town of Albany, Ward 2** and **Town of Lima Ward 1**. **Town of Albany Ward 2** - consists of all the territory located in the boundaries south and west of north town boundary and the centerline of Albany C Street to the intersection of County Road T; south and west of the centerline of County Road T until it crosses Cranberry Creek; east of Cranberry Creek until it intersects a straight line due east from the southernmost part of Albany DDD Street; all points east of the Cranberry Creek Albany DDD Street intersection to County Road R; all points north and west of the centerline of County Road R/Albany DDD Street intersection to the town west boundary.

**Town of Lima Ward 1** - consists of all the territory located in the boundaries south of north town boundary and the centerline of East County Line Road continuing east to State Highway 85; south and east of the centerline of State Highway 85 until intersection of Marsh Road; south and east of the centerline of March Road to the intersection of County Road R; east and north of the centerline of County Road R until the intersection of M Forster Road; south and east of the centerline of M Forster Road until the intersection of Forster Road; east and south of the centerline of Forster Road to the intersection of County Road V; south and west of the centerline of County Road V continuing south and east of the centerline of Will Road to the south town border.

Total Population of District 12 is 609.

**District 3** to be comprised of the **Town of Durand, Ward 1** and the **Town of Lima, Ward 2**.

**Town of Durand Ward 1** – All the territory located in the boundaries south of the centerline of State Highway 85 between the City of Durand boundary line and County Road V; all territory south of the centerline of County Road V to the intersection of Dorwin Mills Road; all territory east of the centerline of Dorwin Mills Road to where it crosses Bear Creek: all territory south of Bear Creek and south of Highway 10.

**Town of Lima Ward 2** – consists of all the territory located in the boundaries south of north town boundary and the centerline of West County Line Road continuing south and west to State Highway 85; north and west of the centerline of State Highway 85 until intersection of Marsh Road; south and west of the centerline of March Road to the intersection of County Road R; all territory west of Marsh Road until the intersection of County Road V; all territory north of the centerline of Forster Road between M Forster Road and County Road V; the intersections of east and north of the centerline of County Road R until the intersection of M Forster Road; south and west of the centerline of County Road V continuing south and west of the centerline of Will Road to the south town border.

Total Population of District 3 is 609.

**District 4** to be comprised of the **City of Durand Ward 1**.

**City of Durand Ward 1** – consists of that portion of the City of Durand commencing at the Southwesterly corner of the City of Durand, thence proceeding Northeasterly along the banks of the Chippewa River and former Bear Creek bed to its intersection with 5<sup>th</sup> Avenue East, thence Southeasterly along 5<sup>th</sup> Avenue East to its intersection with northeasterly section of E. Washington Street to northeasterly section of 3<sup>rd</sup> Avenue East to Montgomery Street intersection, thence Southwesterly along Montgomery Street to its intersection along northeasterly 1<sup>st</sup> Avenue to northwesterly West Prospect Street, to the intersection of southwesterly 3<sup>rd</sup> Avenue West, thence Southerly along 3<sup>rd</sup> Avenue West to the South corporate limits, thence Westerly to place of beginning.

Total population of District 4 is 611.

**District 5** to be comprised of the **City of Durand Ward 2**.

**City of Durand Ward 2** – consists of that portion of the City of Durand commencing at the intersection of 3<sup>rd</sup> Avenue West and the South corporate limits, thence proceeding Northerly along 3<sup>rd</sup> Avenue West to its intersection with West Prospect Street to the intersection northeasterly of 1<sup>st</sup> Avenue to the intersection of southeasterly Montgomery Street, thence Northeasterly along Montgomery Street to its intersection with 3<sup>rd</sup> Avenue East, thence Southeasterly along 3<sup>rd</sup> Avenue East to its intersection with Auth Street, thence southeasterly along Auth Street to its intersection with southeasterly Prissel Street to the Easterly corporate limits, thence Southerly and Easterly along the corporate limits to place of beginning.

Total population of District 5 is 619.

**District 6** to be comprised of the **City of Durand Ward 3**.

**City of Durand Ward 3** – consists of that portion of the City of Durand commencing at the North Eastern corporate limits, thence Southerly along the East corporate limits to Prissel Street to northeasterly along Auth Street, thence to its intersection with 3<sup>rd</sup> Avenue East, thence Northwesterly along 3<sup>rd</sup> Avenue East to its intersection with East Washington Street, thence Northeasterly along East Washington Street to its intersection with 5<sup>th</sup> Avenue East, thence Northwesterly along 5<sup>th</sup> Avenue East to its intersection with the former Bear Creek bed, thence Northeasterly along the former Bear Creek bed to the point of beginning.

Total population of District 6 is 624.

**District 7** to be comprised of the **Town of Durand, Ward 2** and the **Town of Waubeek, Ward 1**.

**Town of Durand Ward 2** – All the territory located south of the northern town boundary line to the centerline of State Highway 85 between the City of Durand boundary line and County Road V; all territory east and north of County Road V to the eastern town boundary line; all territory east of the centerline of Dorwin Mills Road until it crosses Bear Creek; all territory north of Bear Creek.

**Town of Waubeek Ward 1** – consists of all the territory located in the boundaries north of the centerline of Highway 10 between the City of Durand boundary line and Joyce Road; all territory north and east of the centerline of Joyce Road to the intersection of County Road D; all territory north and east of the centerline of County Road D to the point County Road D crosses the Eau Galle River: all territory east of the Eau Galle River.

Total Population of District 7 is 596.

**District 8** to be comprised of the **Town of Waterville, Ward 1** and **Town of Waubeek, Ward 2**.

**Town of Waterville Ward 1** – consists of all the territory located in the boundaries north of the centerline of County Road P to the Intersection of County Road N; all territory north and east of the centerline of County Road N to the intersection of County Road Y; all territory north and east of the centerline of County Road Y to the intersection of Lamphere Road; all territory north and east of the centerline of Lamphere Road to the intersection of Highway 10; all territory east and south of Highway 10 to the intersection of County Road G; all territory north and east of the centerline of County Road G to the intersection of County Road Z; all territory north of County Road Z to the first crossing of the Arkansaw Creek; all territory north of the Arkansaw Creek until the second crossing of the Arkansaw Creek by County Road Z; all territory north of the centerline of County Road Z to the intersection of Hartung Road; all territory east of the centerline of Hartung Road.

**Town of Waubeek Ward 2** – consists of all territory located south of Highway 10; all territory north and west of the centerline of Joyce Road to the intersection of County Road D; all territory north and west of the centerline of County Road D to the point County Road D crosses the Eau Galle River: all territory west of the Eau Galle River.

Total Population of District 8 is 605.

**District 9** to be comprised of the **Town of Frankfort, Ward 1** and **Town of Waterville, Ward 2**.

**Town of Frankfort Ward 1** – consists of all the territory located in the boundaries north and east of west town boundary line and the centerline of Goat Back Road: north and east of the centerline of Boyd Spring Road, south of the Goat Back Road intersection, to County Road N; north of the centerline of County Road N from the Boyd Spring Road intersection to the County Road D intersection; following a line directly south of the intersection of County Road N and County Road D, all land north of the Plum Creek.

**Town of Waterville Ward 2** - All territory located west of the centerline of Hartung Road; all territory south and west of the centerline of County Road Z until the first crossing of the Arkansaw Creek; all territory south of the Arkansaw Creek until the second crossing of the Arkansaw Creek by County Road Z; continuing east on County Road Z, all territory south of the centerline to the intersection of County Road G; all territory west of the centerline of County road G to the intersection of Highway 10; all territory south and west of the centerlines starting at the intersection of Highway 10 and Lamphere Road; all territory south and west of the centerline of County Road Y between Lamphere Road and County Road N; all the territory south and west of the centerline of County Road N between County Road N and County Road P; all territory south and west of the centerline of County Road P to the town boundaries.  
Total Population of District 9 is 613.

**District 10** to be comprised of the **Town of Frankfort, Ward 2** and the **Town of Pepin, Ward 1** and the **Village of Pepin, Ward 2**.

**Town of Frankfort Ward 2** – consists of all the territory located in the boundaries south and west of west town boundary line and the centerline of Goat Back Road: south and west of the centerline of Boyd Spring Road, south of the Goat Back Road intersection, to County Road N; south of the centerline of County Road N from the Boyd Spring Road intersection to the County Road D intersection; following a line directly south of the intersection of County Road N and County Road D, all land south of the Plum Creek.

**Town of Pepin Ward 2** – consists of all the territory located in the south of eastern boundary between the Town of Pepin and the Town of Frankfort; continuing west, all territory south of the centerline of County Road I to the intersection of County Road CC; continuing south all territory east of the centerline of County Road CC to the Village of Pepin boundary.

**Village of Pepin Ward 2** – starting at the eastern village boundary, all territory located to the north of State Highway 35 to the intersection of Boyd Street; all the territory to the north and east of the centerline of Boyd Street to the intersection of Dunn Street; all the territory east of the centerline of Dunn Street to the intersection of Seventh Street; all territory north of the centerline to the intersection of Lake Street; continuing north, all territory north and east of the centerline of the Lake Street.

Total Population for District 10 is 604.

**District 11** to be comprised of the **Village of Pepin, Ward 1**.

**Village of Pepin Ward 1** - consists of all the territory located to the south of State Highway 35; all territory west of the centerline of Boyd Street to the intersection of Dunn Street; all territory west of the centerline of Dunn Street to the intersection of Seventh Street; all territory south and west of the centerline of Seventh Street to the intersection of Lake Street; all territory to the west of the centerline of Lake Street.

Total Population of District 11 is 608.

**District 12** to be comprised of the **Town of Pepin, Ward 2**, the entire **Town of Stockholm** and the entire **Village of Stockholm**.

**Town of Pepin Ward 2** – consists of all territory located south of boundary between Pierce County and the Town of Pepin to the centerline of County Road I; all territory to the west of the centerline of County Road CC continuing south to the Village of Pepin boundary.

**Town of Stockholm** – consists of all the territory located to the Town of Stockholm.

**Village of Stockholm** – consists of all the territory located to the Village of Stockholm.

Total Population of District 12 is 610.

**BE IT FURTHER RESOLVED**, that the Pepin County Board of Supervisors hereby adopts the Pepin County Final Redistricting Plan 2021. This resolution along with the map will be provided to the Secretary of State as required under Statute 59.10(3)(b).

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November ,2021  
In favor - 11    Oppose - 0    Absent – 1    Abstain - 0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 39-21 titled, “Pepin County Wisconsin Final Redistricting Plan 2021”. Roll call vote was taken, Supervisor Dougherty-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.

**RESOLUTION NO. 40-21  
APPROVING NON-UNION, NON-ELECTED MARKET ADJUSTMENT  
WAGE GRADE COMPENSATION STRUCTURE**

**WHEREAS**, Resolution 33-20 adopted the recommendation of the 2020 employee classification and compensation study completed by Carlson Dettmann Consulting LLC; and

**WHEREAS**, as was recommended the classification schedule “discounted” the market rates by five percent (5%) to approximate the 40<sup>th</sup> percentile to facilitate implementation in 2020; and

**WHEREAS**, the Administrative Committee recommends that the five percent (5%) market rate adjustment be added into the wage grade schedule; and

**WHEREAS**, the Pepin County Administrative Committee has reviewed the compensation structure and recommends 5% market adjustment increase effective January 2, 2022; and

**WHEREAS**, in addition, the Pepin County Administrative Committee recommends step increases as described in Section 5 of the Pepin County Employee Handbook for non-union, non-elected employees.

**NOW BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby approve a 5% market adjustment increase to the current compensation structure for all non-union, non-elected positions effective January 2, 2022, with step increases as described in Section 5 of the Pepin County Employee Handbook.

