

**2023 – 2024
PROCEEDINGS OF THE
COUNTY BOARD OF SUPERVISORS OF
PEPIN COUNTY, WISCONSIN**



MEETINGS

APRIL No Meeting
MAY 17, 2023
JUNE 21, 2023
JULY No Meeting
AUGUST 16, 2023
SEPTEMBER 20, 2023
OCTOBER 18, 2023
NOVEMBER 14, 2023
DECEMBER 20, 2023
JANUARY No Meeting
FEBRUARY 21, 2024
MARCH 20, 2024


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**APRIL 18, 2023 – No meeting**  
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MAY 17, 2023

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None

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None

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None

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## MARCH 20, 2024

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### DISCUSSIONS AND ACTIONS

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(No April 2024 Meeting)

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES  
May 17, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Tuesday, May 17th, 2023 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-Absent                     | District #7- Kris Sabelko – In person   |
| District #2- Rebecca Hansen- Remotely                  | District #8- Tom Milliren- In person    |
| District #3- Andy Winkler- In person                   | District #9- John Andrews-Remotely      |
| District #4- Paul Hoch- In person                      | District #10- Kevin Kosok-Absent        |
| District #5- Robert Weishapple- Absent at time of call | District #11- Amber Provance- Absent    |
| District #6- Elizabeth Bauer- In person                | District #12- Angela Bocksell- remotely |

Eight Supervisors attended the meeting at the time of roll call. Robert Weishapple remotely joined the meeting at 7:03 p.m. during the Committee Report section of the meeting. Michael Wright remotely joined the meeting at 7:23 p.m. during the Annual Reports. Absent from attending the meeting included Kevin Kosok and Amber Provance.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda:**

**Approve of the March 15, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Bocksell seconded by Supervisor Sabelko, to approve the March 15 2023, County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Hansen-yes; Supervisor Winkler-yes; Supervisor Hoch-yes; Supervisor Bauer-yes; Supervisor Sabelko-yes; Chair Milliren-yes; Supervisor Andrews-yes and Supervisor Bocksell-yes. Motion carried.

**Reports:**

**County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell remotely gave the Land Conservation, Planning and Extension Committee Report, Vice Chair Paul Hoch gave the Law Enforcement and Emergency Management Committee Report, Committee Chair Tom Milliren gave the Highway Committee Report and Administrative Committee Report, and Committee Chair Andy Winkler gave the Human Services Board Committee Report

Board of Health Chair John Andrews reported no meeting was held.

**Personnel Director’s 2022 Annual Report**

Personal Director Michelle Weiss presented the 2022 Annual Report to the County Board members.

**Judge’s 2022 Annual Report**

Judge Thomas Clark presented the Judge’s 2022 Annual Report to the County Board members.

**Community Justice Services’ (CJS) 2022 Annual Report**

Coordinator Brenda Berning presented the Community Justice Services’ 2022 Annual Report to the County Board members.

**Business Items:**

**Resolutions:**

**RESOLUTION NO. 19-23**

**2023 BUDGET MODIFICATION – PEPIN COUNTY SHOOTING RANGE OPEN HOURS**

**WHEREAS**, the Arkansaw Fur Fish and Game, Durand Sportsman’s Club, and the Eau Galle Sportsman’s Club are requesting the addition of public open hours to the Pepin County Shooting Range; and

**WHEREAS**, due to insurance and range control requirements, the Arkansaw Fur Fish and Game, Durand Sportsman’s Club, and the Eau Galle Sportsman’s Club have determined additional open hours are more beneficial to all Pepin County Residents rather than individual access; and

**WHEREAS**, public open hours would be increased from 416 hours to 473 hours. The additional public open hours would be Thursday evenings from 5-8 pm from mid-July to the end of September then 4-7 pm on all Thursdays in October for Archery only; and

**WHEREAS**, Archery is a very low impact use for the range and the additional hours will cause minimal disruption to surrounding land uses and property owners; and

**WHEREAS**, the Pepin County Land Conservation & Planning Department will use current certified range attendants as needed to cover the additional hours; and

**WHEREAS**, the Arkansaw Fur Fish and Game, Durand Sportsman’s Club, the Eau Galle Sportsman’s Club will equally reimburse Pepin County for budgeted and additional Range Attendant costs; and

**WHEREAS**, no tax levy money will be used to fund the public open hours at the Pepin County Shooting Range.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board supports the addition of the public open hours for the purposes of utilization for Archery only; and

**THEREFORE BE IT FURTHER RESOLVED** that the Pepin County Board of Supervisors authorizes the 2023 Budget to be modified as follows:

| <u>Account Number</u> | <u>Account Description</u>         | <u>Current Budget</u> | <u>Increase(Decrease)</u> | <u>Amended</u> |
|-----------------------|------------------------------------|-----------------------|---------------------------|----------------|
|                       | <i>General Fund:</i>               |                       |                           |                |
| 100-00-46820-000      | Land Conservation - Local Revenues | \$ 16,000             | \$ 950                    | \$ 16,950      |
| 100-00-56230-000      | Land Conservation Expense          | \$ 406,369            | \$ 950                    | \$ 407,319     |

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

/s/ Angie Bocksell, Committee Chair

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

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

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of May 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Recycling Tech Ryan Yarrington remotely explained the resolution for the Budget Modification for the Pepin County Shooting Range Open Hours. The Sportsman Clubs are asking for additional hours open for the use of archery from July- October at the range. The current certified range attendants would be used to cover these additional hours and the cost would be covered by the Sportsman Clubs.

Motion was made by Supervisor Bocksell, seconded by Supervisor Hoch, to adopt Resolution 19-23 titled, “2023 Budget Modification- Pepin County Shooting Range Open Hours”. Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 20-23  
PEPIN COUNTY HUMAN SERVICES 2023 BUDGET MODIFICATION –  
WREA IT EQUIPMENT**

**WHEREAS**, the Western Region Economic Assistance (WREA) has asked Pepin County to hire and employ a limited-term, part-time economic support specialist to assist with handling the increased service calls related to the unwinding of the public health emergency temporary benefit; and

**WHEREAS**, WREA receives special funds to assist with telework and has recommended that counties with staff who do not have up-to-date IT equipment purchase equipment to assist with telework; and

**WHEREAS**, upon purchase of a new laptop, monitors, and docking station, the cost of the items for the Limited Term Employee Economic Support Specialist will be billed to WREA, and Pepin will be fully reimbursed; and

**WHEREAS**, upon the sunset of the LTE position/caseload, this IT equipment will become the property of Pepin County and can be used as needed for any general employee of the County; and

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

**WHEREAS**, Pepin County DHS was not aware of the financial opportunity when the 2023 budget requests were made.

**NOW THEREFORE BE IT RESOLVED** that Pepin County Board authorizes the purchase of a Dell Latitude 3520 laptop (\$900), Dell Docking Station (\$250), and two Dell 24 Monitors (\$400) and to modify the 2023 budget as follows:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|----------------------------|-----------------------|
|                       | <b>Human Services Fund</b> |                       |                            |                       |
| 211-00-43561-103      | S/A IM CONTRACT REVENUE    | \$319,615             | \$1,550                    | \$321,165             |
| 211-00-54403-000      | WREA Consortium EXPENSE    | \$310,693             | \$1,550                    | \$312,243             |

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

/s/ Andrew Winkler, 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 ✓ 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** by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of May 2023  
 In Favor - 10 Opposed - 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer, County Clerk /s/ Tom Milliren, County Board Chair

Human Services Director Matt Roesler presented this resolution to the County Board. Western Region Economic Assistance has asked Pepin County to hire a limited term part-time Economic Support Specialist due to the increased service calls. WREA has received special funds to assist with telework and the updating of their IT equipment. The 2023 budget did not include this request, so a budget modification is needed to authorize the purchase of a Dell laptop, Dell Docking Station and 2 Dell monitors. Motion was made by Supervisor Andrews, seconded by Supervisor Bauer, to adopt Resolution 20-23 titled, "Pepin County Human Services 2023 Budget Modification – WREA IT Equipment". Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Bocksell-yes. Motion carried.

**RESOLUTION NO. 21-23**  
**2023 BUDGET MODIFICATION – 2022 Annual Financial Audit Services**

**WHEREAS**, Pepin County annually engages with an independent audit firm to complete a required annual audit and issue reports regarding the Financial Statements prepared in accordance with Government Auditing Standards. In addition, a compliance review and Report on Schedules of Expenditures of Federal Awards and State Financial Assistance as required by the Federal Uniform Guidance and the State of Wisconsin Single Audit Guidelines is completed; and

**WHEREAS**, the 2023 Budget was prepared utilizing the best estimate of fees available for the services at that time; and

**WHEREAS**, Wipfli, LLP has performed the services for Pepin County necessary to be received from an independent audit firm for numerous years in the past and has proposed their annual engagement letter for the services to be performed in 2023 regarding the 2022 calendar year fiscal reports which includes an increase over the estimated fees; and

**WHEREAS**, Wipfli, LLP recognizes the long-term relationship they have been able to maintain with Pepin County but states they have billed the County significantly less than their actual time invested for the past several years. In addition, the 2022 Financial Audit includes fees for the review of the implementation of GASB No. 87 “Leases”. They also note, as with all other industries, the CPA industry has experienced a significant change related to supply and demand of its services as well as a shortage of quality staff entering and remaining in the profession. Thus, the reason for their proposal of the additional increase in fees; and

**WHEREAS**, the additional expense was not provided for in the 2023 Budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2023 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>        |                            |                       |                           |                       |
| 100-00-51511-000            | Special Acctg & Auditing   | \$ 26,875             | \$ 5,557                  | \$ 32,432             |
| 100-00-59200-000            | Transfers to Other Funds   | \$ 11,217             | \$ 2,357                  | \$ 13,574             |
| 100-00-59100-390            | Contingency Fund           | \$ 30,000             | \$ (7,857)                | \$ 22,143             |
| <i>Human Services Fund:</i> |                            |                       |                           |                       |
| 211-00-49200-000            | Transfers from Other Funds | \$ 0                  | \$ 2,357                  | \$ 2,357              |
| 211-00-54400-000            | Allocated Expense          | \$ 0                  | \$ 2,357                  | \$ 7,994              |

**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 impact as noted above.

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 17<sup>th</sup> day of May 2023

In Favor - 10    Opposed - 0    Absent - 2    Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented this resolution to the County Board. Wipfli LLP has performed our annual audit report for numerous years. At the time of the 2023 budget, an estimate of fees was considered, but since then, the cost for the audit has been increased by an additional \$7,857.

With this additional cost, a budget modification is needed out of the contingency fund. Plan is to Request for Referrals for cost of future audits going forward.

Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to adopt Resolution 21-23 titled, "2023 Budget Modification-2022 Annual Financial Audit Services". Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**Appointments:**

**-Appoint Jodie Anderson as a Pepin County Elder Citizen Member Representative to the Aging & Disability Resource Center (ADRC) Governing Body and Aging Advisory Committee**

**-Re-Appoint Dorothy Peters as a Citizen Member to the Human Services Board, term ending April 30, 2026**

**- Re-Appoint Beth Friedrich as a Citizen Member to the Board of Health, term ending April 30, 2026**

**- Appointment to the Local Emergency Planning Committee (LEPC) – Dustin Gold-Pepin Fire Dept.**

Motion was made by Supervisor Hoch, seconded by Supervisor Bocksell, to approve all the appointments. Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**Communications:**

Chairman Milliren reminded the other Supervisors of the upcoming Wisconsin Counties Association Conference September 17-19<sup>th</sup> in Wisconsin Dells. If anyone is interested in attending to contact the County Clerk.

**Public Comments other than Agenda Items:**

None

**Future Agenda Items and Meeting Date - June 21, 2023 at 7:00 p.m.**

Chair Milliren adjourned the by meeting at 7:48 p.m.