**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** – Entire fiscal impact of approximately \$113,000 was included in the respective department 2022 Budgets as proposed to the County Board.

/s/ Pamela Hansen

Finance Director

Recommend-X

Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED

DEFEATED

TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 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 resolution to the County Board. The Administrative Committee has recommended a 5% market adjustment increase in the compensation structure and step increases as described in section 5 of the Pepin County Handbook for non-union, and non- elected employees. This would take effect January 2, 2022. Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 40-21 titled, Approving Non-Union, Elected Market Adjustment Wage Grade Compensation Structure”. 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 Dougherty-yes. Motion carried.

**RESOLUTION NO. 41-21  
APPROVING NON-CLASSIFIED POSITIONS ON  
WAGE GRADE WAGES/SALARIES FOR 2022**

**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) and recommends that these designated positions receive a 1% wage/salary increase effective January 2, 2022.

**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 positions effective January 2, 2022

**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

Recommend-X

Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 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 resolution to the County Board. The Administrative Committee has recommended that the non-classified employees in positions such as Solid Waste Site attendants, meal site attendants, shooting range attendants, DHS Van Drivers, Jail Kitchen should receive a 1% wage/salary increase effective January 2, 2022. Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Resolution 41-21 titled, "Approving Non-Classified Positions on Wage Grade/Salaries for 2022". Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes and Supervisor Ingram-yes. Motion carried.

**RESOLUTION NO. 42-21  
RATIFICATION OF TENTATIVE SIDE LETTER WITH  
PEPIN COUNTY LAW ENFORCEMENT ASSOCIATION**

**WHEREAS**, the Pepin County Administrative Committee recommends approval of the fringe benefit change as set forth in the attached Side Letter between Pepin County and the Pepin County Law Enforcement Association; and

**WHEREAS**, the Side Letter includes a fringe benefit change to the county's share of health and surgical insurance from 80% to 85% effective January 1, 2022.

**THEREFORE, IT BE RESOLVED** that the Pepin County Board of Supervisors does hereby approve the attached fringe benefit side letter change for the Pepin County Law Enforcement Association for a duration of January 1, 2022 through December 31, 2022.

**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** – An increase in total Health Insurance expense will be incurred by the County of approximately \$10,600 as a result of the change to both the Law Enforcement agreement and Communication Corrections Officer association (see separate resolution) contracts. The increase in expense is included in the 2022 Budgets as proposed to the County Board.

/s/ Pamela Hensen  
Finance Director

Recommend-X                      Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 2021  
In favor-11    Oppose-0    Absent-1    Abstain-0

/s/ Audrey Bauer  
County Clerk

/s/ Tom Milliren  
County Board Chair

**RESOLUTION NO. 43-21  
RATIFICATION OF TENTATIVE SIDE LETTER WITH PEPIN COUNTY COMMUNICATION  
CORRECTIONS OFFICER ASSOCIATION**

**WHEREAS**, the Pepin County Administrative Committee recommends approval of the fringe benefit change as set forth in the attached Side Letter between Pepin County and the Pepin County Communication Corrections Officers Association; and

**WHEREAS**, the Side Letter includes a fringe benefit change to the county’s share of health and surgical insurance from 80% to 85% effective January 1, 2022.

**THEREFORE, IT BE RESOLVED** that the Pepin County Board of Supervisors does hereby approve the attached fringe benefit change for the Pepin County Communication/Corrections Officer Association for a duration of January 1, 2022 through December 31, 2022.

**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** – An increase in total Health Insurance expense will be incurred by the County of approximately \$10,600 as a result of the change to both the Law Enforcement agreement and Communication Corrections Officer association (see separate resolution) contracts. The increase in expense is included in the 2022 Budgets as proposed to the County Board.

/s/ Pamela Hensen  
Finance Director

Recommend-X            Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 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 both resolutions to the County Board. The Health Insurance has been changed to a high deduction health insurance plan for 2022. The Administrative Committee has approved to change the County's share of health and surgical insurance from 80% to 85% for the Law Enforcement and Communications Corrections Officers effective January 1, 2022. A side letter is attached to each of the resolutions in detail of this change for both the Law Enforcement and Communication Corrections Officers. Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 42-21 titled, "Ratification of Tentative Side Letter with Pepin County Law Enforcement Association" and Resolution 43-21 titled, "Ratification of Tentative Side Letter with Pepin County Communication Corrections Officer Association". 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 Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes and Chair Milliren-yes. Motion carried.

**RESOLUTION NO. 44-21**  
**AUTHORIZING \$344,378 SECURITY FINANCIAL BANK LOAN**

**WHEREAS**, Pepin County, Wisconsin ("County") is presently in need of funds up to a maximum aggregate amount of three hundred and forty-four thousand three hundred seventy-eight dollars (\$344,378) for the purposes of financing the capital equipment in the 2022 Budget year and for no other purpose, and

**WHEREAS**, the County Board of Supervisors deems it necessary and in the best interest of the County that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of up to three hundred and forty-four thousand three hundred seventy-eight dollars (\$344,378) be borrowed for such purposes from time to time upon the terms and conditions hereinafter set forth.

**NOW, THEREFORE BE IT RESOLVED**, that for the purposes hereinabove set forth the County, by its Chairperson of the County Board and County Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Security Financial Bank, Durand, Wisconsin ("Lender"), from time to time, in one or more advances, a maximum aggregate amount of \$344,378 or if less, the aggregate principal amount of all advances as may be required to meet the above-stated purposes, and

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

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

**BE IT FURTHER RESOLVED**, that to evidence such indebtedness, said Chairperson of the County Board and County Clerk shall make, execute and deliver to the Lender for and on behalf of the County the promissory note of the County to be dated in December, 2021 in said principal amount with interest at the rate of three percent (3.5%) per annum and payable as follows:

In 2022 two equal quarterly payments of principal and interest plus additional interest due based on the timing of the draws, and



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

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

**FISCAL IMPACT REVIEWED:** 2022 Budget was compiled by the Finance Director.

/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 9<sup>th</sup> day of November 2021

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

/s/ Audrey Bauer

County Clerk

/s/ Tom Milliren

County Board Chair

Detailed information on the 2022 budget was given by Finance Director Pamela Hansen during the Public Hearing of the proposed budget.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 45-21 titled, “Establishing the 2021 Pepin County Tax Levy and Adopting the 2022 Pepin County Budget”. Roll call vote was taken, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Ordinance:**

**AMENDMENT NO. 133 TO ORDINANCE NO. 179  
FINAL REDISTRICTING PLAN 2021**

THAT THE CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 2, THE GOVERNING BODY:

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

**Section 1. PURPOSE.** That the Code of Ordinances of the County of Pepin be amended by rescinding and replacing parts of a chapter to be numbered and read as follows:

**CHAPTER 2 THE GOVERNING BODY**

**2.02 SUPERVISORY DISTRICTS ESTABLISHED.**

(1) **AUTHORITY AND PURPOSE.** This section is enacted under authority of 59.10(3)(b)2, Wisconsin Statutes.

(2) **NUMBER OF SUPERVISORS.** Twelve

(3) **DESCRIPTION OF DISTRICTS.** The supervisory districts within the county are described as follows:

- District 1           Town of Albany – Ward 1
- District 2           Town of Albany – Ward 2
- Town of Lima – Ward 1

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

**Section 2. 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.

Date of Publication: November 18, 2021

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 9<sup>th</sup> day of November 2021  
 In favor – 11    Oppose – 0    Absent – 1    Abstain – 0

/s/ Audrey Bauer  
 County Clerk

/s/ Tom Milliren  
 County Board Chair

Motion was made by Supervisor Andrews, seconded by Chair Milliren, to adopt Ordinance No. 133 titled, “ Amendment to the Pepin County Ordinance 179-Chapter 2- Final Redistricting Plan 2021”. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chairman Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried.

**Communications/Appointments:**

County Clerk Audrey Bauer informed the County Board of Supervisors that it's that time again to take out nomination papers. December 1<sup>st</sup> is the first day that nomination signatures can be obtained. Advising to acquire between 25-30 good signatures to qualify to be placed on the ballot. A folder was handed out to everyone or mailed if not present on the necessary forms to fill out. If any questions, contact the County Clerk's office.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:**

\*Amendment to the ATV/UTV Ordinance

**Next Meeting Date** - Next meeting date set for December 15, 2021 at 7:00 p.m.

Chair Milliren adjourned the by meeting at 7:45 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 December 15, 2021

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**December 15, 2021**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday December 15, 2021, by Chair Milliren. The meeting was held remotely 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- Jean Dougherty- remotely                | District #11- John McDonough-in person  |
| District #6- Tessa King- Absent at time of roll call | District #12- Angela Bocksell -remotely |

Supervisors attending the meeting consist of 11 members and one member absent at the time of roll call.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

**Public Comments Regarding Listed Agenda Items**

Darrell Komro – Back Country ATV/UTV ATV Club President- Dunn County  
Informed the County Board Supervisors of different counties that have opened their roads for ATV/UTV use.

Evan Mercer- President of the Pepin County ATV Club  
Informed the County Board Supervisors it's been a long making of the Pepin County ATV/UTV Ordinance to meet the State Statues.

Supervisor King arrives to the meeting at 7:06 p.m.

**Consent Agenda Item:**

**Approval of the November 9, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Kosok, seconded by Supervisor Hoch, to approve the consent agenda item as presented. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen - yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-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:**

**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 and Emergency Management Committee, Administrative Committee and Highway Committee.

**American Rescue Plan Act (ARPA) Application Form and Funds Allocation Process**

Finance Director Pam Hansen presented information that the Pepin County is receiving ARPA funds in the amount of approximately \$1.4 million. The Fact Sheet and Quick Reference Sheet was explained on the eligible expenses. The discussion took place on the due date that was on the application form. The determination was made by the board members that the date should be later to allow more time for application to be completed. The consensus of the board was made to change the application due date to be January 31<sup>st</sup>.

**Business:**

**American Rescue Plan Act (ARPA) Funding Request-Broadband Project- Town of Albany**

Chair Milliren explained that the Town of Albany has requested funding to improve their Broadband coverage. In Pepin County, only the Town of Albany is considered to be underserved which means it doesn't meet the 25-meg speed. Ntec is currently working on a grant application that would allow them to receive State funding towards the Town of Albany's broadband project. The County would need to partner with Ntec and contribute funds towards this project along with the Town of Albany using ARPA funding to increase their scoring which would improve their chances of receiving this grant.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve \$100,000 of ARPA funds for the Broadband project for the Town of Albany.

Roll call vote was taken, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-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.

**Ordinances:**

**AMENDMENT NO. 134 TO PEPIN COUNTY ORDINANCE 179  
CHAPTER 7.07 – ALL TERRAIN/ UTILITY TASK VEHICLE ROUTES (ATV/UTV)  
THAT THE CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 7,  
ALL TERRIAN/UTLITIY TASK VECHICLE ROUTES AND MAP:**

**(Green signifies additional changes)**

**(Purple signifies changes made at the 11-9-2021 Highway Meeting)**

**BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS OF PEPIN COUNTY:  
7.07 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND  
TITLE**

- (1) STATUTORY AUTHORIZATION. This ordinance is adopted pursuant to the authority of Wis. Stat. §§ 23.33(8)(b), 23.33(11) and 59.02, as each may be amended. In addition, the provisions of Wis. Stat. § 23.33 and the provisions of Wisconsin Administrative Code Ch. NR 64 regulating ATV operations are hereby adopted and incorporated herein as each may be amended.
- (2) PURPOSE AND INTENT. Pepin County adopts the following ATV/UTV routes for the operation of ATV/UTVs upon the roadways listed in Section 3. Following consideration of the recreational value of ATV/UTV use to Pepin County and the potential impacts to the public's health, safety, and welfare, this Ordinance is created and adopted. ~~A copy of a map showing the location of the ATV/UTV routes shall be kept on file at the Pepin County Highway Department.~~

- (3) ROUTES. ~~The following roads are designated as ATV/UTV routes.~~ (Am. #119- 05/15/2019)  
All County Roads in Pepin County are ATV/UTV routes unless otherwise posted. The Highway Commissioner shall have the authority to temporarily close routes for safety, maintenance, or any other appropriate reasons (such as repeated complaints from residents, or damage caused by ATV/UTVs). Such closures shall be subject to review and final determination by the Pepin County Highway Committee at the next regularly-scheduled County Highway Committee meeting. The Pepin County Highway Department shall erect signage indicating route closure. A copy of a map showing the routes with closures shall be kept on file at the Pepin County Highway Department.

~~Town of Albany: (A)~~

- ~~A1. County Road T in its entirety~~
- ~~A2. County Road R in its entirety~~
- ~~A3. County Road W in its entirety~~
- ~~A4. County Road H in its entirety~~

~~Town of Durand: (D)~~

- ~~D1. County Road F in its entirety~~
- ~~D2. County Road FF in its entirety~~
- ~~D3. County Road B in its entirety~~
- ~~D4. County Road V in its entirety~~
- ~~D5. County Road VV in its entirety~~
- ~~D6. County Road PP in its entirety~~
- ~~D7. County Road M in its entirety~~

~~Town of Frankfort (F)~~

- ~~F1. County Rd N between County Rd D and Byington Rd~~
- ~~F2. County Rd N between Boyd Springs Rd and Plum Valley Rd (wrong on map)~~
- ~~F3. County Rd SS in its entirety~~
- ~~F4. County Road D in its entirety~~
- ~~F5. County Road N between Town of Waterville border and Dead Lake Boat Landing~~
- ~~F6. County Road N between County Road D and Ella Boat Landing~~

~~Town of Lima: (L)~~

- ~~L1. County Road BB from intersection of County Road R to Prissel Road. (2.4 miles)~~
- ~~L4. County Road M from intersection West County Line Rd to Rustic Rd. (0.4 mile)~~
- ~~L2. County Road BB from Prissel Road to County Road B~~
- ~~L3. County Road B in its entirety~~
- ~~L4. County Road T in its entirety~~
- ~~L5. County Road R in its entirety~~
- ~~L6. County Road M in its entirety~~
- ~~L7. County Road MM in its entirety~~
- ~~L8. County Road V from intersection of Koller Road to County Road B~~
- ~~L9. County Road V V in its entirety~~

~~Town of Pepin: (P)~~

- ~~P1. County Road CC from intersection of Lost Creek Road to Elberg Road. (1.0 miles)~~
- ~~P2. County Road CC from Intersection of County Road I to County Road SS. (1.9 miles)~~
- ~~P3. County Road I in its entirety. (4.3 miles)~~
- ~~P4. County Road N from Trail Road into the Village of Pepin. (0.1 miles)~~

- ~~P5. County Road N from intersection of County Road I to Pepin Hill Road. (0.3 miles)~~
- ~~P6. County Road N from Back Valley Road to Big Hill Road (0.7 miles)~~
- ~~P7. County Road SS from County Road CC to Pierce County. (0.6 miles)~~
- ~~P8. County Road CC between Lost Creek Road and Sand Ridge Road~~
- ~~P9. County Road CC Between Sand Ridge Road and Village of Pepin~~
- ~~P10. County Road J between Slough Road and junction of County Roads CC and SS~~

~~Town of Waterville: (WV)~~

- ~~WV1. County Road D in its entirety~~
- ~~WV2. County Road G in its entirety~~
- ~~WV3. County Road Y in its entirety. (2.0 miles)~~
- ~~WV4. County Road D between Holden Rd and County Rd N~~
- ~~WV5. County Road N between intersection of County Road D to US Hwy 10~~
- ~~WV4. County Road N in its entirety~~
- ~~WV5. County Road NN in its entirety~~
- ~~WV6. County Road O between County Road P and County Road D~~
- ~~WV8. County Road P between County Road N and Silver Birch Road~~
- ~~WV7. County Road P in its entirety~~
- ~~WV8. County Road Z in its entirety~~
- ~~WV9. County Road X in its entirety~~
- ~~WV10. County Road XX in its entirety~~
- ~~WV11. County Road ZX in its entirety~~

~~Town of Waubeek: (WK)~~

- ~~WK1. County Road D from Semple Road to South Prairie Lane~~
- ~~WK2. County Road D from South Prairie Lane to County Road DC~~
- ~~WK3. County Road DC in its entirety~~
- ~~WK4. County Road DD in its entirety~~
- ~~WK5. County Road P in its entirety~~
- ~~WK6. County Road C in its entirety~~

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

A. Operation shall be subject to all provisions of Wis. Stat. § 23.33., which is adopted and incorporated as part of this ordinance by reference to Wis. Stat. § 23.33(11).

B. All ATV/UTV operators shall observe a speed limit of not more than 35 MPH or the posted roadway speed limit, whichever is lower.

C. All ATV/UTV operators shall ride single file on the extreme righthand portion of road (not the ditch).

~~D. All ATV/UTV operators shall maintain liability insurance for their ATV/UTV in the amount established by the State of Wisconsin for motor vehicle operation and by utilizing any ATV/UTV, agrees to fully indemnify and hold harmless Pepin County~~

~~for all liability arising from use or non-use of ATV and/or UTVs on Pepin County Trunk Highways.~~

~~E. All ATV/UTV operating on town or county roads must be equipped with a functioning headlamp and tail lamp which must be turned on at all times when operating.~~

D. All ATV/UTV operating on Pepin County roads must display a lighted headlamp and tail lamp at all times.

E. All ATV/UTV operators born on or after January 1, 1988 shall possess a valid DNR issued ATV Safety Certificate.

~~A. All ATV/UTV operators shall observe a night time curfew and shall not operate their ATV/UTV for the period of 60 minutes after sunset to 60 minutes before sunrise.~~

~~B. ATV/UTV routes will be open for use from April 1 through December 1.~~

F. On all roads shared with another jurisdiction the most restrictive ordinance shall apply.

~~H. All ATV/UTV drivers operators 16 years old and older must have a valid driver license.~~

~~C. All ATV certified operators 12-15 years old must be in direct supervision of a parent or legal guardian when operation on a designated route.~~

G. All ATV/UTV drivers must comply with the age restrictions as set forth under Wis. Stat. § 23.33(5)

H. The Pepin County ATV/UTV Club is responsible for purchasing and paying for maintenance of signage. Pepin County is responsible for installing signs at the Club's expense.

I. All ATV and UTV operators and passengers under the age of 18 must wear helmets as required by Wis. Stat. § 23.33(3g).

J. Operating while under the influence of an intoxicant is prohibited per Wis. Stat. § 23.33(4c).

K. Pepin County, as the unit of government that designates the routes, is responsible by statute to post the proper route signs. Route signage must be clearly understandable. The Pepin County Highway Department, as the maintaining authority of the highway's designated ATV/UTV routes, shall initially install the legally required signage.

L. All ATV and UTV operators and passengers shall comply with all regulations set forth in the Wisconsin Statutes and the Wisconsin Administrative Code, as each may be amended, while operating in Pepin County.

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

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

- (6) PENALTIES. The State of Wisconsin All-Terrain Vehicle penalties as found in Wis. Stat. § 23.33(13)(a), are adopted by reference.
- (7) SEVERABILITY. The provisions of this ordinance shall be deemed severable, and it is expressly declared that Pepin County would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other person's circumstances shall not be deemed affected.
- (8) EFFECTIVE DATE. This ordinance becomes effective upon the passage by the Pepin County Board of Supervisors and publication by the Pepin County Clerk as required by Wis. Stat. § 59.14.

Date of Publication: December 23, 2021

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren  
Committee Chair

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

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of December 2021  
 In favor – 9    Oppose – 3    Absent – 0    Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren informed the Board that this amendment was sent back to Highway Committee to be discussed and changes made as to coincide with the State Statute. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Amendment 134 to the Pepin County Ordinance 179-Chapter 7.07 All Terrain/Utility Task Vehicle Routes (ATV/UTV). Roll call vote was taken, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-no, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-no and Supervisor Hansen-yes. Motion carried with three negative votes.

**Resolutions:**

**RESOLUTION NO. 46-21  
2021 BUDGET MODIFICATION – Surveying Budget Adjustment**

**WHEREAS**, Pepin County has experienced a significant increase in the number of properties being subdivided via the Certified Survey Map (CSM) in accordance with Chapter 17 of the Pepin County Code of Ordinances; and

**WHEREAS**, the Pepin County Surveyor Budget for 2021 originally allocated a total of \$6,500 in expenses towards surveying projects, with \$4,000 allocated to the CSM review expense line item; and

**WHEREAS**, all surveyor expenses to date for 2021 thus far have been utilized to cover CSM review expenses incurred by Pepin County, totaling \$6,025 as of December 1, 2021; and

**WHEREAS**, the 2021 budget estimated \$4,500 in revenues for CSM review fees; and

**WHEREAS**, total revenues for CSM review fees to date total \$6,075, which indicates the review fees adequately cover the associated review expenses incurred by Pepin County; and

**WHEREAS**, the Zoning Administrator and County Surveyor have recently received additional CSM applications that need to be reviewed, however Pepin County’s budget does not have the expenditure authority to cover the anticipated review costs for the month of December; and

**WHEREAS**, revenues collected at the time of application via the CSM review fees for the remaining CSM applications can be utilized to cover the additional expenses for the 2021 budget modification proposed for the surveyor’s budget.

**NOW THEREFORE BE IT 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>       |                       |                           |                       |
| 100-00-44430-000      | CSM Review Fees            | \$ 4,500              | \$ 2,500                  | \$ 7,000              |
| 100-00-51720-000      | Surveyor Expense           | \$ 6,500              | \$ 2,500                  | \$ 9,000              |

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

/s/ Kevin Kosok, Committee Vice-Chair In favor - 3 Oppose - 0 Absent - 2 Abstain - 0

**FISCAL IMPACT:** Entire impact as noted above.

/s/ Pamela Hansen, Finance Director Recommend - X Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of December 2021  
In favor – 12    Oppose – 0    Absent – 0    Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Zoning Administrator Maria Nelson informed the Board of the increase in the number of Certified Survey Maps (CSM) needed in 2021. A budget modification is needed to adjust for this increased expense using the additional collection from CSM Review Fees.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 46-21, titled “2021 Budget Modification-Surveying Budget Adjustment.” Roll call vote was taken, Supervisor Hoch-yes, Supervisor Dougherty-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. Motion carried.

**RESOLUTION NO. 47-21  
2022 BUDGET MODIFICATION – Destination Marketing Organization Grant**

**WHEREAS**, the Department of Administration (DOA) on behalf of the State of Wisconsin has distributed funds for the Destination Marketing Organization (DMO) Grant; and

**WHEREAS**, the Destination Marketing Organization (DMO) has allotted Pepin County a total of \$7,785 to be used toward a marketing project that meets the purposes specified in the DMO Grant Program, including marketing local/regional business employment needs on the Visit Pepin County website and different social media platforms; and

**WHEREAS**, Pepin County will be contracting with River Travel Media to carry out the work associated with receiving this grant; and

**WHEREAS**, River Travel Media will be conducting social media marketing campaigns and set up an employment page for Pepin County businesses on VisitPepinCounty.com to meet the requirements specified by the grant for a cost of \$7,785; and

**WHEREAS**, Pepin County will not incur any additional expenses pertaining to this project that are not covered by the grant; and

**WHEREAS**, neither the additional 2022 S/A Development Revenue, nor the additional expenses as described within were provided for in the original 2022 budget.