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on June 21, 2023

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**June 21, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Tuesday, June 21<sup>st</sup>, 2023 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**

|                                         |                                         |
|-----------------------------------------|-----------------------------------------|
| District #1- Michael Wright- In person  | District #7- Kris Sabelko- In person    |
| District #2- Rebecca Hansen- Remotely   | District #8- Tom Milliren- In person    |
| District #3- Andy Winkler- In person    | District #9- John Andrews- In person    |
| District #4- Paul Hoch- Remotely        | District #10- Kevin Kosok- In person    |
| District #5- Robert Weishapple- Absent  | District #11- Amber Provance- Remotely  |
| District #6- Elizabeth Bauer- In person | District #12- Angela Bocksell- Remotely |

Eleven Supervisors attended the meeting. Absent from the meeting was Robert Weishapple.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Public Hearing – Pepin County Library Plan**

The public hearing was called to order at 7:04 p.m. Supervisor Hoch presented the Library Plan, going over some of the major changes. The plan was last updated in 2006. Since then the name of the Library system has changed from Indianhead Federated to Inspiring & Facilitating. Other changes include adding the ability for a Library Board member to appoint a representative, updating the list of services and items available for checkout and reimbursement wording.

Supervisor Andrews asked who was responsible for drafting the plan. It was drafted by the Library Planning Committee consisting of a Durand and Pepin Library Board member, A Pepin County Board member and 2 citizen members from the public.

Supervisor Bauer asked about the Library Board voting to separate the Durand Library from the Durand school. Supervisor Hoch knew it was on the Durand-Arkansaw School Board agenda to be discussed but was not sure what the plan is.

**Adjournment of the Public Hearing**

The hearing was adjourned at 7:11 p.m.

**Consent Agenda:**

**Approve of the May 17, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Andrews seconded by Supervisor Kosok, to approve the May 17 2023, County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Wright-yes; Supervisor Hansen-yes; Supervisor Winkler-yes; Supervisor Hoch-yes; Supervisor Bauer-yes; Supervisor Sabelko-yes; Chair Milliren-yes; Supervisor Andrews-yes; Supervisor Provance-yes and Supervisor Bocksell-yes. Motion carried.

## **Reports:**

### **Mississippi River Regional Planning Commission**

Jon Bingol presented information about the Mississippi River Regional Planning Commission. A finalized annual report will be printed in July. The Commission was formed by state statute and has been around since 1964. Some of the services they offer include providing assistance with Comprehensive Plans, Outdoor Recreational Plans and Hazard Mitigation Plans. They are currently assisting the Department of Transportation with a freight study and are conducting a port study on the Mississippi River.

### **County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Chair Tom Milliren gave the Administrative Committee Report, Committee Chair Andy Winkler gave the Human Services Board Committee Report and Committee Chair John Andrews gave the Board of Health Report.

The Law Enforcement and Emergency Management Committee meeting and the Highway Committee meeting were not held.

### **Health Department 2022 Annual Report**

Health Department Director Heidi Stewart presented the Health Department's 2022 Annual Report to the County Board members.

### **Human Services 2022 Annual Report**

Human Services Director Matt Roesler presented the Human Services' 2022 Annual Report to the County Board members.

### **Extension Office 2022 Annual Report**

Area Extension Director Pat Malone presented the Extension Office's 2022 Annual Report to the County Board members.

## **Business Items:**

### **PEPIN COUNTY LIBRARY PLAN**

I. Mission Statement: To make quality library service available to all Pepin County residents and to provide for funding of that service.

II. Background:

A. The Pepin County Board of Supervisors will appoint a county library planning committee as provided by Wisconsin State Statute 43.11. The committee will consist of 1 member from the Village of Pepin Library Board **or Representative**, 1 member from the Durand Community Library Board **or Representative**, 1 Pepin County Board member and 2 residents of Pepin County who live outside the Village of Pepin and the City of Durand.

B. Brief history of both libraries: The Durand Library originated in 1846. Pepin County first became involved with helping to fund the Durand library in 1924. The Pepin Library was started by the Pepin Parent Teachers Association in 1948. Funding by Pepin County for the Pepin Library began in 1948. ~~More detailed histories of the libraries can be found in attachments A and~~

~~B. For many years Pepin County funding has matched the municipal appropriation for library service. As budgets have increased, county funding has been adjusted to reflect increases each year consistent with the increases in the overall county budget from the previous year less capital projects.~~

C. Pepin County is a member of the ~~Indianhead Federated Library System~~. **Inspiring & Facilitating Library Success (IFLS) Library System** The county appoints a representative to the IFLS Board of Trustees. This representative serves a three- year term. IFLS board member allocations are based on population, so at the present time, Pepin County may appoint one representative to the IFLS Board of Trustees.

III. Current library services to county residents:

A. Inventory/**Services:**

**Books**

**Serial Volumes**

**Audio Materials**

**Video Materials**

**Family History, Yearbooks**

**Subscriptions**

**Inter-Library Loans**

~~Inter-Net Access~~

**Scanning/FAX Machine Availability**

~~Computers for Word Processing~~

~~Microfilm Reader~~

**Copy Machine**

**Reference Questions**

**Meeting rooms**

**Internet Access/Public WIFI Accessibility**

**Library of Things (Equipment & other items of Interest)**

**Programming for all ages**

**Electronic Materials**

Moved to under C #3 **Annual reports of each library are to be prepared and given each year to the Pepin County Board. They can be accessed in the official proceedings of the County Board at the County Clerk's office or at each individual Library.**

B. The Durand Community Library is a **combination of school municipal library and public library** ~~with a seven-member library board, with each having their own governing board.~~ The Durand Community **Public Library Board** has seven members **who are** appointed by the Durand City Council and serve a three-year term. The Pepin Library is also a municipal library with a **five-** member library board **who** ~~Pepin Library Board members~~ are appointed by the Pepin Village Board and serve a three-year term. **The Library Board Members could be reappointed for subsequent terms.**

C .Current library usage statistics:

1. Methods used to obtain patron and usage statistics:
  - a. Durand Community Library -- information regarding where a

~~person lives is obtained and/or maintained on each patron when materials are checked out on a computer system that is able to sort by the categories listed in III.C.2.~~

**Durand Public Library and Pepin Public Library**-information regarding where a person lives is obtained from the **My Online REsource** (MORE) shared automated system.

2. Actual usage and residence statistics of both libraries will be available in the following categories:
  - a. ~~Village of Pepin~~ **City of Durand**
  - b. ~~City of Durand~~ **Village of Pepin**
  - c. ~~Rural~~ **Other** residents of Pepin County **in a municipality without a library**
  - d. ~~Rural residents of Dunn County~~ **Residents of adjoining Counties who reside in a municipality with a library (Dunn, Buffalo, Eau Claire and Pierce Counties)**
  - e. ~~Residents of Dunn County who reside in municipalities with a library~~ **Residents of adjoining Counties who reside in a municipality without a library (Dunn, Buffalo, Eau Claire and Pierce Counties)**
  - f. ~~Rural residents of Pierce County~~
  - g. ~~Residents of Pierce County who reside in municipalities with a library~~
  - h. ~~Rural residents of Buffalo County~~
  - i. ~~Residents of Buffalo County who reside in municipalities with a library~~

~~Any other library patrons not listed in categories above:~~

- f. Residents of other counties in the state
- g. Residents of other states

~~3. Part-time residents of the county who do not own property  
-In the county~~

- 3 Annual reports of each library are to be prepared and given each year to the Pepin County Board. They can be accessed ~~in the official proceedings of the County Board~~ **at the County Clerk's office or at each individual Library.**

#### IV. Current funding of library services to county residents:

Library budgets are determined each year by the respective Library Boards and approved by the Pepin Village Board and the Durand City Council. Budgets are funded in the following way:

##### A. Municipal funding:

1. City of Durand **is responsible to fund the Durand Public Library along with County funding required by State Statute.** ~~funds that portion of the budget that Pepin County does not fund, plus rent payable to the School District of Durand, for space at the Durand Community Library.~~
2. Village of Pepin **is responsible to fund the Village of Pepin Library along**

~~with County funding required by State Statute. matches what Pepin County contributes to Pepin Library.~~

B. County funding:

Pepin County looks at the needs and if possible, contributes the amount funded the previous year plus a percentage based on the percentage of increase in the total county budget less capital projects. ~~County funding must be equal to or greater than the average of the previous three~~ **The County shall maintain its support for library service at a level not lower than the average of the previous 3 years.** according to ~~State Statutes 43.15(2)(b).~~

~~C. Grants may be received from time to time through the Indianhead Federated Library System~~ **Inspiring & Facilitating Library Success (IFLS) Library System** or other sources for special projects

V. Goals and objectives:

A. To provide all Pepin County Residents with open access to all library services provided by all system member libraries.

B. To provide funding for library services provided to all Pepin County residents and make the funding of the two libraries as equitable as possible.

C. Pepin County is to reimburse each public library in Pepin County for service to county residents who do not live in a municipality with a library. Reimbursement will be at or above the minimum level of 70 percent of the cost of library service to those residents, per Wisconsin Statutes s.43.12.

D. To educate and inform Pepin County residents of the services available to them as a member of IFLS.

~~E. To support the joint library venture of the Durand Community Library and the School District of Durand.~~

VI. Implementation:

By July 1 of each year, libraries must report to the Pepin County Clerk ~~the number of all loans during~~ **their Library Annual Report** of the previous year ~~to patrons~~ according to the classifications listed in III. C. 2. above.

A. Using the methods outlined above in section III.C.2.1 to gather usage statistics ~~and the formula described in Appendix C,~~ Pepin County will determine if their present funding meets or exceeds 70% of the cost of providing library service to Pepin County residents who do not live in a municipality with a library. If present funding does not meet the requirements, Pepin County will make the necessary adjustment required. ~~All funding municipalities must maintain financial support for library services at a level not lower than the average of the previous three years Support. (Deadline for payment is March 1.)~~

B. Using the methods outlined above in section III.C.2.1 to gather usage statistics, libraries will determine usage of Pepin County libraries by residents of other Indianhead Federated **Inspiring & Facilitating Library Success (IFLS)** Library System counties and report that usage to the respective County Clerks and to IFLS.

C. Using the methods outlined above in section III.C.2.1. to gather usage statistics, the libraries will determine usage of Pepin County libraries by

residents of any counties outside the ~~Indianhead Federated~~ **Inspiring & Facilitating Library Success (IFLS)** Library System and will report that usage to their respective County Clerks, ~~to their home libraries and to their library system.~~

~~D. At the present time, the libraries in Pepin County will not seek reimbursement for that usage listed in B. and C. above and it is hoped that reimbursement for usage of libraries in other counties in Wisconsin by Pepin County residents is not requested by such libraries.~~

**D. Pepin County will reimburse adjoining Counties for Library Services given to Pepin County residents as required by State Statue.**

E. Each library will have their own policy regarding service to out-of-state residents.

VII. Future: Each library board will review this plan ~~yearly~~ **periodically** before budgets are submitted to the municipality and to the county.

~~A. Each library will submit an annual report of operations which includes an updated inventory to the Pepin County Board of Supervisors during the 2nd quarter of each year. These reports will be filed with the Proceedings of the Pepin County Board.~~

~~VIII. Attachments~~

~~A. History of Durand Library~~

~~B. History of Pepin Library~~

~~C. Formula for determining cost of service to library patrons who are not residents of a municipality with a library~~

~~E. 1998 Annual report of Durand Library~~

~~F. 1998 Annual report of Pepin Library~~

**The Pepin County Library Commission members approves the above Pepin County Library Plan as written on April 25, 2023**

The Durand Public Library Board approves the Pepin County Library Plan on June 19, 2023.  
Durand Public Library Board Chair signature : /s/ Linda Elsner

The Pepin Public Library Board approved the Pepin County Library Plan on May 22, 2023.  
Pepin Public Library Board Chair signature: /s/ Alice Auth

**Date/ Place of Public Hearing held : June 21, 2023 at the Pepin County Government Center, during the Pepin County Board of Supervisors Meeting**

**County Board Action:**

**Adopted** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of June 2023

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Motion by Supervisor Andrews, seconded by Supervisor Hoch, to approve the Pepin County Library Plan. Supervisor Hoch provided further information about the Durand library separating from the Durand school. At the Durand-Arkansaw School Board meeting tonight,

they voted to give the City of Durand 18 months to renegotiate the contract or it will be terminated.

Roll call vote was taken: Supervisor Hansen-yes; Supervisor Winkler-yes; Supervisor Hoch-yes; Supervisor Bauer-yes; Supervisor Sabelko-yes; Chair Milliren-yes; Supervisor Andrews-yes; Supervisor Provance-yes and Supervisor Bocksell-yes; Supervisor Wright-yes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 22-23  
2023 BUDGET MODIFICATION - HEALTH DEPARTMENT GRANT AGREEMENTS,  
CONTRACTS and SUPPLEMENTAL FUNDING**

**WHEREAS**, the Pepin County Board of Supervisors approved 2023 Health Department Budget is based on grant and contract information available in the Fall of 2022. The following grants are additional, or an increase or decrease in funding as compared to the approved budget; and

**WHEREAS**, utilizing funds from the Centers for Disease Control and Prevention’s (CDC) Strengthening Healthcare Associated Infections (HIA)/Antibiotic Resistance (AR) Programs cooperative agreement, the Wisconsin HAI Prevention Program established a pilot program. This program allows staff from LTHDs to work with their HAI Prevention Program Regional Infection Preventionist (IP) and participate in infection prevention and control (IPC) and HAI trainings, collaborate on outbreak response and on-site visits, and engage in other focused education opportunities. Funds provided from this grant cover the designated staff salary and fringe, mileage, and travel expense not to exceed \$15,000 between 02/01/2023 to 01/31/2024; and

**WHEREAS**, the Wisconsin Department of Public Health has been awarded a Public Health Infrastructure (PHI) Grant that focuses on identifying, quantifying, and addressing long-standing gaps in the foundation of the Wisconsin public health system. A key goal of the grant is to engage LTHD’s statewide to complete a multi-phase baseline assessment. The assessment will collect both quantitative and qualitative data from the state and local level, including three separate assessment modalities: an agency-level costing and capacity assessment, a workforce assessment, and an impact assessment. Each LTHD will be awarded \$2,400 for the completion of the assessment; and

**WHEREAS**, the Health Department has been awarded 2022-2023 WI State Opioid Response (SOR) Prevention funding in the amount of \$10,000 to support drug take-back, medication disposal, community education, and increased public awareness about the proper medication disposal and the opioid crisis; and

**WHEREAS**, the Marshfield Clinic Northwoods Coalition project funding was decreased to \$1,000 from \$2,500 for dissemination of educational information about alcohol and underage drinking risks. The education and outreach materials were provided by the Wisconsin Department of Health Services “Small Talks” campaign; and

**WHEREAS**, the ELC Enhancing Detection Local Tribal Health Department funding has a scope of work that is limited to the COVID response, Health Department FTE and LTE positions cannot be supported by this funding for recovery. As testing and case numbers decreased, the COVID response workload has decreased.

1. The ELC award for the Pepin County Health Department was initially \$371,800.

2. An extension for unspent funds has been approved through 12/31/2023.
3. The ELC award remaining to be spent is \$180,355.
4. Approval has been granted by the WI Department of Health Services to utilize funds for the COVID response through disease investigation and mitigation, the purchase of PPE, a respirator fit testing machine, and contract tracing staff equipment, replacement of County Board room tables and the Health Department outreach tent that were used during COVID response.
5. Additional requests for funding have been submitted to support syndromic surveillance through school absentee reporting and additional PPE.

**NOW THEREFORE BE IT RESOLVED** that the County Board of Supervisors authorizes the 2023 Health Department Budget to be modified as follows:

| <u>ACCOUNT NUMBER</u>            | <u>DESCRIPTION</u>                                   | <u>CURRENT BUDGET</u> | <u>INCREASE (DECREASE)</u> | <u>AMENDED BUDGET</u> |
|----------------------------------|------------------------------------------------------|-----------------------|----------------------------|-----------------------|
| 230-00-43544-000-000             | SA WI HAI Prevention Program<br>SA PH Infrastructure | \$ -                  | \$ 15,000                  | \$ 15,000             |
| 230-00-43542-000-000             | Assessment                                           | \$ -                  | \$ 2,400                   | \$ 2,400              |
| 230-00-43558-000-000             | State Opioid Response 2<br>Northwoods Coalition      | \$ -                  | \$ 10,000                  | \$ 10,000             |
| 230-00-43559-000-000             | Marshfield                                           | \$ 2,500              | \$ (1,500)                 | \$ 1,000              |
| 230-00-43567-000-000             | SA Enhancing Detection                               | \$ 17,100             | \$ 163,255                 | \$ 180,355            |
| <b>TOTAL REVENUE CHANGES</b>     |                                                      | <b>\$ 19,600</b>      | <b>\$ 189,155</b>          | <b>\$ 208,755</b>     |
| 230-00-54116-000-000             | SA WI HAI Prevention Program<br>SA PH Infrastructure | \$ -                  | \$ 15,000                  | \$ 15,000             |
| 230-00-54115-000-000             | Assessment                                           | \$ -                  | \$ 2,400                   | \$ 2,400              |
| 230-00-54160-000-000             | State Opioid Response 2<br>Northwoods Coalition      | \$ -                  | \$ 10,000                  | \$ 10,000             |
| 230-00-54122-000-000             | Marshfield                                           | \$ 2,500              | \$ (1,500)                 | \$ 1,000              |
| 230-00-54135-000-000             | SA Enhancing Detection                               | \$ 17,100             | \$ 163,255                 | \$ 180,355            |
| <b>TOTAL EXPENDITURE CHANGES</b> |                                                      | <b>\$ 19,600</b>      | <b>\$ 189,155</b>          | <b>\$ 208,755</b>     |

**RECOMMENDED BY THE PEPIN COUNTY BOARD OF HEALTH:** One vacant position-Citizen member  
**COMMITTEE MEMBERS VOTE**  
/s/ John Andrews, Committee Chair In favor-5 Oppose-0 Absent-1 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** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of June 2023  
 In favor - 11 Oppose - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk /s/ Tom Milliren, County Board Chair

Health Director Heidi Stewart presented information on this resolution. The Health Department has been awarded grant money from the State Opioid Response, WI Hai Prevention Program and Public Health Infrastructure Enhancing Detection for a total of \$19,600. This budget modification is to amend the 2023 budget.

Motion was made by Supervisor Andrews, seconded by Supervisor Wright, to adopt Resolution 22-23 titled, "2023 Budget Modification- Health Department Grant Agreements, Contracts and Supplemental Funding". Roll call vote was taken: Supervisor Winkler-yes; Supervisor Hoch-yes; Supervisor Bauer-yes; Supervisor Sabelko-yes; Chair Milliren-yes; Supervisor Andrews-yes; Supervisor Provance-yes and Supervisor Bocksell-yes; Supervisor Wright-yes; Supervisor Hansen-yes. Motion carried.

**Appointments:**

**Re-Appoint Judy Norrish as a Citizen Member to the Pepin County Housing Authority, term ending June 30, 2028**

**Appoint Dr. Jerome Rundall as a Medical Citizen Member of the Board of Health, term ending April 2024**

Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to approve the appointments. Roll call vote was taken: Supervisor Hoch-yes; Supervisor Bauer-yes; Supervisor Sabelko-yes; Chair Milliren-yes; Supervisor Andrews-yes; Supervisor Provance-yes and Supervisor Bocksell-yes; Supervisor Wright-yes; Supervisor Hansen-yes; Supervisor Winkler-yes. Motion carried.

**Communications:**

Chair Milliren thanked the Pepin County Highway Commissioner and the Highway Department. There was a fatal accident recently on a county road that was closed for repair. The findings were that the Highway Department followed proper procedure in placement of signs and barriers for that stretch of road.

**Public Comments other than Agenda Items:**

Supervisor Bauer commented that she is on the Swim Board for the Durand pool and that they are still in need of funds to replace the pool. The Mayor believes another million dollars is needed on top of the 3.1 million already raised. The pool provides an important service to Pepin County and provides employment.

**Future Agenda Items and Meeting Date – August 16, 2023 at 7:00 p.m.**

Chair Milliren adjourned the by meeting at 8:38 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 19, 2023

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

(No July 2023 Meeting)

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES  
August 16, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday August 16, 2023 by Vice Chair John Andrews. 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**

District #1- Michael Wright- In person  
District #2- Rebecca Hansen- Remotely  
District #3- Andy Winkler- Absent  
District #4- Paul Hoch- Remotely  
District #5- Robert Weishapple- Remotely  
District #6- Elizabeth Bauer- In person

District #7- Kris Sabelko- In person  
District #8- Tom Milliren- Absent  
District #9- John Andrews- Remotely  
District #10- Kevin Kosok- In person  
District #11- Amber Provance- Absent  
District #12- Angela Bocksell- Remotely

Nine Supervisors attended the meeting at the time of roll call. Absent from the meeting were Tom Milliren and Amber Provance. Andy Winkler remotely joined the meeting at 7:06 p.m.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda:**

**Approve of the June 21, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Hoch, seconded by Supervisor Kosok, to approve the June 21<sup>st</sup> County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Supervisor Andrews-yes, Supervisor Kosok-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: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Vice Chair John Andrews gave the Administrative Committee Report, Committee Chair John Andrews gave the Board of Health Report. Committee Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report and the Highway Committee meeting report was given by Vice Chair Andrews. Andy Winkler arrived at the meeting at 7:06 p.m. and gave his Committee Report for the Human Services Board Meeting.

**Clerk of Court's 2022 Annual Report**

Audrey Lieftring presented the Clerk of Court's 2022 Annual Report to the County Board.

### **Sheriff's Department 2022 Annual Report**

Sheriff Joel Wener presented the Sheriff's 2022 Annual Report to the County Board.

### **Register of Deeds' 2022 Annual Report**

Register of Deeds Monica J. Bauer presented the Register of Deeds' 2022 Annual Report to the County Board.

### **Register of Deeds' Property Fraud Alert Update**

Register of Deeds Monica J. Bauer informed the County Board Supervisors that our current Document Indexing does not have the technology to export generated information needed to provide the property fraud alert support. Recommendation has been made to change to Fidlar because it has an interface in LandNav Web and allows the use of Process Real Estate Documents to update parcels. Monica will continue to work on this issue and will bring to the Committee information as received.

### **Extension Office 2022 Annual Report**

Area Extension Director Pat Malone was not able to attend this meeting. The Extension Office 2022 Annual Report will be added to the next County Board meeting agenda.

### **Treasurer's 2022 Annual Report**

Treasurer Patty Scharr presented the Treasurer's Office 2022 Annual Report to the County Board.

### **County Clerk's 2022 Annual Report**

County Clerk Audrey Bauer presented the County Clerk/County Board 2022 Annual Report to the County Board.

### **Mississippi River Regional Planning Commission (MRRPC) presentation follow up regarding Pepin County Comp and Outdoor Rec Plans**

Administrative Coordinator Pam Hansen explained and verified that our Pepin County Comp and Outdoor Rec plans are current and updated. The Mississippi River Regional Planning Commission was not involved in these plans, so they were not aware that they were updated.

### **Business Items:**

#### **2024 Budget Timeline and Goals**

Finance Director Pam Hansen informed the County Board that at this time each year, goals are needed for the upcoming year. Budgets will be presented by each department at the September committee meetings. This year our levy increased by approx. \$50,000 with additional funds from the Supplemental Shared Revenue of \$538,000.

Pam explained some of the same issues that need to be decided upon to balance the 2024 budget such as: Health Insurance for the employees, if wage increases are given, Capital purchases, long term debt, etc.

**Resolution:**

**RESOLUTION NO. 23-23  
RESOLUTION TO APPROVE ECONOMIC SUPPORT PROGRAM AMERICAN  
RESCUE PLAN ACT (ARPA) EXPENSES AND BUDGET MODIFICATION**

**WHEREAS**, Pepin County Human Services recognizes the importance of maintaining efficient office equipment to support daily operations; and

**WHEREAS**, the Western Region Economic Support (WREA) Consortium, which includes counties of Pepin, Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Vernon, and Clark, has remaining ARPA funding intended to be used for technology; and

**WHEREAS**, the funds must be expended no later than September 30, 2023; and

**WHEREAS**, the option for WREA counties to implement 100% telework for Economic Support Specialists while providing walk-in customer services by implementing a virtual method for consumers to receive intake, assessment, and case management services via video conferencing technology; and

**WHEREAS**, the Economic Support Specialists need miscellaneous items such as updated computer monitors and other necessary computer peripheral equipment and cables; and

**WHEREAS**, Pepin County DHS was not aware of the financial opportunity when the 2023 budget requests were made. Thus, a budget modification would need to be approved in order to authorize the purchase of copy machine.