**NOW THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2022 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>  |                            |                       |                           |                       |
| 100-00-43586-000      | S/A Development Revenue    | \$ 0                  | \$ 7,785                  | \$ 7,785              |
| 100-00-56710-000      | Development Expense        | \$ 30,011             | \$ 7,785                  | \$ 37,796             |

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

/s/ Kevin Kosok, Committee Vice-Chair In favor - 3 Oppose - 0 Absent - 2 Abstain - 0

**FISCAL IMPACT:** Entire impact as noted above.

/s/ Pamela Hansen, Finance Director Recommend – X Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of December 2021  
 In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Supervisor Bocksell informed the Board that Pepin County was allotted \$7,785 to be used towards a marketing project with regional business employment needs on the Visit Pepin County website and other social media platforms using River Travel Media.

No additional expenses will be incurred pertaining to this project.

Motion was made by Supervisor Hoch, seconded by Supervisor Kosok, to adopt Resolution 47-21 titled, “2022 Budget Modification- Destination Marketing Organization Grant.” Roll call vote was taken, Supervisor Dougherty-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, Supervisor Kees Winkler-yes and Supervisor Hoch-yes. Motion carried.

**RESOLUTION NO. 48-21**

**2022 BUDGET MODIFICATION – GOVERNMENT CENTER TRUCK PURCHASE CARRIED FORWARD FROM 2021 BUDGET**

**WHEREAS**, the 2021 Pepin County adopted Budget approved the purchase of a truck with accessories for the government center facility maintenance staff; and

**WHEREAS**, the approved funding for the project was a Security Financial Bank loan designated to use for capital purchases made in 2021 from which proceeds can still be drawn in 2022; and

**WHEREAS**, due to the availability of trucks eligible on purchase programs Pepin County will participate in to get the best pricing, the truck will not arrive and cannot be purchased yet in 2021

as was planned. Thus the purchase will not be completed and paid in 2021 nor will funds be drawn off the loan until the truck arrives and payment is due; and

**WHEREAS**, the expenditure totaling up to \$40,000 to complete the purchase and the related draw on the loan will need to be completed in 2022.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2022 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>  |                                    |                       |                            |                       |
| 100-00-49600-000-000  | Loan Proceeds                      | \$ 344,378            | \$ 40,000                  | \$ 384,378            |
| 100-00-51950-000-000  | Equipment Replacement Fund Expense | \$ 298,367            | \$ 40,000                  | \$ 338,367            |

**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 for the purchase of the truck and accessories will be reimbursed by the remaining balance on the Security Financial Bank loan intended to cover 2021 capital purchases which allows draws to be taken yet in 2022.

/s/ Pamela Hansen, Finance Director Recommend – X Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 15<sup>th</sup> day of December 2021  
 In favor – 12 Oppose – 0 Absent – 0 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chairman Milliren informed the Board that due to the lack of the availability; it was not possible to purchase a truck for the Government Center in 2021. The funds need to be carried forward in the 2022 budget.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 48-21 titled, “2022 Budget Modification-Government Center Truck Purchase Carried forward from 2021 Budget.” 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 Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes and Supervisor King-yes. Motion carried.

**Authorizing Pepin County to Enter into the Settlement Agreements with McKesson Corporation, Cardinal Health Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General.**

Administrative Coordinator Pam Hansen informed the Board that in 2017, Pepin County agreed to be one of the 70 Counties to join into a engagement agreement with law firms against certain manufacturing, distributors and retailers to hold them financially responsible.

Since then, a settlement agreement has been presented. Lead Attorney Andy Phillip attended remotely to inform the Board of this settlement agreement, which is the first part of three parts. Pepin County's approximate allotment amount is \$155,731 at this time less attorney fees not to exceed 25% of the amount received if this agreement is adopted.

Motion was made by Supervisor Andrews, seconded by Chairman Milliren, to adopt Resolution 49-21 titled, " Authorizing Pepin County to Enter into the Settlement Agreements with McKesson Corporation, Cardinal Health Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General." Roll call vote was taken, Supervisor Ingram-yes, Chairman Milliren-yes, 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 Dougherty-yes and Supervisor King-yes. Motion carried.

**Communications/Appointments:**

**Re-appoint Ricky Riggins to the IFLS Library Council- Term ending December 31, 2024**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the re-appointment of Ricky Riggins to the IFLS Library Council with a term ending December 31, 2024. 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 Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes and Supervisor King-yes. Motion carried.

**Recognize and Congratulate Sharon Gunderson for 20 years as the Administrative Specialist in the Sheriff's Office – Happy Retirement**

Chairman Milliren extended "Best Wishes" to Sharon Gunderson on her retirement and a "Big" thanks for all her years of service with Pepin County.

**Public Comments other than Agenda Items:**

No public comments.

**Future Agenda Items:** none noted at this time.

**Next Meeting Date** - Next meeting date set for January 19<sup>th</sup> at 7:00 p.m.

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

Chair Milliren adjourned the by meeting at 7:55 p.m.

Submitted by, Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on February 16, 2022

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**February 16, 2022**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday February 16, 2022, by Chair Milliren. The meeting was held remotely 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 QUORUM – ROLL CALL – present attending:**

|                                          |                                                                                                            |
|------------------------------------------|------------------------------------------------------------------------------------------------------------|
| District #1- Michael Wright-in person    | District #7- Bill Ingram-absent                                                                            |
| 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- Jean Dougherty- in person   | District #11- John McDonough-in person                                                                     |
| District #6- Tessa King- in person       | District #12- Angela Bocksell -absent at this time<br>but has notified the Chair, she will be joining late |

Supervisors attending the meeting consist of 10 members and two members absent at the time of roll call.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

**Public Comments Regarding Listed Agenda Items**

James Kraft – Previous County Board member and currently a Member of the Mississippi River Regional Planning Committee informed the County Board members of possible grants available from the EDA Cares Act. He was interested in how much will be allocated to Pepin County and what they are being used for.

Also James Kraft suggested under the Recreation Plan to make the Chippewa River more passible. Also suggested in the plan is the opening up Dead Lake and Silver Birch and to look into funding towards preservation of waterways.

Clerk of Court Audrey Lieffring would like to address the resolution at the time of discussion on the County Elected Officials Salary resolution. Chair Milliren granted her permission to speak later during the discussion of the salary resolution.

**Consent Agenda Item:**

**Approval of the December 15, 2021 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the consent agenda item as presented. Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes and Supervisor King-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 reports will be given at the end of the meeting due that Angie Bocksell is not present at this time, Board of Human Services, Law Enforcement and Emergency Management Committee and Administrative Committee gave their February Meeting reports. The Board of Health and Highway Committee did not meet for their February Meetings.

**Business:**

**RESOLUTION NO. 1-22  
Adopting Outdoor Recreation Plan 2022-2027**

**WHEREAS**, Pepin County is required by state and federal grant programs to have an up-to-date Outdoor Recreation Plan in order to apply for grants that fund acquisition of property and improvements to outdoor recreational facilities; and

**WHEREAS**, the Pepin County Outdoor Recreation Plan 2015-2019 has expired and needed to be updated in order for Pepin County staff to apply for grant funding for outdoor recreation projects; and

**WHEREAS**, the update process was designed to provide for county-wide outdoor recreational planning covering both unincorporated and incorporated areas of Pepin County; and

**WHEREAS**, the Mississippi River Regional Planning Commission staff assisted by updating U.S. Census data and providing a summary of State of Wisconsin and regional outdoor recreation trends; and

**WHEREAS**, Pepin County Land Conservation staff collected information via a survey to understand local participation in outdoor recreational activities, demand for existing facilities, and ideas for additional outdoor recreational amenities within Pepin County; and

**WHEREAS**, Pepin County Land Conservation staff updated the Outdoor Recreation Plan based on the input from Pepin County residents and feedback from Land Conservation & Planning Committee; and

**WHEREAS**, the draft plans were discussed at public meetings and shared with local stakeholders, including local municipalities, school districts, sportsmen's clubs, and local non-profits for additional input, goals, or projects to be considered within the plan; and

**WHEREAS**, the Pepin County Outdoor Recreation Plan 2022-2027 reflects community and county recreational needs in light of goals, objectives, and generally accepted recreational planning standards.

**NOW THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors does hereby adopt the Pepin County Outdoor Recreation Plan 2022-2027 as its guide to future recreational improvements in Pepin County.

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

/s/ Angie Bocksell, Committee Chair

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

**FISCAL IMPACT:** An updated is plan required by state and federal grant programs in order to apply for grants that fund items desired as future recreational improvements in Pepin County.

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022  
In favor – 10 Oppose – 1 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Land Information Officer Maria Nelson informed the County Board that the 2015-2019 Outdoor Recreation Plan had expired and it needed to be updated in order for Pepin County Staff to apply for grant funding. A community survey was done to collect information on the local needs and ideas to pursue within Pepin County.

The proposed plan has been available to the public by viewing it on the Pepin County website and at the Land Conservation Department. The Land Conservation, Planning and Extension Committee has recommended the approval of the proposed recreation plan.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, adopt Resolution 01-22 titled, "Adopting Outdoor Recreation Plan 2022-2027." Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes and Chair Milliren-yes. Motion carried with one negative vote.

**RESOLUTION NO. 2-22**

**2022 BUDGET MODIFICATION-Transfer of Land Conservation Funds to Development**

**WHEREAS**, the Pepin County Land Conservation & Planning Department (LCD) is requesting to transfer funds from the 2022 LCD Training/Inservice budget to be used towards the 2022 Development budget for Tourism/Recreation; and

**WHEREAS**, the use of these funds will be utilized for Development staff to attend the Wisconsin Governor's Conference on Tourism (WIGCOT); and

**WHEREAS**, the originally budgeted 2022 Land Conservation Training/Inservice for WI Land + Water Conference has changed to a virtual setting, eliminating the need for a hotel expenses and reducing conference registration costs by half; and

**WHEREAS**, the Pepin County Development budget did not originally allocate funding for the WIGCOT conference; and

**WHEREAS**, the WIGCOT could be a beneficial training for Development staff to learn about networking and other beneficial tourism and economic development services.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2022 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>  |                            |                       |                           |                       |
| 100-00-56230-000-000  | LCD Training/Inservice     | \$ 381,492            | \$ (800)                  | \$ 380,692            |
| 100-00-56710-000-000  | Development                | \$ 30,011             | \$ 800                    | \$ 30,811             |

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

COMMITTEE MEMBERS VOTE

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

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

/s/ Pamela Hansen, Finance Director Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022.  
In favor - 11 Oppose - 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Land Conservation Director Jessica McMahon has requested to transfer funds from the LCD Training/Inservice budget to the 2022 Development Budget for Tourism/Recreation training. Changes of the WI Land + Water Conference from in person other years to virtual allows those funds to be used to attend the WIGCOT conference instead.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 02-22 titled, “2022 Budget Modification- Transfer of Land Conservation Funds to Development.” Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes.

Supervisor Bocksell arrived at the meeting at 7:17 pm. just in time to vote on the adoption of this resolution.

Since this resolution had been presented and recommended by the Land Conservation Committee previously, Supervisor Bocksell (Chair of the Land Conservation Committee) voted in favor of adoption. Motion carried.