**NOW, THEREFORE BE IT RESOLVED** that the Department of Human Services may purchase updated computer monitors and other necessary computer peripheral equipment and cables not to exceed \$2,500 and that 2023 budget as adopted be modified as follows:

| Account Numbers  | Account Description     | Current Budget | Increase (decrease) | Amended Budget |
|------------------|-------------------------|----------------|---------------------|----------------|
| 211-00-43561-103 | S/A IM Contract Revenue | \$312,243      | \$2,500             | \$314,793      |
| 211-00-54403-000 | WREA Consortium Expense | \$321,165      | \$2,500             | \$323,665      |

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

**COMMITTEE MEMBERS VOTE**

/s/ Andrew Winkler, Committee Chair    In favor - 6    Oppose - 0    Absent - 1    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** by the Pepin County Board of Supervisors on this 16<sup>th</sup> day of July, 2023.

In Favor - 10    Opposed - 0    Absent - 2    Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Human Service Director Matt Roesler presented this resolution to the County Board. The Western Region Economic Support Consortium had remaining ARPA funds intended to be used for technology. These funds, not to exceed \$2,500, could be used to update needed computer equipment for the Economic Support Specialist personnel with no cost to the County. A budget modification is needed since these funds were not aware of when the 2023 budget was approved. The Human Service Board and the Administrative Committee both recommend approving this budget modification.

Motion was made by Supervisor Kosok, seconded by Supervisor Bauer, to adopt Resolution 23-23 titled, "Resolution to Approve Economic Support Program American Rescue Plan Act (ARPA) Expenses and Budget Modification". Roll call vote was taken: Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Supervisor Andrews-yes, Supervisor Kosok and Supervisor Bocksell-yes. Motion carried.

**Communications:**

**Public Comments other than Agenda Items:** none

**Future Agenda Items and Meeting Date** – September 20, 2023 at 7:00 p.m.

Vice Chair Andrews adjourned the by meeting at 8:17 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 20, 2023

/s/ John Andrews

Pepin County Board of Supervisors Vice Chair

## PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

September 20, 2023

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday September 20, 2023 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

District #1- Michael Wright- In person  
District #2- Rebecca Hansen- Remotely  
District #3- Andy Winkler- Absent  
District #4- Paul Hoch- In person  
District #5- Robert Weishapple- Remotely  
District #6- Elizabeth Bauer- Absent

District #7- Kris Sabelko- In person  
District #8- Tom Milliren- In person  
District #9- John Andrews- Remotely  
District #10- Kevin Kosok- In person  
District #11- Amber Provance- Absent  
District #12- Angela Bocksell- Remotely

Nine Supervisors attended the meeting at the time of roll call. Absent from the meeting were Elizabeth Bauer and Amber Provance. Andy Winkler remotely joined the meeting at 7:05 p.m.

### PLEDGE OF THE ALLEGIANCE

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

**Approval of the Agenda:** Approved as written.

### Public Comments Regarding Listed Agenda Items

No public comments.

### Consent Agenda:

#### Approve of the August 16, 2023 County Board Meeting Minutes

Motion was made by Supervisor Wright, seconded by Supervisor Kosok, to approve the August 16<sup>th</sup> County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Hansen-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-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: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Chair Tom Milliren gave the Administrative Committee Report, Committee Chair John Andrews gave the Board of Health Report. Committee Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report, and the Highway Committee meeting report was given by Chair Milliren. Andy Winkler arrived at the meeting at 7:05 p.m. and gave his Committee Report for the Human Services Board Meeting.

#### Pepin Public Library 2022 Annual Report and 2024 Proposed Budget

Pepin Public Library Director Christy Rundquist remotely attended the meeting to present the Pepin Public Library's 2022 Annual Report and 2024 Proposed Budget. In 2022, circulation numbers of Pepin County residents without a library were 5,394 items, cost per circulation of

\$4.30 for each item. Director Rundquist requested support of \$20,000 from Pepin County, an increase of \$1,000 from past years.

**Durand Public Library 2022 Annual Report and 2024 Proposed Budget**

Durand Public Library Director Lori Gilles attended in person to present the 2022 Annual Report and the 2024 proposed budget. In 2022, circulation numbers to rural residents of Pepin County were 7,151 items, cost per circulation of \$5.98 for each item. Director Gilles requested support of \$41,933 from Pepin County like in past years.

**District Attorney 2022 Annual Report and 2024 Proposed Budget**

County Clerk Audrey Bauer included the District Attorney’s 2022 Annual Report in the packet to the County Board members. For the 2024 proposed budget, DA Seifert presented a letter, asking for the same monetary level as last year except for the staff stipend. If the County employees receive a raise for 2024, he is asking for the same percentage increase to be applied to the DA Secretary and Victim Witness staff. Any questions should be directed to District Attorney Jon Seifert.

**Land Conservation, Planning Department 2022 Annual Report**

Land Conservation Director Jessica McMahon presented the Land Conservation Department’s 2022 Annual Report to the County Board.

**Veteran Service Office 2022 Annual Report**

Veteran Service Officer Sheri Peterson remotely attended the meeting to present the Veteran Service Office 2022 Annual Report to the County Board.

**Highway Department 2022 Annual Report**

Highway Commissioner Chris Bates presented the Highway Department’s 2022 Annual Report to the County Board.

Supervisor Weishapple left the meeting.

**Business:**

**Resolutions:**

**RESOLUTION NO. 24-23  
AMENDMENT NO. 46 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**3.1 TIME AT WORK & TIME AWAY FROM WORK**

**3.1.1 HOURS OF WORK / WORK SCHEDULES**

- HOURS.** Normal work hours for all County departments except the Highway Department see Appendix A, Land Conservation Department, Land Management Office, **Clerk of Circuit Court Office, Judicial Office, Register of Deeds Office** and Sheriff’s Department shall be 8:~~30~~ 00 a.m. to noon and 12:30 p.m. to 4:~~30~~ 5:00 p.m. **Monday through Thursday and 8:00 a.m. to 11:30 a.m. Friday.** The normal full-time work schedule of County employees is 37.5 or 40 hours per week, as approved by the Administrative Committee. Deviations from standard work hours can be granted by the department head/elected

official, with the concurrence of the Administrative Committee, to the extent that it benefits the public. The working hours of full-time salaried employees may vary, and the acceptance of such a requirement is a condition of employment for personnel employed in these positions.

Land Conservation and Land Management Hours 7:30 a.m. -5:00 p.m.

Clerk of Circuit Court Office, Judicial Office, Register of Deeds:

8:30 a.m. to 4:30 p.m. Monday to Friday closed for lunch 12:00 to 12:30 p.m.

## **2. LUNCH PERIODS AND REST BREAKS (Full-time Employees).**

- (a) Lunch periods shall be scheduled between 11:30 a.m. and 1:30 p.m. and are normally 1/2 hour, but exceptions may be granted by the department head/elected official, provided offices are open during standard hours as defined in sub. (1) above. Lunch periods shall not be included in hours worked, except when the job requires that the employee remain on duty and be subject to call. Employees may not forego the lunch period to shorten the workday.
- (b) County Employees except for the Highway Department may leave their work station for a rest break during each 1/2 of a work shift. Rest breaks shall be of no more than 15 minutes duration. Rest breaks are not cumulative, cannot be used to extend lunch periods or shorten the workday and, if not taken, are forfeited.
- (c) Department heads/elected official shall be responsible for scheduling lunch periods and rest breaks to ensure staffing.

## **3. WORK PERFORMED OUTSIDE OF NORMAL WORKDAY**

Non-exempt employees may not initiate work outside of the normal work day without prior written approval of his/her immediate supervisor (this includes coming to work early, working over a lunch period, work-related phone or electronic communications). If an employee is called to work outside of their work schedule, the employee will be compensated for actual time worked at their regular rate of pay or overtime pay, as appropriate.

Work-related phone calls outside employees' regular work schedule shall be compensated for one-quarter hour or the actual time spent, whichever is greater. De minimis calls lasting only a few seconds or a couple of minutes are not compensable.

## **4. ALTERNATIVE WORKING SCHEDULE (I.E. Flex Schedule Policy)**

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

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

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

In all instances, the employee requesting the ~~repeating~~ **repeated** alteration of regularly scheduled hours of work (more than one week) must complete an Alternative Work Schedule Request form. ~~The only week days allowed to take a day or half day off are Tuesday, Wednesday, and Thursday.~~ **An Alternative Work Schedule will not reduce the number of days working in a week (i.e. 4 days at 10 hours a day) unless approved by Administration for operational improvements.**

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

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

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

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

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

## **5. 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/Elected Official 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 or special work assignments (short term need for uninterrupted time to complete work on a special project or an employee is recovering from an illness or injury and temporarily unable to physically report to the traditional office)
- 3) Continuity of Operations due to a national or local emergency; during an emergency event or another situation may result in a disruption to normal office operations.

### **Benefits of Telework**

The benefits of teleworking for Pepin County are:

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

### **Eligibility**

- The determination that a position may or may not be appropriate for telework arrangements is made on a case-by-case basis at the

department level with approval from the director. Approval from the Personnel Director, Administrative Coordinator, Oversight Committee and Administrative Committee is also required prior to routine telework approval. Department Head/Elected Official and Administrative Coordinator or Personnel Director approval needed for Situational and Continuity Telework Arrangements.

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

### **Request Process**

- An employee requesting a telework arrangement should complete Pepin County Telework Agreement for Routine or Continuity of Operations. Requests for Situational Telework require prior authorization from the Supervisor & Department Head/Elected official. All approved telework requests must be documented on time sheets.
- 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.

### **Expectations**

- The employee's compensation, benefits, work status and work responsibilities will not change. Employees are required to track and turn in time worked from telework site. Telework hours will 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 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.
- If a teleworking employee is requested to report to the Government Center by the Supervisor, Department Head/Elected Official, or Administrative Coordinator the employee must report onsite within two hours of the request.
- **Routine Telework requests will be reviewed during the Performance Evaluation and a determination to continue or terminate the Routine**

Telework schedule will be included on the Performance Evaluation form.

### **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.
- Telework on Fridays should be limited. PTO requests should be given priority over allowing telework on Fridays to maintain office coverage.
- Employees will not consume alcohol or drugs including prescription drugs that could impair while teleworking.

### **Liability**

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

### **Workers' Compensation**

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

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

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

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

### **Termination**

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

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

### **Agreement**

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

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

### **3.1.4 LEAVES – BEREAVEMENT**

We know the loss of someone dear to you is a difficult circumstance. As you take time to grieve, we hope to support you through this period of mourning. We recognize that you will need time away from work for the following: personal mourning and reflection, arrangements for the departed, memorial and funeral services and receptions, legal and financial documentation, other activities related to the passing of a loved one.

1. Employees shall receive **the equivalent of** three (3) ~~consecutive~~ working days leave with pay in the event of death of spouse **or domestic partner**, ~~father, mother, stepfather, stepmother~~ **parent, step parent**, child (**birth, foster, adopted, step**), ~~stepchild~~, father-in-law or mother-in-law; **the equivalent of** two (2) ~~consecutive~~ working days leave with pay in the event of death of brother, sister, stepbrother, stepsister, grandchild, employee's grandparent, step grandparent, brother-in-law or sister-in-law; and **the equivalent of** one (1) working day leave with pay in the event of death of employee's aunt, employee's uncle, daughter-in-law or son-in-law. Employees must attend the funeral.
2. Employees shall be allowed **the equivalent of** a maximum of one day with pay to attend funerals of fellow employees, or when requested to be pallbearers, or when participating in military funerals.
3. The County recognizes that an employee may have had a significant relationship with persons not recognized in this provision. In these instances, please see your immediate supervisor to discuss any request to use alternative accrued leave or unpaid leave.

### **3.1.8 LEAVES – PAID TIME OFF SICK LEAVE**

1. 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. 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. **The employee wishing to make a transfer of PTO to PTOSL shall complete the transfer form and submit it to the Personnel Department. Two transfers per calendar year will be allowed per employee.** ~~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. 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. 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. Three-day examples of uses for PTOSL 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 for 3 consecutive days.
7. Paid Time Off Sick Leave (PTOSL) 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. Paid Time Off Sick Leave may be used for the waiting period for Workmen's Compensation.

#### **4.9 PTO Donation Policy**

**PURPOSE:** To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued PTO or PTOSL leave balances to assist another employee who has exhausted all PTO and PTOSL hours due to his/her approved FMLA absence.