**RESOLUTION NO. 3-22  
LAKE PEPIN HABITAT RESTORATION PROJECT FUNDING**

**WHEREAS**, the Lake Pepin Habitat Restoration Project has been developed by the Lake Pepin Legacy Alliance and federal, state and local partner agencies to reduce the sedimentation of the lake, and maintain a valuable cultural, aesthetic, recreational and economic asset to the region; and

**WHEREAS**, the Pepin County Board of Supervisors adopted a resolution in 2016 in support of the Upper Pool 4 & Lake Pepin Habitat Restoration Project; and

**WHEREAS**, the Pepin County Board adopted a resolution in February 2019, Resolution number 08-19, designating \$5,000 for the Lake Pepin Habitat Restoration Project to be funded from the 2018 Land Conservation County Cost-share line item and be carried over as a non-lapsing amount at the end of 2018 and be automatically appropriated in the subsequent year(s) until paid before 2021; and

**WHEREAS**, approval for the project by state and federal agencies has delayed the anticipated project completion through 2023; and

**WHEREAS**, Pepin County's contribution will likely be needed after the original resolution's end date and will need to be extended through the year 2023.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby extend the \$5,000 for the Lake Pepin Habitat Restoration Project, as originally approved by resolution 08-19, until paid before 2023.

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

COMMITTEE MEMBERS VOTE

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

**FISCAL IMPACT REVIEWED** – As noted within text above. If not approved, unspent funds from cost share accounts would lapse back to the general fund balance.

/s/ Pamela Hansen, Finance Director      Recommend ✓    Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022  
In favor – 11    Oppose – 0    Absent – 1    Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Land Conservationist Jessica McMahon presented this resolution to the County Board. The County Board of Supervisors adopted a resolution in 2016 in support of the Upper Pool 4 & Lake Pepin Habitat Restoration project. Project approval by the State and Federal agencies has

delayed the anticipated projects completion. So the need to extend the County's support of \$5,000 for the Lake Pepin Habitat restoration project with the understanding of the funds to be used before 2023.

Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 03-22 titled, "Lake Pepin Habitat Restoration Project Funding." 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 Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

#### **RESOLUTION NO. 4-22**

#### **RESOLUTION TO ELIMINATE THE BADGER CARE ELIGIBILITY CLIFF**

**WHEREAS**, in addition to Medicaid, Wisconsin also administers Badger Care Plus, a similar program for groups of people who need healthcare coverage but may not qualify for Medicaid or need different kinds of services: Badger Care Plus is also sometimes informally referred to as just Badger Care; and

**WHEREAS**, those individuals who do not qualify for Badger Care or Badger Care Plus face a benefits cliff, which can occur when a public support program is designed in such a way that at a certain level of income, a small increase in earnings can result in a significant ineligibility for benefits; and

**WHEREAS**, this benefit cliff, in some instances, becomes a barrier for individuals seeking employment, or seeking better employment; and

**WHEREAS**, allowing individuals to work productively without harming their health benefits, not only reduces the cost of a benefit program, but also simultaneously improves the overall economic activity of a region.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors does hereby request the Wisconsin State Legislature and Governor Tony Evers work cooperatively to eliminate the aforementioned benefit cliff.

**BE IT FURTHER RESOLVED** that this benefit cliff be eliminated with a proportionate sliding fee scale, that as individuals and families earn additional dollars, there is a corresponding but smaller contribution amount toward their health insurance coverage.

**BE IT FURTHER RESOLVED** that this resolution be forwarded to the Wisconsin Counties Association, State Senator Jeff Smith, State Representatives Ron Johnson, Tammy Baldwin, and U.S Representative Ron Kind, Governor Evers and other Wisconsin Counties.

#### **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** – No direct measurable fiscal impact to the County. The fiscal impacts would be seen relative to improvement in the overall economic activity of a region.

/s/ Pamela Hansen, Finance Director

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 February 2022  
In Favor - 11 Opposed - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Human Services Director Paula Winter remotely attended the meeting to present this resolution to the County Board. This resolution is asking for support from local, state representatives, Governor Evers and other Wisconsin Counties to make changes on the issues of income limits for Badger Care by developing a sliding fee schedule based on income instead of making people ineligible for Badger Care.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 04-22 titled, "Resolution to Eliminate the Badger Care Eligibility Cliff."

Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, and Supervisor McDonough-yes. Motion carried.

**RESOLUTION NO. 5-22  
ESTABLISHING TOTAL ANNUAL COMPENSATION FOR  
COUNTY ELECTED OFFICIALS PURSUANT TO WIS. STAT. § 59.22**

**WHEREAS**, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office; and

**WHEREAS**, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law; and

**WHEREAS**, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

**WHEREAS**, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. §111.70(1)(mm)2.

**NOW, THEREFORE, BE IT RESOLVED** by the Pepin County Board of Supervisors, that the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

| Elected Official:  | Total Annual Compensation: |                 |                 |                 |
|--------------------|----------------------------|-----------------|-----------------|-----------------|
|                    | <u>2023</u>                | 2024-2%         | 2025-2 %        | 2026-2%         |
| Clerk of Court     | \$64,811.00                | \$66,107.00     | \$67,429.00     | \$68,778.00     |
| County Sheriff     | \$84,635.00                | \$86,635.00     | \$88,635.00     | \$90,635.00     |
| County Coroner     | \$500 per month            | \$500 per month | \$500 per month | \$500 per month |
| Per Diem           | \$175 per call             | \$175 per call  | \$175 per call  | \$175 per call  |
| Cremation Sign off | \$75.00                    | \$75.00         | \$75.00         | \$75.00         |

**BE IT FURTHER RESOLVED** that the aforementioned county elected official is entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only the county's share of contributions required by law.

**BE IT FURTHER RESOLVED** that the aforementioned county elected official is entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. §111.70(1)(mm)2.

**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 impact on 2022 budget. The increase in expense will need to be factored into the 2023 and future year budget processes as follows: County Sheriff - increase of \$6,000 (or 7.6%) in 2023 and an additional 2% of total annual compensation per year after; Clerk of Court – increase of \$4,800 (or 8%) in 2023 and an additional 2% of total annual compensation per year after; Coroner – addition of base salary for the position will increase expense by \$6,000 per year, removing the less than one hour call per diem will cost an additional \$1,400 per year.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022  
 In favor - 10 Oppose - 1 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this resolution to the County Board. Changes to the Elected Officials' Annual Compensation need to be established before papers are taken out to run for the office. Offices up for election are the Clerk of Court, County Sheriff, and County Coroner. Clerk of Court Audrey Lieftring explained to the County Board members the

average high and low comparisons of different Wisconsin Counties, needing to bring the salaries in line with other county averages. The coroner's proposed compensation included an additional \$500 monthly set wage along with the usual per diem and cremation sign off amount that stayed the same as other years. The Sheriff's proposed compensation was placed in line with other averages as while.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 05-22 titled, "Establishing Total Annual Compensation for County Elected Officials Pursuit to WI Stat. § 59.22." Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes and Supervisor Bocksell-yes.

Motion carried with one negative vote.

### **RESOLUTION NO. 6-22 UPDATING PEPIN COUNTY CORPORATION COUNSEL DESIGNATION**

**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 15-21 per Wis. Stats. in effect at that time formerly made designations regarding Pepin County Corporation Counsel; and

**WHEREAS**, the previous designations in Resolution 15-21 need to be updated due to staff leaving one of the firms we utilize for local government expertise and beginning to practice with a newly developed firm; and

**WHEREAS**, Pepin County Resolution 15-21 continued to give authority over use 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., von Briesen & Roper, S.C., and Attolles Law, 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 15-21.

**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 have authority overuse and 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

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED

DEFEATED

TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022

In favor – 10 Oppose – 1 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Administrative Coordinator Pam Hansen presented this resolution to the County Board. Changes and updates to the designation of Corporation Counsel was needed due to the recent staff leaving one of the firms that we utilize for local government expertise and is beginning to practice with a newly developed firm. Pepin County will utilize the following firms as needed for routine general Pepin County legal guidance based on the firm’s area of expertise and prior service in those areas: Weld Riley, S.C., Von Briesen & Roper, S.C., and adding Attolles Law, S.C. to the list. Pepin County Human Service Department will continue with firms as needed for legal guidance includes Bilske and Associates and Randtke Law Office and at times other law firms as needed on highly specialized cases.

Motion was made by Supervisor Andrews, seconded by Supervisor King, to adopt Resolution 06-22 titled, “Updating Pepin County Corporation Counsel Designation.”

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

**RESOLUTION NO. 7-22  
AMENDMENT NO. 42 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**3.2 WORKPLACE POLICIES – GENERAL**

**3.2.1 JOB VACANCIES AND POSTING**

1. **POLICY AND SCOPE.** It shall be the policy of the County to recruit, select and appoint the most qualified persons for positions in the County in compliance with federal and state fair employment laws.
  
2. **APPROVAL PROCEDURE.** When a position becomes vacant the **process outlined below will be followed.** ~~Department Head shall complete the Pepin County Position Request Form and submit it for recommendation to the Oversight Committee, Finance Director, Personnel Director, for rehires. If a new position is requested Administrative Committee recommendation is also required. All paid internships, limited term positions, and seasonal positions will follow the hiring process described in the next section (3. JOB APPLICATION PROCEDURE).~~ **Complete Position Request Form by Department Head or Direct Supervisor, Administrative Coordinator completes for Department Head Positions**
  - a. **Department Director Approves & signs form, sends to Personnel Director**
  - b. **Personnel Director approves sends to Finance Director**
  - c. **Finance Director approves & sends back Personnel Director**
  - d. **Personnel Director sends to Oversight Committee Chair**
  - e. **Oversight Committee Chair approves (position can now be posted and interviews completed if refilling with no changes to FTE. Position with FTE changes or a new position requires Administrative Committee Approval prior to posting)**
  - f. **At next Committee meeting Oversight Committee is notified of the change and approval to fill the position is sought. If changes to the FTE or new position committee approval is needed prior to posting and interviews.**
  
3. **JOB APPLICATION PROCEDURE.**
  - (a) ~~Position Announcements.~~
    - i. ~~For those departments which do not have a committee that is responsible for hiring, position announcements shall be handled by the Personnel Office after receiving notification from the department head of a vacancy or a new position which has been approved to be filled.~~
    - ii. ~~All position announcements shall include the following information:~~
      - ~~Position title and department of employment.~~
      - ~~Salary range may be included at the option of the department head.~~
      - ~~Minimum requirements.~~
      - ~~Closing date for filing applications.~~
      - ~~The place to receive and file application forms and to receive further information regarding the position.~~
      - ~~A statement that the County is an equal opportunity employer. Applicants will be considered without regard to age, race, color, creed, disability, religion, sex, national origin, ancestry, marital status, sexual orientation, membership in the national guard, state defense force or any other reserve component of the military forces, or their membership in any other protected class.~~

- iii. ~~Position openings shall normally be formally advertised and posted at least 10 days prior to the closing date for filing applications by posting a notice on the official County bulletin board in the government center and other media sources as appropriate for the position.~~

~~All position opening notices must be approved by the Personnel Office prior to being published.~~

~~(b) Selection Process.~~

- i. ~~All applications shall be on forms adopted by the Administrative Committee which comply with State and federal laws. The application form shall contain a statement to be signed by the applicant that all information provided is truthful and accurate.~~
- ii. ~~When a person appears in the Personnel Office or department office to apply for an advertised position opening, the applicant shall:~~
  - ~~Receive a job application form to fill out and return before the application closing date.~~
  - ~~Disclose how they can be reached in the event they are selected for an interview.~~
  - ~~Be advised that all expenses for the interview will be the responsibility of the applicant.~~
- iii. ~~The department head shall review the applications and shall select and notify those applicants who are to be interviewed. If the position being filled is a department head position, the County Board Chairperson, oversight Committee Chairperson and Personnel Supervisor will be responsible for reviewing applications.~~
- iv. ~~The department head, personnel director and other staff directed by the department head, shall interview applicants selected by the department head. Oversight committee chair or designated Committee member will be invited and may interview if available. If the position being filled is a department head position, representatives of the oversight committee as selected by the oversight committee Chairperson, and the Administrative Committee shall jointly interview applicants selected for interviews.~~
- v. ~~The department head or the Personnel Office (when filling a department head position) shall prepare a list of questions which shall be asked of each applicant. These questions will include, but not be limited to, education, training and experience. Each interviewer shall evaluate each candidate based upon responses to the questions. Following the interview, the completed evaluations and application forms shall be given to the Personnel Office or department head. These documents shall become the property of the County.~~
- vi. ~~The interviewing committee shall select an applicant for the position or place the selection process "on hold" pending further information and direction from the appropriate oversight person or committee. If the opening is for a department head, the interviewing committee shall select an applicant for recommendation to the County Board. If the opening is for the Director of Human Services, the interviewing committee shall select an applicant for recommendation to the Human Services Board. The department head and/or Personnel Supervisor shall advise non-selected applicants of the decision.~~

~~New hires shall be hired in 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.~~

1. Department Head & Personnel Director create Job Posting, Administrative Coordinator & Personnel Director create posting for Department Head positions
  - a. Each position will be announced for three days internally for all County employees. In addition, outside recruitment may begin concurrent with the internal posting.
  - b. Personnel Director Posts Position
  - c. Current employees who complete an application and who meet minimum qualifications for the position should be given the opportunity to interview for an open job position.
2. Department Head or *Administrative Coordinator for Department Head positions*, submits interview questions to Personnel Director for review  
(*Develop a list of knowledge, skills, abilities, and characteristics that the ideal candidate would possess*)
  - a. Department Head or Administrative Coordinator reserves space for interviews, including electronic (Zoom, Teams) invites, responsible for room set up and equipment set up the day of interviews
  - b. Personnel Director creates interview packets, including instructions for interviews.
3. Personnel Director Collects Applications & Sends to Department Head, *for department head positions applications will be sent to Administrative Coordinator & Oversight Committee Chair*
  - a. Department Head selects candidates for interviews that meet minimum qualifications. *Administrative Coordinator will collaborate with Oversight Committee Chair & select candidates for Department Head positions*
  - b. Personnel Director schedules interviews with candidates
    - i) *Single interviews or multiple interviews at one time are acceptable*
  - c. Personnel Director notifies Committee Chair of the interviews
  - d. Personnel Director or their designee creates interview packets
4. Interviewing Committee interviews candidates (See Interviewing Committees diagram)
  - a. Interviewing committee selects candidate & placement on wage scale from start up to control point based on experience. Vacation & Sick leave requests by candidates will follow the same approval process as wage scale placement.
    - i) If a consensus cannot be reached by the committee of the candidate selection, special consideration may be given to the Department Head/Elected Official's selection.
  - b. Personnel Director takes recommendation of Department Head & Personnel Director to Administrative Coordinator for approval on wage step placement
  - c. Personnel Director or their designee completes reference checks. Department Heads/Elected Officials complete background checks required of their positions.
  - d. Personnel Director makes offer to candidate, with acceptance sends offer letter
    - i) If the offer is not accepted the Personnel Director will contact the interviewing committee for further consideration
  - e. Personnel Director or their designee notifies candidates not selected
5. At next Oversight Committee meeting, committee is notified that offer has been accepted or where the process is at with position
  - a. Human Services Director position requires approval from Human Services Board/Committee per statute
  - b. Highway Commissioner position requires County Board election per statute
  - c. Administrative Coordinator position requires County Board designation per

- statute
- d. Emergency Management Director position requires designation by County Board per statute
- e. Zoning Director position requires confirmation by County Board per statute
- f. Elected Officials (County Clerk, Treasurer, Register of Deeds, Clerk of Court) shall appoint in writing their deputies per statute
- g. Health Officer position requires appointment by the County Board per statute
- 6. A former employee who left in good standing with the county can be brought back into their same position, at their same rate of pay, without the need for a budget modification on a limited term basis until the position is permanently filled, with the approval of:
  - a. The Department Head
  - b. Personnel Director
  - c. Administrative Coordinator who will notify the Oversight Committee Chair
- Employees may not be accelerated through the wage steps without Administrative Committee approval, upon the recommendation of the oversight committee.
- Limited Term Employees shall be hired at the entry level for that position, and shall not be eligible for further in-range rate increases.
- Individuals involved in the selection process shall treat all information obtained in the application and selection process as confidential.
- Once the position is filled, the new employee's supervisor and the Personnel Supervisor shall review the orientation checklist with the new employee. The new employee will be asked to sign the orientation checklist, assuring the County that everything on the list has been explained and any/all questions have been answered.

**Interviewing Committees**

| OPEN POSITION                  | COMMITTEE                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Head                | 1. Personnel Director<br>2. Administrative Coordinator<br>3. Standing Committee Chair or designee<br>4. Administrative Committee Chair or designee<br>5. Outside consultant or comparable professional from another county at discretion of Administrative Coordinator and Personnel Director                                                             |
| Non-Department Head Management | 1. Personnel Director<br>2. Department Head<br>3. One other Department Management Person designated by department head<br>4. If shared position with another county, one designee from partner county is invited<br>5. Standing committee chair invited<br>6. <i>The ADRC Manager Position requires ADRC Committee Member -as required by State of WI</i> |

|                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Non-Department Head &amp; Non-Management, including Deputies to Elected Offices</p>                                                        | <ol style="list-style-type: none"> <li>1. Personnel Director</li> <li>2. Department Head/Elected Official</li> <li>3. Department Head/Elected Official designee (up to 2), if desired</li> <li>4. If shared position with another county, one designee from partner county is invited</li> <li>5. Standing committee chair invited</li> </ol>                       |
| <p>Law Enforcement</p>                                                                                                                        | <ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Department Head Designee (up to 2)</li> <li>3. Personnel Director</li> <li>4. Up to two professional law enforcement agency personnel who are not employed by Pepin County</li> <li>5. Standing committee chair invited</li> </ol>                                                                    |
| <p>Van Drivers, Jail Kitchen Staff, Meal Site Attendants, Recycling &amp; Solid Waste Site Attendants, Shooting Range Attendants, Interns</p> | <ol style="list-style-type: none"> <li>1. Personnel Director</li> <li>2. Department Head/Elected Official or Designated Manager</li> <li>3. Department Head/Elected Official designee (up to 2), if desired</li> <li>4. If shared position with another county, one designee from partner county is invited</li> <li>5. Standing committee chair invited</li> </ol> |

- ❖ Interviewing committee members should always disclose candidates that are family members or close personal relationships and remove themselves from the interviewing committee.

**3.2.2 JOB TRANSFERS AND PROMOTIONS.**

If the duties and responsibilities of an established position are permanently and significantly changed, or if the Department Head believes a position is misclassified, the following actions should be taken:

- (a) The Department Head and employee shall submit a request for a position reclassification with complete documentation to the Administrative Committee via the Personnel Supervisor no later than June 30<sup>th</sup> for an introductory assessment and review. If the request is initially determined to have merit, the request will be given preliminary approval for submission effective January 1<sup>st</sup> in the following year’s budget for review and action by the Finance and Administrative Committee.
- (b) Reclassification requests shall include revised and current job descriptions. Reclassifications are defined as a significant change in an employee’s job duties and responsibilities, or in the complexity of those job duties, as a result of the Employer’s directive for an existing occupied position. Substantial changes normally do not include utilization of new technologies or methods of work or changes in workload of an individual.
- (c) Reclassifications are reviewed on an annual basis. Due to budgetary constraints, it is important that reclassifications are only requested as part of the annual budget process.
- (d) During the year, requests for reclassification will only be considered in situations of absolute necessity. These requests shall include the current and revised job descriptions, complete documentation of the reasons for the position reclassification, and include Department Head and Committee of Jurisdiction approval.

- (e) When the Administrative Committee has reviewed the position, they will formulate a decision based upon the relevant information. The Administrative Committee shall make recommendation to the County Board to approve or deny the request.
- (f) Employees who move into a new classification shall be placed in the salary step of the new classification nearest their former salary without suffering a loss of salary. This section shall not apply to employees who move for additional hours of work in another classification.

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

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

/s/ Tom Milliren, Committee Chair

**COMMITTEE MEMBERS VOTE**

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

**FISCAL IMPACT REVIEWED** – No direct fiscal impact.

/s/ Pamela Hansen, Finance Director

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 February 2022  
 In favor – 10 Oppose – 1 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this amendment of the Employee Handbook to the County Board. This amendment changed and updated the workplace policies to provide a more efficient way to fill job vacancies. Job Application procedures were changed to describe the full process depending on the position and what committee deals with the position. Suggested by Supervisor Hoch to change the bullet point at the end of the Interviewing section to read: “Interviewing committee members should always disclose candidates that are family members or close personal relationships and remove themselves from the Interviewing committee.” Motion was made by Supervisor Andrews, seconded by Supervisor Wright to approve and adopt Resolution 07-22 titled, “Amendment #42 to the Employee Handbook- 3.2 Workplace Policies General” with the change suggested. Roll call vote was taken, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-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 with one negative vote.

**RESOLUTION NO. 8-22  
AMENDMENT NO. 43 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**3.1.6 LEAVES – EMERGENCY CONDITIONS**

1. **WEATHER CONDITIONS:** The County Board Chairperson or Vice Chairperson, in concurrence with the Highway Commissioner and/or Sheriff may close the government center following communication with the Circuit Court Judge in the case of extremely bad weather. If closed before noon, employees will be paid for actual time worked. If closed after noon, employees will be paid for the whole workday. If closed prior to opening for the day, the employee may charge lost time to accumulated vacation time ~~PTO~~, compensatory time or time off without pay. The department head may allow the employee to make up lost time within the same pay period. Lost time may not be charged to ~~PTO~~ sick leave.

**3.1.8 LEAVES – PTO 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. Effective with the implementation of the Paid Time Off and Paid Time Off Sick Leave employees sick leave hours will be transferred to PTO Sick Leave Bank up to 105 days. At implementation 5 days of sick leave may be transferred to PTO bank.~~
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. Annually employees will be able to transfer unused PTO hours to their PTO Sick Leave bank up to the maximum hours allowed in PTO Sick Leave bank. During the first year of conversion at the six-month mark employee will be allowed to transfer PTO hours to PTO Sick leave bank up to the maximum allowed hours.~~
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. Employees employed at the time of conversion and eligible for PTOSL Bank will be allowed to carry a balance of 105 days. At the time of conversion an option to pay out anyone with up to 105 days down to 90 days at \$40 per day will be provided. For employees hired after the conversion the maximum days allowed to carry in the PTO SL bank will be 60 days.~~
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 ~~PTO~~ sick leave, provided that the required termination notice has been given. (Maximum payment would be 30 days.) **Upon retirement**

**after a minimum of 20 years an employee shall be paid the cash value of ½ of up to 80 days of accumulated PTO sick leave. (Maximum payment would be 40 days).**

**Upon retirement after a minimum of 30 years an employee shall be paid the cash value of ½ of up to 100 days of accumulated PTO sick leave. (Maximum payment would be 50 days).**

5. ~~Employees may use up to two (2) days of sick leave each year as personal leave with department head approval.~~ **PTO Sick Leave may only be used for FMLA events of 3 or more days or with a doctor's note for 3 or more days. See section 3.1.5**
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.~~ **Three day examples of uses for with a doctor's note: employee, spouse, child, step child, parent, parent-in-law, domestic partner, or domestic partner's parent are sick or have doctor appointments.**
7. Paid **Time off** 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).~~ **Paid Time Off Sick Leave may be used for the waiting period for Workmen's Compensation.**

### 3.1.10 VOLUNTEER FIRE AND AMBULANCE SERVICE

1. County employees who have joined these services may be permitted to leave during work hours to answer emergency calls.
2. Each department head shall set a policy for emergency calls to prevent the disruption of operations. No County office may be closed during standard hours as a result of an employee's response to an emergency call.
3. Employees responding to emergency calls shall select one of the following for lost time:
  - a. Accumulated ~~vacation~~ **Paid time Off (PTO)**.
  - b. Compensatory time off.
  - c. Leave without pay.