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

#### **PROCEDURES:**

Donations of accrued PTO or PTOSL leave must be in whole hours, with a minimum of one hour per donation. **The employee donating PTO or PTOSL is limited to a donation of up to 40 hours per qualified FMLA event. The employee receiving the donations shall be limited to receiving a total paid leave of 12 weeks.**

**All donated PTO or PTOSL hours will be added to the PTOSL account of the employee eligible for donations.**

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 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.

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

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

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

**FISCAL IMPACT REVIEWED** – No direct financial impact will result from this resolution other than indirect cost savings which may be realized from the clarifications and efficiencies gained.

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of September 2023

In favor – 9 Oppose – 0 Absent – 3 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this amendment to the Pepin County Handbook. This amendment makes the new government center hours of work permanent, to be Monday-Thursday 8:00 a.m. to 5:00 p.m. with a half hour lunch from 12:00-12:30 p.m. and Fridays from 8:00 a.m. to 11:30 a.m. for most offices. Land Conservation and Land Management will start at 7:30 a.m. The Clerk of Circuit Courts Office, Judicial Office and Register of Deeds Office hours will be from 8:30 a.m. to 4:30 p.m. Monday- Friday, with lunch from 12:00 to 12:30 p.m. Other changes included alternate work schedule cleaned up and routine telework approved once a year annually. Bereavement changes, PTO sick leave and PTO Donation changes were also in this amendment.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 24-23 titled, "Amendment No. 46 Pepin County Handbook - Hours of Work/Schedules, Leaves/Bereavement, Leave/Paid time off-sick Leave and PTO Donation policy." Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Sabelko-yes, Chair

Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**RESOLUTION NO. 25-23  
AMENDMENT NO. 47 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>82</del> 80 % of Tier 1<br>Qualified Plans'<br>Average Premium<br>Single | <del>82</del> 80% of Tier 1<br>Qualified Plans'<br>Average Premium<br>Family |

- (b) 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.
- (c) 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.

- (d) 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.
- (e) 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 the scheduled amounts set forth in Paragraph 2 above based on the number of full months employed during the year. For example, an employee is hired on September 1, - that employee would be eligible for 1/3 of the scheduled payments pursuant to Paragraph 2 above.

## **2. COBRA**

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or

qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

**NOW THEREFORE BE IT RESOLVED** that the Employee Handbook be amended per changes stated above, to be effective with the 2024 health insurance rates withheld in December 2023.

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

**COMMITTEE MEMBERS VOTE**

/s/ Tom Milliren, Committee Chair

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

**FISCAL IMPACT REVIEWED** – If the 80% is applied to the portion of the premium paid by the County, approximately \$119,000 in additional annual expense may be incurred based on employee current health insurance elections.

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of September 2023

In favor – 9 Oppose – 0 Absent – 3 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented this amendment to the Pepin County Handbook on Health Insurance rates. A notice was received that the rates are increasing by 14%. Michelle proposed to decrease the percent that the County pays by 2%, changing from 82% to 80% for the County's share of the cost of the Health Insurance premium. The Administrative Committee has recommended this change at their September meeting.

Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to adopt Resolution

25-23 titled, "Amendment No. 47 Pepin County Handbook- Health Insurance Rates." Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**Consider motion to convene into Closed Session per s. 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to be involved- Notice of Circumstance**

Motion was made by Supervisor Kosok, seconded by Supervisor Bocksell, to move into closed session per s. 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to be involved- Notice of Circumstance. Roll call was taken, Supervisor Hoch-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, and Supervisor Winkler-yes. Motion carried. Recording paused and the public was moved to the waiting room. The Board went into closed session at 8:33 p.m.

**Reconvene to Open Session/ Action from Closed Session**

Motion was made by Supervisor Hoch, seconded by Supervisor Wright, to reconvene back into open session at 8:43 p.m. Roll call vote was taken, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes and Supervisor Hoch-yes. Motion carried. No action taken from closed session

**Communications:**

Chair Milliren informed that County Board that Governor Evers appointed Jeff Doughty as our County Coroner as of September 1<sup>st</sup>, 2023.

**Public Comments other than Agenda Items:** none

**Future Agenda Items and Meeting Date –** October 18, 2023 at 7:00 p.m.

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

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on October 18, 2023

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**October 18, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday October 18, 2023 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**

District #1- Michael Wright- In person  
District #2- Rebecca Hansen- Remotely  
District #3- Andy Winkler- Remotely  
District #4- Paul Hoch- In person  
District #5- Robert Weishapple- Remotely  
District #6- Elizabeth Bauer-In person

District #7- Kris Sabelko- In person  
District #8- Tom Milliren- In person  
District #9- John Andrews- In person  
District #10- Kevin Kosok- In person  
District #11- Amber Provance- Absent  
District #12- Angela Bocksell- Remotely

Eleven Supervisors attended the meeting at the time of roll call. Absent from the meeting was Amber Provance.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda:**

**Approve of the September 20<sup>th</sup>, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the September 20<sup>th</sup> County Board of Supervisors Meeting Minutes. Roll call vote was taken: Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes and Supervisor Sabelko-yes. Motion carried.

**Reports:**

**County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report; Committee Chair Tom Milliren gave the Administrative Committee Report; Committee Chair John Andrews reported that the Board of Health meeting in October was cancelled; Committee Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report, and the Highway Committee meeting report was given by Chair Milliren and Committee Chair Andy Winkler gave the Human Services Board Meeting report.

**Business:**  
**Supporting Operation Green Light for Veterans**

**Resolution NO. 26-23**  
**Supporting Operation Green Light for Veterans**

**WHEREAS**, the residents of Pepin County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

**WHEREAS**, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

**WHEREAS**, Pepin County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

**WHEREAS**, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

**WHEREAS**, approximately 200,000 service members transition to civilian communities annually; and

**WHEREAS**, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

**WHEREAS**, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

**WHEREAS**, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

**WHEREAS**, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

**WHEREAS**, the Pepin County appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted.

**NOW THEREFORE BE IT RESOLVED** with designation as a Green Light for Veterans County, Pepin County hereby declares from November 1<sup>st</sup> through Veteran's Day, November 11<sup>th</sup>, each year beginning in 2023, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

**THEREFORE, BE IT FURTHER RESOLVED** that in observance of Operation Green Light, Pepin County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

**RECOMMENDED BY THE PEPIN COUNTY HUMAN SERVICE BOARD:**

/s/ Andrew Winkler, Committee Chair

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

**FISCAL IMPACT REVIEWED – No significant additional financial impact.**

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of October 2023.  
In favor – 11 Oppose – 0 Absent – 1 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 27-23  
2023 BUDGET MODIFICATION – MOU/VSO SUPPLEMENTAL GRANT-REVENUE**

**WHEREAS**, Pepin County Veterans Service Office (VSO) recognizes the importance of maintaining peak operations in the assistance of Veterans in Pepin County; and

**WHEREAS**, the Pepin County Veterans Service Office did receive funds from the Governor Tony Evers of Wisconsin in the form of an MOU (Supplemental VSO Grant) in the total amount of \$23,028 to assist Pepin County in helping Veterans of the county; and

**WHEREAS**, these funds were deposited into a designated account (MOU/Supplemental VSO Grant ARPA Revenue). The funds will be dispersed per the list proposed to the Pepin County VSO Committee at the direction of the Pepin County Veterans Service Officer, and/or the Pepin County Administrative Coordinator, but the final costs may fluctuate somewhat from the initial estimates. A portion of these funds in the amount of \$6,950 will be spent in 2023 with all remaining funds to be spent in 2024. The list of projects includes a computer for outreach travel, office printer/scanner, additional stick flags and flag holders for cemeteries, a veteran outreach event, veteran transportation, a veteran accessible computer/resource room and funding for the Veterans Relief Fund; and

**WHEREAS**, the additional expense was not provided for in the 2023 Budget.

**NOW THEREFORE BE IT RESOLVED** that Pepin County Board authorizes 2023 adopted budget to be modified as follows with the funds in the amount as noted to be spent in 2023 which will include the purchase of an office printer/scanner:

| <u>Account Number</u> | <u>Account Description</u>      | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|---------------------------------|-----------------------|----------------------------|-----------------------|
|                       | <i>General Fund:</i>            |                       |                            |                       |
| 100-00-43565-000      | State Aide VSO ARPA             | \$ 0                  | \$6,950                    | \$6,950               |
| 100-00-54720-000      | Veterans Service Office Expense | \$ 0                  | \$6,950                    | \$6,950               |

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

VETERAN SERVICES COMMITTEE MEMBERS VOTE

/s/ Andrew Winkler, Committee Chair In favor-3 Oppose-0 Absent-1 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** by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of October 2023.  
In Favor - 11 Opposed - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Veteran Service Officer Sheri Peterson remotely attended the meeting to present these resolutions to the County Board. The “Supporting Operation Green Lights for Veterans” would declare November 1<sup>st</sup>-11<sup>th</sup> Veteran’s Day each year a time to salute and honor the services and sacrifices of our men and women in uniform transitioning from Active Service.

This would be done by displaying green lights at the government center and other businesses and residences to show support. The Human Services Board had recommended this support at their meeting.

The second resolution was “2023 Budget Modification- MOU/VSO Supplemental Grant-Revenue”.

Veteran Service Officer Sheri Peterson explained that the Veteran’s Service office has received funds in the form of a Supplemental VSO Grant in the amount of \$23,028 to assist Pepin County in helping Veterans of the County. A portion of the funds in the amount of \$6,950 will be spent in 2023 with the remaining spent in 2024. 2023 projects include a computer for outreach travel, office printer/scanner for the office and additional stick flags and flag holders for cemeteries. These funds were not included in the 2023 budget, so a budget modification is needed at this time.

Motion was made by Supervisor Kosok, seconded by Supervisor Wright, to adopt Resolution 26-23 titled, “Supporting Operation Green Light for Veterans” and Resolution 27-23 titled, “2023 Budget Modification - MOU/VSO Supplemental Grant - Revenue.” Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes and Chair Milliren-yes. Motion carried.

**RESOLUTION NO. 28-23**  
**Pepin County Conservation Aids Program**

**WHEREAS**, Pepin County is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of invasive species removal; and

**WHEREAS**, the respondent attests to the validity and veracity of the statements and representations contained in the application; and

**WHEREAS**, an Agreement/Contract is required to carry out the project.

**NOW THEREFORE BE IT RESOLVED** that Pepin County will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Pepin County Conservationist, Land Conservation Department to submit the following documents to the DNR for financial assistance that may be available:

Sign and submit application; and

Enter into an Agreement/Contract with the DNR; and

Submit required reports to the DNR to satisfy the Agreement/Contract, as appropriate; and  
Submit reimbursement request(s) to the DNR per the Agreement/Contract; and  
Sign and submit other documentation as necessary to complete the project per the Agreement/Contract

**BE IT FURTHER RESOLVED** that respondent would comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share Agreement/Contract.

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

/s/ Angie Bocksell, Committee Chair

**COMMITTEE MEMBERS VOTE**

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

**FISCAL IMPACT:** Any grants obtained will offset expenses to be incurred for the purpose noted above. If any additional match is required in excess of current budgets, the additional fiscal impact and plan for funding will be determined prior to grant acceptance.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**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** by the Pepin County Board of Supervisors on this 18th day of October 2023.

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

/s/ Audey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented this resolution to the Board. The Pepin County Land Conservationist and the Land Conservation Department are in the process of receiving a cost sharing grant for the purpose of invasive species removal. To comply with all rules and regulations, an agreement/contract is required to carry out the project.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 28-23 titled, "Pepin County Conservation Aids Program". Roll call vote was taken, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes and Supervisor Andrews-yes. Motion carried.

**RESOLUTION NO. 29-23**

**RESOLUTION AMENDING THE PEPIN COUNTY MEAL, MILEAGE AND LODGING REIMBURSEMENT POLICY EFFECTIVE JANUARY 1, 2024**

**WHEREAS**, Resolution 25-2004 established a policy for County Meal, Mileage and Lodging reimbursement for the county; and

**WHEREAS**, Pepin County Administrative Committee acknowledges the valuable contributions made by volunteers, elected officials, and employees who use their personal vehicles to conduct county-related services; and

**WHEREAS**, the Pepin County Administrative Committee seeks to ensure fair and equitable mileage reimbursement for all while adhering to applicable federal and state regulations; and

**WHEREAS**, the Pepin County Administrative Committee recommends amending the County Meal, Mileage and Lodging policy to reimburse at the Federal mileage rate on January 1<sup>st</sup> of each year; and

**WHEREAS**, the Pepin County Administrative Committee further recommends the remainder of the County Policy for Meal, Mileage, and Lodging remain unaltered.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Pepin County, Wisconsin, that the County Meal, Mileage and Lodging policy be amended as recommended by the Administrative Committee effective January 1, 2024.

**FISCAL IMPACT REVIEWED** – In many instances mileage is dependent on department directors discretion, thus it would be expected that most county departments would absorb the impact of this resolution within their approved 2024 Budgets. However, the net impact to the Human Services budgets of mileage expense for their volunteers of approximately \$2,000 per year has been added into the proposed Human Services 2024 budgets.

/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** by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of October 2023.  
In Favor - 11 Opposed - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Personnel Director Michelle Weiss presented two versions of amending the policy on mileage rate change. One would involve all employees, elected officials and volunteers and the other version would be for the volunteers only for the change. At the Administrative Committee they recommended to change all the categories to receive the federal rate for mileage used starting January 1<sup>st</sup>, 2024 and going forward.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 29-23 titled, "Amending the Pepin County Meal, Mileage, and Lodging Reimbursement Policy effective January 1, 2024". Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**Pepin County Board Per Diem Rate and Compensation for Board Chair and Committee Chairs**

County Clerk Audrey Bauer presented this resolution to the County Board. After discussion at the Administrative Committee Meetings, recommendations were made to change the County Board Supervisor's per diem pay rate and the Chair's monthly compensation. Also adding to pay a monthly compensation to the Committee Chairs. At the October Administrative Committee meeting, the committee recommended changing the County Board per diem rates for board members to receive a rate of \$75 up to a two-hour meeting, anything after two hours, receive additional \$25 per hour.

County Board Chair monthly compensation to receive \$150 and each Committee Chair to receive monthly compensation of \$30.

These changes will take effect April 16, 2024 for the 2024-2026 term if adopted. Finance Director Pam Hansen has suggested that this be a recommendation from the County Board at this time but would be brought back to the November County Board meeting as a Budget Modification for adoption.

Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, recommending the changes made to the County Board Supervisor’s per diem rate and compensation for the County Board Chair and Committee Chairs. Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**RESOLUTION NO. 30-23  
2023 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 2022 calculation of excess funds is attached; and

**WHEREAS**, the Human Services and Health Funds have excess funds that resulted from additional supplemental grants received in 2022. The fund balance policy applicable to the Special Revenue Funds excludes local collections, local donations earmarked for specific programs and unspent state and federal dollars; and

**WHEREAS**, the transfer of excess funds was not provided for in the original 2023 Budget.

**NOW THEREFORE BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2023 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            | \$ 349,334            | <del>(\$ 365,345)</del> (285,141) | <del>(\$ 16,011)</del> (64,193) |
| 100-00-49200-000                 | Transfers from Other Funds | \$ 5,196              | <del>\$ 365,345</del> 285,141     | <del>\$ 370,541</del> 290,337   |
| <i>Human Services Dept Fund:</i> |                            |                       |                                   |                                 |
| 211-00-59200-000                 | Transfers to Other Funds   | \$ 0                  | <del>\$ 285,141</del> 259,141     | <del>\$ 285,141</del> 259,439   |
| 211-00-49300-000                 | Surplus Applied            | \$ 0                  | <del>\$ 285,141</del> 259,439     | <del>\$ 285,141</del> 259,439   |
| <i>Health Dept Fund:</i>         |                            |                       |                                   |                                 |
| 230-00-49300-000                 | Surplus Applied            | \$ 0                  | \$ 25,702                         | \$ 25,702                       |
| 230-00-59200-000                 | Transfers to Other Funds   | \$ 0                  | \$ 25,702                         | \$ 25,702                       |

**\* Changes in red made at the October 18, 2023, County Board 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** – Resolution initiated by Finance Director per Fund Balance policy.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 18<sup>th</sup> day of October 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented the Fund Balance Transfer Resolution to the Board. Each year since 2001, a transfer of excess funds from special revenue accounts to the general fund account is made. This year Human Services Department Fund and the Health Department Fund had excess amounts totaling \$285,141. Since the Administrative Committee Meeting, the surplus applied amount was changed due to some unforeseen donations that needed to be calculated in figuring the amounts. Motion was made by Supervisor Andrews, seconded by Supervisor Bauer, to adopt Resolution 30-23, titled “2023 Budget Modification - Fund Balance Fund” as amended.

Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**Appoint Robert Pelke (RP) to the Land Information Council as the Realtor**

Chair Milliren informed the County Board that our current realtor that was appointed to the Land Information Council was not able to continue so a new appointment is needed.

Chair Milliren recommends appointing Robert Pelke for this position. Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to appoint Robert Pelke to the Land Information Council as the Realtor. Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**Public Comments other than Agenda Items:** no public comments.

**Correspondences:** none

**Future Agenda Items and next meeting date and time**

Tuesday, November 14<sup>th</sup> starting at 5:00 p.m.

\* Approving 2024 Budget

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

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on Tuesday, November 14, 2023

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**November 14, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 5:00 p.m. on Tuesday, November 14, 2023 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**

|                                           |                                                                                |
|-------------------------------------------|--------------------------------------------------------------------------------|
| District #1- Michael Wright- In person    | District #7- Kris Sabelko- In person                                           |
| District #2- Rebecca Hansen- In person    | District #8- Tom Milliren- In person                                           |
| District #3- Andy Winkler- In person      | District #9- John Andrews- In person                                           |
| District #4- Paul Hoch- In person         | District #10- Kevin Kosok- In person                                           |
| District #5- Robert Weishapple- In person | District #11- Amber Provance- Unexcused Absent                                 |
| District #6- Elizabeth Bauer-In person    | District #12- Angela Bocksell- Attended remotely<br>approved by Chair Milliren |

Eleven Supervisors attended the meeting at the time of roll call. Absent from the meeting was Amber Provance.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda:**

**Approve of the October 18, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the October 18, 2023 County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**Public Hearing-Pepin County 2024 Proposed Budget**

Chairman Milliren opened the Public Hearing for the 2024 Budget at 5:03 p.m. Chair Milliren asked for any questions from the public about the proposed budget. Finance Director Pam Hansen explained in detail the 2024 proposed budget. The proposed 2024 budget summary was published in the official newspaper, "The Courier Wedge". Board members asked questions during the budget presentation and were answered by Finance Director Pam Hansen. Chair Milliren asked again for any public comments before ending the public hearing of the proposed budget. Pepin County citizen Chris Kees Winkler remotely asked how much of the Pepin County 2024 budget would be for the nitrate water contamination issues that Pepin County faces? Finance Director Pam Hansen informed everyone that there are no specific line items in the budget on this issue but there are dollars in ARPA and Land Conservation has a variety of grants

in the works on this subject. Health Department has been working on the Better than Together Grant also. No disclosed dollars set aside for this issue.  
The Public Hearing was adjourned by Chair Milliren at 5:45 p.m.

**Reports:**

**County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: The Highway Committee, Land Conservation, Planning and Extension Committee and Law Enforcement and Emergency Management Committee did not meet for a meeting in November, so no committee reports were given. Human Services Board had no October meeting and had not met yet in November, so they also did not have a report to give. Board of Health and the Administrative Committee reports were given by their Chair.

**Review Proposed Joint Pepin/Buffalo County Jail Options and Decide Next Phase**

Sheriff Joel Wener informed the County Board of the recent Jail Inspection results. The inspection showed that the jail did pass the inspection, however structural deficiency security issues due to the lunar layout of the jail, and the inability to sometimes classify inmates properly per Wisconsin DOC code were noted by the State jail inspector. Buffalo County has also been recently reviewed and their jail is in the same situation. The Sheriffs from both Buffalo County and Pepin County and the State DOC jail inspector have discussed having a joint jail. A joint informational meeting with Buffalo County and Pepin County board members, Sheriffs, and County Administrators was also held and it was decided for each county to bring the issue back to the boards on how to move forward and the interest in a joint jail facility. This is just in the beginning phase of planning with no decisions being made. The Buffalo County Law Enforcement Committee voted and has agreed to forgo a facility study to decide if a new jail facility is needed and instead to spend money to see what the costs for a joint facility with Pepin County and a cost of a separate facility would be. Sheriff Wener is looking for direction from the Pepin County Board on their thoughts of what should be the next step. No other County jail is combined with another County in Wisconsin at this time, so this would be something new and would take a lot of work for it to take place. Chair Milliren suggested that we move forward with more discussion on what the best option is.

Supervisor Kosok left the meeting during this discussion on the joint jail options. Motion made by Supervisor Andrews, seconded by Supervisor Hoch, to move forward to discuss a joint Pepin/Buffalo County jail option. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chairman Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes and Supervisor Wright. Motion carried.

**Resolutions:**

**RESOLUTION NO. 31-23  
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**, the Pepin County Administrative Committee has reviewed the compensation structure and recommends 5% market adjustment increase effective January 1, 2024; 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 7, 2024, 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** – The entire fiscal impact of approximately \$221,000 was included in the respective department 2024 Budgets as proposed to the County Board.

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023  
In favor -10 Oppose - 0 Absent - 2 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 32-23**

**RATIFICATION OF TENTATIVE SETTLEMENT WITH PEPIN COUNTY COMMUNICATION CORRECTIONS OFFICER ASSOCIATION**

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

**WHEREAS**, the Tentative Settlement includes a wage increase effective January 1, 2024 of 4%, a wage increase effective July 1, 2024 of 2%, a wage increase January 1, 2025 of 2%, a wage increase effective July 1, 2025 of 2% and a wage increase effective January 1, 2026 of 2.5% and a wage increase effective July 1, 2026 of 2.5%.

**THEREFORE, IT BE RESOLVED** that the Pepin County Board of Supervisors does hereby approve the attached wage, fringe benefit and contract changes for the Pepin County Communication/Corrections Officer Association for a duration of January 1, 2024 through December 31, 2026.

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

**COMMITTEE MEMBERS VOTE**

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

**FISCAL IMPACT REVIEWED** – The increase in wages noted above will result annually in approximately \$31,000 of additional Pepin County expense in 2024, \$19,000 in 2025 and \$24,000 in 2026.

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 33-23  
RATIFICATION OF TENTATIVE SETTLEMENT WITH PEPIN COUNTY LAW  
ENFORCEMENT ASSOCIATION**

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

**WHEREAS**, the Tentative Settlement includes a wage increase effective January 1, 2024 of 6%, a wage increase of 4% effective July 1, 2024, a wage increase effective January 1, 2025 of 2%, a wage increase of 3% effective July 1, 2025, a wage increase of 2.5% January 1, 2026 and a wage increase of 2.5% effective July 1, 2026.

**THEREFORE, IT BE RESOLVED** that the Pepin County Board of Supervisors does hereby approve the attached wage, fringe benefit and contract changes for the Pepin County Law Enforcement Association for a duration of January 1, 2024 through December 31, 2026.

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

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

**FISCAL IMPACT REVIEWED** – The increase in wages noted above will result annually in approximately \$46,000 of additional Pepin County expense in 2024, \$22,000 in 2025 and \$24,000 in 2026.

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023.

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 these three resolutions to the County Board.

The resolution approving the non-Union, Non-Elected Market Adjustment Wage Grade Compensation structure would include a 5% market adjustment wage compensation for the

non-union, non-elected employees starting their first payroll on January 7<sup>th</sup> of 2024. This increase is included in the proposed 2024 budget.

The two resolutions on the ratification of tentative settlement with Pepin County Communication Corrections Officer and Law Enforcement Association were presented by Personnel Director Michelle Weiss. This three-year agreement from Jan. 1, 2024- December 31, 2026, with the first year having a bigger percent wage increase and the following years have a cost-of-living increase. These were ratified by the Unions.

Motion was made by Supervisor Andrews, seconded by Supervisor Weishapple, to adopt Resolutions 31-33 titled, " Approving Non-Union, Non-Elected Market Adjustment Wage Grade Compensation Structure", Resolution 32-33 titled, "Ratification of Tentative Settlement with Pepin County Communication Corrections Officer Association" and Resolution 33-33 titled, "Ratification of Tentative Settlement with Pepin County Law Enforcement Association." Roll call vote was taken,

Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes and Supervisor Hansen-yes. Motion carried.