### 3.2.10 SEPARATION FROM EMPLOYMENT

**RESIGNATIONS.** All Pepin County Staff outside of their introductory period shall give the County a thirty-day notice of resignation. Employees within their introductory period shall give the County a two-week notice of resignation. The employee shall not be allowed to use ~~vacation~~ **PTO** or compensatory time during the final two weeks unless approved by the Department Head. The last working day of employment that the employee is physically present shall normally be used to calculate fringe benefit payouts, if any. The employee must be physically present on their last day of employment to receive any payout of fringe benefits. This resignation provision may be waived or changed with approvals from the oversight committee chair, Administrative Coordinator and Personnel Director at the discretion of the County after consulting with the Department Head.

The Department Head and the Personnel Office shall complete all items on the Exit Interview Checklist.

## SECTION 4 BENEFITS

### 4.8 ~~PAID VACATION~~ **TIME OFF**

1. The following shall apply:

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

| <b>Years of Service</b> | <b>Total PTO Days Earned Per Year</b> | <b>Max PTO Bank Accrual Days</b>         | <b>Max PTO Payout Days</b> |
|-------------------------|---------------------------------------|------------------------------------------|----------------------------|
| 0-4                     | 24                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |
| 5-9                     | 27                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |
| 10-14                   | 30                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |
| 15-19                   | 33                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |
| 20-24                   | 36                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |
| 25>                     | 39                                    | 25 / 30 grandfather 1 <sup>st</sup> year | 25                         |

2. New employees shall accrue, and may use, ~~prorated vacation benefits during the first year of their employment as it is accrued~~ **they have earned.**
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.~~ **Years of service accrual rate changes will be effective January 1 of the year the accrual rates changes.**
4. A maximum of ~~205~~ **205** 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~~ **20** years of service. **at anytime.** Once the maximum of ~~205~~ **205** days is reached any additional hours are forfeited until vacation ~~PTO~~ **PTO** hours are utilized. **During the 1<sup>st</sup> year of implementation employee will be allowed to carry 30 days at anytime before forfeiting accrual until balance is under 30 days.**
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.~~ **Unscheduled PTO requests will be considered if the employee calls in within 30 minutes of their scheduled work time due to illness. Unscheduled continuous absence of 3 or more days due to illness will require a doctor's note to return to work.**
6. ~~Vacation PTO hours~~ **PTO hours** accruals shall accrued each pay period based on years of service. Employees may use ~~vacation PTO~~ **PTO** any time after it is accrued. Regular County employees who are in good standing who terminate employment with the County shall receive payment for unused ~~vacation PTO~~ **PTO** 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 PTO~~ **PTO**. 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 PTO~~ **PTO** which has been used.
7. All ~~vacation PTO~~ **PTO** requests **should be made as far in advance as possible to their,** ~~by all employees other than department heads, must be submitted to their~~ **dDepartment Director or Elected Official head or his/her their designee, with a minimum of two weeks of the requested time off preferred. PTO requests must be submitted in writing (or electronically). in writing** Department Directors shall submit their PTO request in writing or electronically to the Administrative Coordinator. The Administrative Coordinator, ~~dDepartment Director~~ **head, or his/her their designee** shall either approve or disapprove of the ~~vacation PTO~~ **PTO** request in writing **(or electronically)** within ten working days, **but must be provided prior to the requested day off and prior to payroll processing.** Reasons for disapproving a request must be given by the

Administrative Coordinator, Department head Director or his/her designee. Compensatory time earned must be used prior to use of vacation time-PTO unless PTO accrual would be forfeited during that pay period.

8. Employees hired as salaried Department Heads Directors shall be placed on the vacation PTO 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. All requests to use PTO are subject to approval and meeting the operational day to day needs of the Department.

#### 4.9 Vacation PTO Donation Policy

**PURPOSE:** To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued vacation PTO leave balance to assist another employee who has exhausted sick leave and vacation PTO hours due to his/her approved FMLA absence.

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

**PROCEDURES:**

Donations of accrued vacation PTO leave must be in whole hours, with a minimum of one hour per donation.

The donating employee shall specify the employee to receive the value of the donation.

Prior to proceeding the first donation(s) to an employee, the County will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid time off sick leave) and request the individual's consent to receive donations. No donations will be processed until this authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.

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

The County will not inform the recipient of the names of those donating hours or the number of hours donated.

The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her schedule hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.

Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been paid.

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

APPENDIX A:

Hours:



**COUNTY BOARD ACTION:**

  X   ADOPTED  
       DEFEATED  
       TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of February 2022  
In favor – 10 Oppose – 1 Absent – 0 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this amendment of the Employee Handbook to the County Board. She reviewed the process that led to the changes from vacation and sick days to Paid Time Off (PTO). A work group from different departments met numerous times to include all different work scenarios. No days will be lost but will be reclassified. Motion was made by Supervisor Andrews, seconded by Supervisor McDonough, to adopt Resolution 08-22 titled, "Amendment #43 to the Employee Handbook- Personal Time Off/Sick." Roll call vote was taken, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-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.

**Communications/Appointments:**

Supervisor Bocksell gave her Land Conservation, Planning and Extension Committee Report at this time to the County Board.

**Re-appoint Tim Bignell to the Veteran Service Commission- term ending 12/31/2024**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to reappoint Tim Bignell to the Veteran Service Commission, term ending December 31, 2024.

Roll vote was taken, Supervisor Dougherty-yes, Supervisor King-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Kees Winkler-yes and Supervisor Hoch-yes. Motion carried.

**Public Comments other than Agenda Items:**

Supervisor Kees Winkler expressed the need for an update on the Mississippi River Regional Planning Committee meetings that are being attended by the appointed Committee members.

**Future Agenda Items:**

\*Updates on Mississippi River Regional Planning Committee.

**Next Meeting Date** - Next meeting date set for March 16, 2022 at 7:00 p.m.

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

Chair Milliren adjourned the by meeting at 8:15 p.m.

Submitted by, Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on March 16, 2022

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**March 16, 2022**

The Pepin County Board of Supervisors meeting was called to order at 7:00 p.m. on Wednesday March 16, 2022, by Chair Tom Milliren. The meeting was held remotely 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-absent at time of roll call | District #7- Bill Ingram-remotely        |
| District #2- Rebecca Hansen- absent                     | 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- Jean Dougherty- in person                  | District #11- John McDonough-in person   |
| District #6- Tessa King- in person                      | District #12- Angela Bocksell – remotely |

Supervisors attending the meeting consist of 10 members and two members absent at the time of roll call.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** No changes

Supervisor Michael Wright attended the County Board meeting.

**Public Comments Regarding Listed Agenda Items:** no public comments

**Consent Agenda Item:**

**Approval of the February 16, 2022 County Board Meeting Minutes**

Supervisor Kees Winkler noted that the meeting minutes need to be corrected. Under the County Board Committee Reports, there was no reports given on the Highway Committee and Board of Health due to that these two did not meet in February.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the February 16<sup>th</sup> meeting minutes with the change noted above. Roll call vote was taken, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-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.

**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.

**Recognition of Out-Going County Board Members**

Chair Milliren informed that three (3) County Board members are not seeking re-election.

Recognizing their support as being a Pepin County Board Supervisor:

Chris Kees Winkler representing District 3 – served from May 2018- April 2022;

Bill Ingram representing District 7- served from April 2012- April 2022; and

John (Jack) McDonough representing District 11- served from April 2020-April 2022.

Thanks for all your dedication to Pepin County.

**Business:**

**RESOLUTION NO. 9-22**

**URGING TO AMEND THE STATE LAW UNDER STATE STATUTE 23.33 (4)(D)3.B  
RELATING TO THE LENGTH OF THE HIGHWAY BRIDGE FOR AN ALL-TERRAIN VEHICLE  
OR UTILITY TERRAIN VEHICLE (ATV/UTV) TO CROSS**

**WHEREAS**, Currently, under Wis. Stat. [ss. 23.33\(4\)\(d\)3.b.](#) and [11\(am\)3.](#), ATVs may be authorized to operate on the roadway or shoulder of a highway to cross a bridge 1,000 feet or less in length that is located within the territorial boundaries of a county, city, village or town, regardless of who has jurisdiction over the highway, and only if a county **and** a city, village or town **both** enact ordinances that apply to the bridge; and

**WHEREAS**, ATV/UTV operators in Counties with bridges greater than 1,000 feet are prohibited from crossing a bridge due to this State Statute; and

**WHEREAS**, Snowmobile are allowed to ride on State Trunk Bridges under the Wis. Snowmobile Regulations, no matter the length as long as they follow the rules; and

**WHEREAS**, Pepin County Board of Supervisors adopted on December 15, 2021 the Amendment No. 134 to Pepin County Ordinance 179; Chapter 7.07- All Terrain/Utility Task Vehicle Routes (ATV/UTV) which includes all County Roads in Pepin County as ATV/UTV routes unless otherwise posted; and

**WHEREAS**, Eliminating the current maximum bridge length would connect our county routes both sides of the Chippewa River and provide access to additional businesses in our community.

**NOW, THEREFORE BE IT RESOLVED**, that Pepin County Board of Supervisor’s hereby supports this necessary statutory change in the length of a Highway Bridge for an All-Terrain Vehicle or Utility Terrain Vehicle (ATV/UTV) usage.

**BE IT FURTHER RESOLVED** that the County Board of Supervisors directs the County Clerk to forward this resolution to the Governor Tony Evers, our State Representatives, and State Senators and to each Wisconsin County.

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair In favor-4 Oppose-1 Absent-0 Abstain-0

**FISCAL IMPACT REVIEWED** – No direct financial impact to the Pepin County 2022 Adopted Budget.

/s/ Pamela Hansen, Finance Director Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of March 2022

In favor – 9 Oppose – 2 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren informed the Board that this resolution is to ask to amend the State Statute relating to the length of a highway bridge for ATV/UTV usage. This resolution does not give authority to open a bridge. The City of Durand approves this change also.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 09-22 titled, "Resolution Urging to Amend the State Law State Statute 23.33 (4)(D)3.B Relating to the Length of Highway Bridge for an All-Terrain Vehicle or Utility Terrain Vehicle(ATV/UTV) to cross." 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-no, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes. Motion carried with two negative votes.