**RESOLUTION NO. 34-23  
AUTHORIZING \$319,018 BANK LOAN FOR CAPITAL  
EQUIPMENT PURCHASES IN 2024 BUDGET**

**WHEREAS**, Pepin County, Wisconsin ("County") is presently in need of funds up to a maximum aggregate amount of three hundred and nineteen thousand eighteen dollars (\$319,018) for the purposes of financing the capital equipment in the 2024 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 nineteen thousand eighteen dollars (\$319,018) 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 Bank of Alma, Alma, Wisconsin ("Lender"), from time to time, in one or more advances, a maximum aggregate amount of \$319,018 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, 2023 in said principal amount with interest at the rate of five and ninety-five one hundredth's percent (5.95%) per annum and payable as follows:

In 2024, two equal quarterly payments of principal and interest plus additional Interest due based on the timing of the draws, and

In 2025, 2026, 2027 and 2028 equal quarterly payments of principal and interest, and

In 2029, the remaining quarterly payments of principal and interest.

**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:** Included in the 2024 Budget which was compiled by the Finance Director.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 35-23  
AUTHORIZING \$700,000 BANK LOAN FOR HIGHWAY  
ROAD IMPROVEMENTS IN 2024 BUDGET**

**WHEREAS**, Pepin County, Wisconsin ("County") is presently in need of funds up to a maximum aggregate amount of seven hundred thousand dollars (\$700,000) for the purposes of financing the highway road improvement plan in the 2024 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 seven hundred thousand dollars (\$700,000) be borrowed for such purposes from time to time upon the terms and conditions hereinafter set forth.

**NOW, THEREFORE BE IT RESOLVED**, that for the purposes hereinabove set forth the County, by its Chairperson of the County Board and County Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from Bank of Alma, Alma, Wisconsin ("Lender"), from time to time, in one or more advances, a maximum aggregate amount of \$700,000 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, 2023 in said principal amount with interest at the rate of five and ninety-five hundredth's percent (5.95%) per annum and payable as follows:

In one payment of interest in June, 2024, and

In or prior to December, 2024 payments of all remaining principal and interest due based on the amount and timing of the draws to pay all loan balances due in full.

**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:** Included in the 2024 Budget which was compiled by the Finance Director.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented both bank loan resolutions. As done in the past, a loan was taken out to fund only capital equipment purchases which is included in the proposed 2024 budget. The funds will be borrowed from the Bank of Alma at the rate of 5.95% over the said term on the resolution, making quarterly payments.

The highway road improvement loan of \$700,000 would be for the purposes of financing the highway road improvements in the 2024 budget year. The funds will be borrowed from the Bank of Alma at a rate 5.95% over the term stated on the resolution.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 34-23 titled, "Authorizing \$319,018 Bank Loan for Capital Equipment Purchases in 2024 Budget" and Resolution 35-23 titled, "Authorizing \$700,000 Bank Loan for Highway Road Improvements in 2024 Budget". Roll call vote was taken, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Winkler-yes. Motion carried.

**RESOLUTION NO. 36-23**  
**ESTABLISHING THE 2023 PEPIN COUNTY TAX LEVY**  
**AND ADOPTING THE 2024 PEPIN COUNTY BUDGET**

**WHEREAS**, the Pepin County Finance Director has reviewed, with the County Board, the 2024 Pepin County Budget at a public hearing today.

**NOW THEREFORE, BE IT RESOLVED** that the Pepin County Board of Supervisors, assembled in annual session, does hereby levy and assess upon all the taxable property in Pepin County, the sum of \$5,682,187 as county taxes for the year 2023, with the \$5,682,187 to be apportioned by the County Clerk as provided by law and in accordance with the 2023 County Apportionment Report published by the Wisconsin Department of Revenue.

**BE IT FURTHER RESOLVED** that the Pepin County Board of Supervisors does hereby adopt the 2024 Pepin County Budget as presented at the public hearing.

**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:** 2024 Budget was compiled by the Finance Director.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

The 2024 budget book and proposed 2024 budget information was given by Finance Director Pam Hansen during the public hearing and reviewed by the County Board Supervisors. Included in the 2024 budget is the 2023 Pepin County tax levy amount of \$5,682,187, which would be assessed upon all taxable property in Pepin County if adopted.

Motion was made by Supervisor Andrews, seconded by Supervisor Wright, to adopt Resolution 36-23 titled, "Establishing the 2023 Pepin County Tax Levy and Adopting the 2024 Pepin County Budget". Roll call vote was taken, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes and Supervisor Hoch-yes. Motion carried.

**RESOLUTION NO. 37-23**  
**2024 BUDGET MODIFICATION - PEPIN COUNTY BOARD PER DIEM RATE &**  
**COMPENSATION FOR BOARD CHAIR AND COMMITTEE CHAIRS**

**WHEREAS**, Section 59.10 (4)(f) of the Wisconsin State Statutes authorizes the county board, at its annual meeting, by a two-thirds vote of all the members, to fix the compensation of the

board members to be next elected and may also provide additional compensation for the chairperson and committee chairperson; and

**WHEREAS**, Resolution Number 34-17 established monthly compensation for the County Board Chair of \$125 and as board member attendance at committee meetings of a duration of up to four hours be reimbursed at the rate of \$40.00; attendance at committee meetings during of more than four hours and attendance at the County Board meetings be reimbursed at the rate of \$60.00; with these rates being effective in the 2018-2019 term beginning April 15, 2018; and

**WHEREAS**, the board per diem rates have remained unchanged since April 2018; and

**WHEREAS**, the recommended change to the County Board per diem rates, Committee meeting rates, and other required meeting attendance board members will be compensated \$75.00 for up to a two-hour meeting, anything over two hours, they will receive an additional \$25.00 per hour for attending. County Board Chair to receive a monthly compensation of \$150.00 and County Committee Chairs, a monthly compensation of \$30.00, with these rates and compensations being effective in the 2024-2026 term beginning April 16, 2024; and

**WHEREAS**, the increase in the per diem rate and compensation cost of approximately \$12,840 was not included in the 2024 budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors approve the recommendations of the Administrative Committee to approve the Per Diem Rate change and monthly compensations for the Pepin County Board of Supervisors with a 2024 Budget Modification as follows:

| <b>Account Number</b> | Account Description  | Current Balance | Increase/(Decrease) | Amended Budget |
|-----------------------|----------------------|-----------------|---------------------|----------------|
| 100-00-51110-000      | County Board Expense | \$45,048        | \$12,840            | \$57,888       |
| 100-00-59100-000      | Contingency Fund     | \$30,000        | (\$12,840)          | \$17,160       |

**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 impact as noted above.**

/s/ Pamela Hansen, Finance Director

Recommended ✓

Not Recommended

**COUNTY BOARD ACTION:**

ADOPTED by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren presented this budget modification to the Pepin County Board. The resolution is recommending to increase the County Board Chair compensation to \$150 a month and give the Committee Chair a compensation of \$30 a month. Per diem rates for attend a meeting would be changed to be set at \$75 up to a two-hour meeting and any meeting over the two

hours, would receive additional \$25 per hour. These changes have been recommended by the Administrative Committee.

Motion was made by Supervisor Hansen, seconded by Supervisor Andrews, to adopt Resolution 37-12 titled, "2024 Budget Modification- Pepin County Board Per Diem Rate and Compensation for Board Chair and Committee Chairs". Roll call vote was taken, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch and Supervisor Weishapple-yes. Motion carried.

**Ordinance:**

**AMENDMENT NO. 136 TO ORDINANCE NO. 179  
CHAPTER 10 HUMAN HEALTH HAZARD**

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

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

**Section 2.** That the Code of Ordinances of the County of Pepin be amended by rescinding and replacing Chapter 10 to read as follows:

**HUMAN HEALTH HAZARD**

**ENVIRONMENTAL HEALTH AND SANITATION**

**HUMAN HEALTH HAZARD**

**10.01 - STATUTORY AUTHORITY**

This ordinance is adopted pursuant to the authority granted by Chs. 251, 252, and 254, Wis. Stats.

**10.02 - PURPOSE AND INTENT**

The purpose and intent of the Ordinance is to protect the public health, safety, and general welfare and to maintain and protect the environment for the people and communities of Pepin County and to:

- (1) Prevent communicable diseases.
- (2) To prevent the continuance of human health hazards.
- (3) Assure that local, state and federal air quality standards are complied with.
- (4) Assure that insects and rodents do not create human or other health hazards.
- (5) Assure that surface and groundwater meet local, state and federal standards and regulations.
- (6) Assure that solid waste is handled, stored and disposed of according to local, state, and federal standards and regulations.
- (7) Assure that citizens are protected from hazards, unhealthy, or unsafe substances.
- (8) Provide for the administration and enforcement of this ordinance.

### **10.03 - DEFINITIONS**

The following terms have the meanings indicated:

- (1) *Dwelling.* Any structure, all or part of which is designed or used for human habitation.
- (2) *Environmental Pollution.* The contaminating or rendering unclean or impure the air, land, or waters of the state, or making the same injurious to public health, harmful for commercial or recreational use, or deleterious to fish, bird, animal or plant life.
- (3) *Human Health Hazard.* A substance, activity, or condition that is known to have the potential to cause acute or chronic illness, to generate or spread infectious diseases, or otherwise injuriously to affect the health of the public.
- (4) *Immediate Health Hazard.* A condition that exists or has the potential to exist, which should in the opinion of the Health Officer be abated or corrected immediately or at least within a 24-hour period to prevent possible severe damage to human health or the environment.
- (5) *Owner.* Person who has the legal title to a property or person who has charge, care or control of a property or part of a property as an agent of or as executor, administrator, trustee, tenant, or guardian of the estate of a person with the legal title.
- (6) *Person.* An individual, owner, operator, corporation, limited liability company, partnership, association, municipality, interstate agency, state agency, or federal agency.
- (7) *Pollution.* The contaminating or rendering unclean or impure the air, land or water in the County or making the same injurious to public health, harmful for commercial or recreational use or deleterious to fish, bird, animal or plant life.
- (8) *Structure.* A building, facility or other unit that is constructed or otherwise erected.

### **10.04 - RESPONSIBILITY OF PROPERTY OWNER**

Every property owner shall maintain his property in a health hazard free manner and be responsible for the abatement and correction of any public nuisance determined to exist on his property.

### **10.05 - HUMAN HEALTH HAZARDS**

No person shall erect, construct, cause, continue, maintain, or permit any human health hazard within the County. Any person who shall cause, create or maintain a human health hazard or who shall in any way aid or contribute to causing, creating or maintenance thereof shall be in violation of this ordinance, and shall be liable for all costs and expenses attendant upon the removal and correction of such hazard and to the penalty provided in this ordinance.

- (1) *Adulterated Food.* Food bearing or containing any poisonous or deleterious substance which may render it injurious to health; consisting in whole or part of a diseased, contaminated, filthy, putrid or decomposed substance, or if it is otherwise unfit for food;

produced, prepared, packed or held under insanitary conditions whereby it may have become contaminated with filth or whereby it may have been rendered diseased, unwholesome or injurious to health.

- (2) *Air Pollution.* The presence in the atmosphere of one or more air contaminants in such quantities and of such duration as is or tends to be injurious to human health or welfare, animal or plant life, or property, or would unreasonably interfere with the enjoyment of life or property.
- (3) *Groundwater Pollution.* Addition of any chemical and/or biological substance that would cause groundwater to be unpalatable or unfit for human consumption.
- (4) *Holes Or Openings.* Any hole or opening caused by an improperly abandoned cistern, septic tank, dug well or any other improperly abandoned, barricaded or covered-up excavation.
- (5) *Manure.* Excreta from livestock, poultry, and other materials such as bedding, rain or other water, soil, hair, feathers, and other debris that becomes intermingled with excreta. (Chapter 13 Pepin County Manure Storage Ordinance and Wis. Adm. Code ATCP 50.)
- (6) *Nonfunctional Public Building Fixtures.* Nonfunctioning water supply systems, toilets, urinals, lavatories or other fixtures considered necessary to insure a sanitary condition in a public building.
- (7) *Noxious Odors.* Any negligent use of property, substances or things within the County emitting or causing any foul, offensive, noisome, noxious or disagreeable odor or stenches extremely repulsive to the physical senses of ordinary persons or a neighborhood as a whole.
- (8) *Privy Vaults and Garbage Cans.* Privy vaults and garbage cans which are not fly tight.
- (9) *Solid Waste.* Any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant or air pollution control facility and other discarded or salvageable materials, including solid, liquid, semisolid, or contained gaseous materials resulting from industrial, commercial, mining and agricultural operations, and from community activities, but does not include solids or dissolved material in domestic sewage, or solid or dissolved materials in irrigation return flows or industrial discharges which are point sources subject to permits by State and County codes.
- (10) *Stagnant Water.* All stagnant water in which mosquitoes, flies or other insects can breed.
- (11) *Street Pollution.* Any use of property which causes any noxious or unwholesome liquid or substance to flow into or upon any street, gutter, alley, sidewalk, or public place within the County.
- (12) *Sludge.* Any solid, semi-solid or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant or air pollution control facility, or any other such waste having similar characteristics and effects.
- (13) *Surface Water Pollution.* The pollution of any stream, lake, or other body of surface water within the County that creates noncompliance with State and County codes.
- (14) *Toxic And Hazardous Substance.* Any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or

significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical, or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers, or explosives as determined by the Health Department.