**RESOLUTION NO. 10-22**  
**RESOLUTION DESIGNATING THE WEEK OF APRIL 11<sup>TH</sup> THROUGH APRIL 15<sup>TH</sup>**  
**"WORKZONE SAFETY AWARENESS WEEK IN PEPIN COUNTY"**

**WHEREAS**, in 1999 the Federal Highway Administration (FHWA) partnered with the American Association of State and Highway officials (AASHTO) and more recently with the American Traffic Safety Services Association (ATSSA) to create the National Work Zone Safety Awareness Week campaign, held annually in April prior to the construction season for much of the nation; and

**WHEREAS**, the Wisconsin County Highway Association is asking all seventy-two (72) counties in the state to unite and kick-off "Work Zone Safety Awareness Week" with a resolution and campaign to raise awareness for its' workers and those of various highway contractors performing work for the counties; and

**WHEREAS**, between 2016 and 2021, there were 59 fatalities recorded as a result of more than 13,000 work zone crashes and injuring more than 5,000 people; and

**WHEREAS**, construction and maintenance activities on our streets and highways periodically require that work zones be established; and

**WHEREAS**, there has been an average of 2,677 work zone crashes in Wisconsin in each of the last five years; and

**WHEREAS**, in 2020, Wisconsin suffered from 1,700 crashes in road construction and maintenance zones, resulting in over 665 injuries and 17 fatalities; and

**WHEREAS**, through their enforcement activities and other participation, the Pepin County Sheriff's Office, Wisconsin State Patrol, and the Pepin County Highway Department will work to make "Work Zone Safety Awareness Week a success; and

**WHEREAS**, the County Sheriff's Office is committed in 2022 to conduct enforcement activities and work jointly with the County Highway Department to make "Work Zone Safety Awareness Week" a success in Pepin County; and

**WHEREAS**, the Pepin County Highway Department and Sheriff's Office have employees whose daily duties are to work within work zones and traffic; and

**WHEREAS**, the Federal Highway Administration has designated April 11 through April 15, 2022 as National Work Zone Safety Awareness Week with this year's theme "Work Zones are a Sign to Slow Down", which focuses on awareness to all drivers in work zones of their speed and proximity to workers.

**THEREFORE BE IT RESOLVED** by the Pepin County Board of Supervisors that the week of April 11<sup>th</sup> through April 15<sup>th</sup>, 2022 be designated as “Work Zone Safety Awareness Week” in Pepin County.

**RECOMMENDED BY THE PEPIN COUNTY HIGHWAY 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.

/s/ Pamela Hansen, Finance Director 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:**

ADOPTED  
 DEFEATED  
 TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of March 2022  
In favor - 11 Oppose – 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren informed the Board that the Wisconsin County Highway Association is asking the State to unite and kickoff a campaign to raise awareness for its’ workers performing work in the County. The Association would like to designate the week of April 11<sup>th</sup> through April 15<sup>th</sup> as Workzone Safety Awareness Week in Pepin County. Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 10-22 titled, “Resolution Designating the Week of April 11<sup>th</sup> to April 15<sup>th</sup>- “WORKZONE SAFETY AWARENESS WEEK IN PEPIN COUNTY”. Roll call was taken. Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes and Supervisor King-yes. Motion carried.

**RESOLUTION NO. 11-22  
2022 BUDGET MODIFICATION – SHERIFF’S OFFICE SQUAD**

**WHEREAS** the Pepin County Sheriff’s Office has leased a squad car for the Sheriff’s use to respond to calls for service from Enterprise Rental; and

**WHEREAS**, the Pepin County Sheriff’s Office has been told by Enterprise they no longer are interested in leasing one or two vehicles to government agencies; and

**WHEREAS**, the used car market is seeking used vehicles, and turning in the current Sheriff’s leased car to Enterprise early will allow a higher return to Pepin County on the sale of the car; and

**WHEREAS**, the current needs of the Sheriff's Office and equivalent operating expense between a truck and the current SUV support replacing the leased vehicle with a truck; and

**WHEREAS**, Ellsworth Ford has a 2021 Ford Truck for sale and Ford Motor Company's governmental concessions on 2021 vehicles at this time are higher by \$5,100 than for a 2022 making the purchase of a 2021 more advantageous, and has agreed to take up to 3 existing Sheriff's Office vehicles in trade; and

**WHEREAS**, the Pepin County Sheriff's Office looked at leasing thru Ford Motor Company, however its more fiscally responsible to purchase the truck; and

**WHEREAS**, the Pepin County Sheriff's Office will need an approximate \$21,987 increase over the amount approved in the 2022 Budget to complete the purchase of the squad as already approved in the budget and the additional truck as noted within including the above referenced trade in vehicles. However, as the automotive market is volatile right now, changes to the preliminarily negotiated deals might need to be adjusted in the final signed purchase contracts but in total the transactions will be within the original budget plus the additional amount as noted below; and

**WHEREAS**, consistent with other capital items purchased in the 2022 Budget, loan proceeds from debt will be used to finance the purchases as reflected below. Funds will be available within the previously approved Security Financial Bank loan amount to fund this additional capital purchase due to the timing and cost savings from other projects.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2022 Budget to be modified as follows, authorizes the purchasing of the truck from Ellsworth Ford for use by the Sheriff and the disposition of the vehicles noted as a trade-ins:

| <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 – Deputy    | \$ 959,932            | \$ 21,987                  | \$981,919             |
| 100-00-49600-000-000  | Loan Proceeds              | \$ 344,378            | \$ 21,987                  | \$366,365             |

**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:** Entire impact as noted above.

/s/ Pamela Hansen, Finance Director Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of March 2022  
In favor – 10 Oppose – 1 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair



**FISCAL IMPACT REVIEWED** – Per the Sheriff, this pay increase can be managed within their current kitchen staff labor budget as a result of managing the total hours worked by all staff.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

  X   ADOPTED

       DEFEATED

       TABLED

by the Pepin County Board of Supervisors on this 16th day of March 2022

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

With the current resignation of the jail kitchen staff, review and update of a wage adjustment is needed when comparing to like positions in the area.

Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 12-22 titled, “Approve the Pepin County Sheriff’s Office Jail Kitchen Staff Wages”. Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes and Chair Milliren-yes. Motion carried.

**RESOLUTION NO. 13-22  
RESOLUTION TO PURCHASE IT EQUIPMENT AND BUDGET MODIFICATION FOR  
CHILDREN AND FAMILIES UNIT**

**WHEREAS**, the Pepin County Dept. of Human Services, Children and Family Unit, received an unexpected grant from the Children’s Court Improvement Program of \$4,000 to be used for IT equipment for remote operations such as hearings, legal representation, and other case activities such as family team meetings; and

**WHEREAS**, the Pepin County Dept. of Human Services, Children and Family Unit has identified IT equipment that will address case-specific barriers to permanency, safety, or well-being such as virtual alternatives to services; and

**WHEREAS**, the department was not aware of the unexpected grant funds availability for the purchase of (1) touch screen laptop, docking station, and two (2) Meeting Owl Pro’s was not planned for within the 2022 budget; and

**WHEREAS**, the grant funds allow for the opportunity to purchase the IT equipment without having any Pepin County tax levy.

**NOW, THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors hereby authorize the purchase of a new laptop, docking station, and two Meeting Owl Pro’s and authorizes the current 2022 Budget to be modified as noted below.

*Human Services Fund:*

| Account Numbers      | Account Description             | Current Budget | Increase (decrease ) | Amended Budget |
|----------------------|---------------------------------|----------------|----------------------|----------------|
| 211-00-54402-000-000 | Dept of Children & Families     | \$635,291      | \$4,000              | \$639,291      |
| 211-00-43561-102-000 | S/A Human Services DCF Contract | \$432,749      | \$4,000              | \$436,749      |

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

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of March 2022  
In Favor – 11 Opposed – 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Remotely attending was Human Service Director Paula Winters on this resolution. An unexpected grant was received from Children’s Court Improvement Program in the amount of \$4,000. It is to be used towards IT Equipment for remote operations. This funding was not planned for within the 2022 budget, so a budget modification is needed.

Motion was made by Supervisor King, seconded by Supervisor Andrews, to adopt Resolution 13-22 titled, “Resolution to Purchase IT Equipment and Budget Modification for Children and Families Unit.” Roll call vote was taken, Supervisor Kosok-yes, Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 14-22  
2022 BUDGET MODIFICATION – USE OF PUBLIC HEALTH EMERGENCY  
PREPAREDNESS FUNDS TO PURCHASE REPLACEMENT VACCINE STORAGE**

**WHEREAS**, the Wisconsin Department of Health Services (DHS) has provided all local public health departments will the opportunity to carryover any unspent funds from fiscal year 2021 (July 1, 2020- June 30, 2021) into the current fiscal year (July 1, 2021 – June 30, 2022) to complete PHEP activities or to work on allowable PHEP COVID-19 response activities; and

**WHEREAS**, DHS has approved the Pepin County Health Department proposal for the use of the carryover funds to purchase a new laboratory grade refridge/freezer. The current vaccine storage unit is near the expected lifespan. The replacement unit is bigger and has built in temperature monitoring and an alarm system for temperature deviations; and

**WHEREAS**, The Pepin County PHEP carryover amount is \$7,931 and the price of the new unit with the LabAlert system, fully installed, is \$9,119. The remaining balance of \$1,188 will be funded from the current fiscal year budget.

**NOW THEREFORE BE IT RESOLVED**, that the County Board of Supervisors authorizes the purchase of a new laboratory grade refridge/freezer.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the 2022 Health Department Budget shall be modified as follows:

***Health Fund:***

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>CURRENT BUDGET</u> | <u>INCREASE (DECREASE)</u> | <u>AMMENDED BUDGET</u> |
|-----------------------|--------------------|-----------------------|----------------------------|------------------------|
| 230-00-43539-000      | S/A PREPAREDNESS   | \$ 21,933             | \$ 7,931                   | \$ 29,864              |
| 230-00-54128-000      | PREPAREDNESS       | \$ 21,933             | \$ 7,931                   | \$ 29,864              |

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

COMMITTEE MEMBERS VOTE

/s/ John Andrews, Committee Chair In favor-5 Oppose-0 Absent-2 Abstain-0

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

/s/ Pamela Hansen, Finance Director Recommend ✓ Not Recommended

**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:**

- ADOPTED
- DEFEATED
- TABLED

by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of March, 2022.  
In favor - 11 Oppose – 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Remotely attending was Health Director Heidi Stewart. She informed the County Board that the Wisconsin Department of Health Services has allowed the opportunity to carryover unspent funds to be put towards a purchase of a new laboratory grade fridge/freezer. The allowable amount of carryover is \$7,931, and with the use of additional funding of \$1,188 from the current fiscal year budget, this would cover the cost of the new unit.

Motion was made by Supervisor Andrews, seconded by Supervisor Dougherty, to adopt Resolution 14-22 titled, “2022 Budget Modification-Use of Public Health Emergency Preparedness Funds to Purchase Replacement Vaccine Storage”. Roll call votes were taken. Supervisor McDonough-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-yes, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Communications/Appointments:**

**Re-appoint Lacey Richardson as a Citizen Member to the Board of Health, term ending April 2025.**

Motion was made by Supervisor King, seconded by Supervisor Andrews, to approve the re-appointment of Lacey Richardson as a Citizen Member to the Board of Health, with her term ending April 2025. Roll call vote was taken. Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Kees Winkler-no, Supervisor Hoch-yes, Supervisor Dougherty-yes, Supervisor King-yes, Supervisor Ingram-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor McDonough-yes. Motion carried with one negative vote.

**Public Comments other than Agenda Items:**

Supervisor Bocksell asked when the ARPA Committee meeting was going to take place? Town of Pepin residents have been discussing broadband WIFI issues at their last Town meeting. No decision has been determined at this point on a meeting date.

Supervisor Kees Winkler also commented on possible broadband issues in the southern part of the county. Also she received a call from someone wondering if Excel Energy had been at the Pepin County Court House doing any testing? No one could answer this question.

**Future Agenda Items:** none at this time.

**Next Meeting Date** - Next meeting date set for April 19, 2022 – Our Organizational Meeting.  
-decided to go with 3:00 p.m. at this time but could change.

Chair Milliren adjourned the by meeting at 7:50 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 19, 2022

/s/ Tom Milliren

Pepin County Board of Supervisors Chair