- (15) *Unburied Carcasses.* Carcasses of animals, birds or fowl not intended for human consumption or food which are not buried or otherwise disposed of in a sanitary manner within the time period specified by the Health Officer.
- (16) *Unhealthy Or Unsanitary Condition.* Any condition or situation which renders a structure or any part thereof unsanitary, unhealthy, and unfit for human habitation, occupancy or use or renders any property unsanitary or unhealthy.
- (17) *Waste/Food Or Breeding Places For Vermin, Insects, Etc.* Accumulations of animal or human fecal matter of other materials, including, but not limited to, decayed animal or vegetable matter, hair, feathers, eggshells, trash, rubbish, garbage, rotting lumber, bedding, packing material, scrap metal, or any substance that either is handled, stored, or disposed of in a manner that creates a health hazard or in which flies, mosquitoes, disease-carrying insects, rats or other vermin can breed, live, nest or seek shelter.
- (18) *Wastewater.* The presence of wastewater or sewage effluent from buildings on the ground surface backing up into the building and/or running into a surface water body caused by a damaged, malfunctioning, improperly constructed or inadequately maintained private sewage system or private sewage lateral. Also, any wastewater or sewage effluent that is not handled and disposed of in compliance with all applicable County and State codes.
- (19) *Water Pollution.* The pollution of any public well or cistern, stream, lake, canal, or other body of water by sewage, creamery or industrial wastes or other substances.
- (20) *Abandoned Refrigerators, Vehicles, And Other Air-Tight Containers.* Any abandoned, unattended, or discharged icebox, refrigerator, vehicle, or other container which has an airtight door, lid, snap lock, or other locking device which may not be released from the inside of said container and which is in a place that is accessible to children regardless of the location of said container.
- (21) *Other.* Any other situation determined by the Health Officer to be a Human Health Hazard as defined in §10.03 of this ordinance.

#### **10.06 - DESIGNATION OF UNFIT DWELLINGS**

- (1) Any dwelling or dwelling unit found to have any of the following defects shall be condemned as unfit for human habitation and shall be so designated as a nuisance and shall be placarded by the Health Officer.
  - (a) One which is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin infested that it creates a serious hazard to the health or safety of the occupants or of the public.
  - (b) One which lacks potable water supply, a properly functioning public or private sanitary sewer system, or a functioning ventilation system adequate to protect the health or safety of the occupants.

- (c) One which has been implicated as the source of a confirmed case of lead poisoning, asbestosis exposure, or other harmful substances.
  - (d) One which, because of its general condition or location, is unsanitary or otherwise dangerous to the health or safety of the occupants or of the public.
- (2) Any dwelling or dwelling unit condemned as unfit for human habitation and so designated and placarded by the Health Officer shall be vacated within a reasonable time as specified by the Health Officer.
  - (3) No dwelling or dwelling unit which has been condemned and placarded as unfit for human habitation shall again be used for human habitation until written approval is secured from and such placard is removed by the Health Officer. The Health Officer shall remove such placard whenever the defect or defects upon which the condemnation and placarding were based have been eliminated.
  - (4) No person shall deface or remove the placard from any dwelling or dwelling unit which has been condemned as unfit for human habitation.
  - (5) Any person affected by any notice or order relating to the condemning or placarding of a dwelling or dwelling unit as unfit for human habitation may request and shall be granted a hearing in the matter before the Health Officer.
  - (6) Whenever the Health Officer determines that a violation exists or has reasonable grounds to believe that there has been a violation of any provision of this section or any rule or regulation adopted pursuant thereto, he shall give or cause to give notice of such violation or alleged violation to the person or persons responsible therefor. Such notice shall be in writing, including a description of the real estate involved, a statement of violation and corrective actions required and allowing a reasonable time for the performance of any act required. Such notice shall be served upon the owner, operator or occupant as the case may require and may be served in person, by registered mail or in the manner provided by the Wisconsin Statutes for the service of summons. Such notice may contain an outline of remedial action which, if taken, will affect compliance with the provisions of this section and with rules and regulations adopted pursuant thereto.
  - (7) Any person affected by any notice or order relating to a dwelling or dwelling unit under the provisions of this section may request and shall be granted upon request a hearing in the matter before the County Health Board.

**10.07 - INVESTIGATION OF POSSIBLE HUMAN HEALTH HAZARDS**

The Health Officer or ~~designated representative~~ **designee** shall investigate all potential human health hazards and shall determine whether or not a human health hazard exists.

**10.1508 - ENFORCEMENT**

The County Board, by and through its Health Committee, shall enforce the provisions of this chapter and the Health Committee is hereby delegated authority to enforce the provisions of this chapter, including the power to inspect private premises, issue orders for abatement, issue citations for violations and abate human health hazards. The officers charged with the enforcement of this chapter shall take all reasonable precautions to prevent the commission and maintenance of human health hazards.

**10.16 09 - ENFORCEMENT PROCEDURE** (Am #136, 11-23)

Whenever in the judgment of the officer charged with enforcement it is determined upon investigation that a human health hazard is being maintained or exists within the County, such officer:

- (1) Shall notify in writing the person committing or maintaining such violation and require him to terminate and abate the violation and remove such conditions or remedy such defects. The written notice shall be served upon the person committing or maintaining the violation in person, by registered mail or in the manner provided by the Wisconsin Statutes. If the premises are not occupied and the address of the owner is unknown, service on the owner may be had by posting a copy of the notice on the premises. The notice shall require the owner or occupant of such premises or both to take reasonable steps within a reasonable time to abate and remove the violation. The maximum time for the removal of the violation after service of the notice shall not in any event exceed 30 days. Service of notice may be proved by filing an affidavit of service with the County Clerk setting forth the manner and time thereof.
- (2) May issue a citation for violation of this chapter at the time the notice is served or any time thereafter until the order to abate has been complied with. The citation ~~shall be in the form prescribed in §25.04(4) of this Code of Ordinances and~~ shall specify a forfeiture according to the schedule of forfeitures adopted within §25.04(4).
- (3) When the order to abate as contained in the notice has not been complied with, such noncompliance shall be reported to the ~~Health Board~~ Board of Health for such action as may be necessary and deemed advisable in the manner of the County Board to abate and enjoin the further continuation of the violation.

#### **10.17 10 - ABATEMENT OF VIOLATION**

If after service of notice the person served fails to abate the human health hazard or make the necessary repairs, alterations or changes in accordance with the order of the Health Officer or Health Board, the Health Officer or Health Board may cause such violation to be abated at the expense of the Board and recover such expenditure by civil action against the person or persons served or, if service has been had upon the owner or occupant, by ordering the Clerk to extend such sum as a special tax against the property upon which the violation existed and to certify the same to the County for collection in the same manner as taxes and special assessments are certified and collected. **10.18 11- PENALTIES**

Any person who shall cause or create a violation of this chapter or human health hazard or permit any violation of this chapter or human health hazard to be created or placed upon or to remain upon any premises owned or occupied by him and any person who shall fail to comply with any order made under the provisions of this chapter, upon conviction thereof, shall be guilty of a misdemeanor and shall be punished by a forfeiture of not less than \$10.00, together with taxable cost, nor more than \$200.00 or by imprisonment in the county jail for not more than 10 days or both. Each day of violation shall constitute a separate offense.

#### **PUBLIC HEALTH STANDARDS FOR RETAIL FOOD ESTABLISHMENTS AND PUBLIC ACCOMMODATIONS**

##### **10.20 - STATUTORY AUTHORITY**

- (1) This chapter is adopted pursuant to that authority granted by Chs. 251, 252, 254, Wisconsin Administrative Code Chapters 72, 73, 74, 75, 76, 78, and 79 and ATCP 75

Retail Food Appendices (Wisconsin Food Code), § 251.04(3), Wis. Stats., and any such other provisions adopted in conformity therewith to protect and improve the health of the public.

- (2) Section 97.41(1m), Wis. Stats., authorizes the Pepin County Health Department to become the designated agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) for the purpose of establishing license fees, issuing licenses and making investigations or inspections of hotels, motels, tourist rooming houses, retail food establishments, bed-and-breakfast establishments, campgrounds, camping resorts, recreational and educational camps, public swimming pools and water attractions, and in making investigations and inspections of food vending machines.
- (3) A local health department that is an agent of DATCP may enact local regulations governing these establishments which may be stricter than state law. No such regulation may conflict with Ch. 97, Stats; or rules promulgated by DATCP.

### **10.21 PURPOSE AND INTENT**

This article shall be applied to promote its underlying purpose and intent of protecting the public health, safety, and general welfare of the Pepin County community and to maintain and protect the environment for the people and communities of Pepin County.

### **10.22 APPLICABILITY**

- (1) The provisions of this chapter shall apply to the owner and operator of any facility or establishment used by the general public falling under the jurisdiction of Pepin County Health Department either directly or pursuant to Pepin County's acting as an agent of DATCP pursuant to Wis. Stats., §97.41, Wis. Admin Code, Chapter ATCP 74 and any other applicable statutes, codes, or agreements between DATCP and Pepin County.
- (2) Such operations include, but may not be limited to, any hotel, motel, tourist rooming house, retail food establishment, bed-and-breakfast establishment, campground, camping resort, recreational and educational camp, public swimming pool, or vending machine in all areas of Pepin County.

### **10.23 DEFINITIONS**

*In addition to those definitions set forth expressly hereinafter, all definitions set forth in Chapters §66.0417, 68, 97, 125 251, 252, and 254, Wis. Stats., and ATCP 72, 73, 74, 75, 76, 78, and 79 are incorporated herein by reference, and they shall be construed, read and interpreted as if set forth herein until amended and then shall apply as amended.*

*As used in this chapter, the following terms shall have the meanings indicated:*

- (1) *Annual License Fee.* A fee for issuing an annual license for investigations and yearly inspections, limited to two, to determine that establishments identified in this chapter are compliant with the statutes and administrative codes that govern their operation.
- (2) *Agent.* Pepin County Health Department, as defined in Wis. Stat. §250.01 (4), has entered a MOA with DATCP and is authorized under terms of the MOA to administer a retail food establishment, lodging, and recreational business establishment safety regulatory program, pursuant to Wis. Stat. §97.41 and 97.615 (2), in the jurisdiction of the Pepin County Health Department.

- (3) *Board of Health.* The Pepin County Board of Health and its designated representatives.
- (4) *Complaint.* An allegation, presented to an Agent, or DATCP, of a possible public health hazard or violation of any provision of the Wis. Stats. and Administrative Code indicated in the MOA entered to DATCP or this ordinance.
- (5) *County.* Pepin County, Wisconsin.
- (6) *DATCP.* The Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- (7) *Duplicate. License Fee.* A fee for the replacement of an original license.
- (8) *Follow-up Inspection.* Non-mandatory inspection by the Agent to ensure non—critical violations, cited in an inspection, have been corrected by a licensee.
- (9) *Health Department.* The Pepin County Health Department and its designated representatives.
- (10) *Health Officer.* The Health Officer of Pepin County, or the Health Officer’s designated representative, who oversees the administration of environmental health programs, as outlined in the Agent agreement (ATCP 74.04) with Wisconsin DATCP.
- (11) *Human Health. Hazard.* A substance, activity, or condition that is known to have the potential to cause acute or chronic illness, to generate or spread infectious diseases, or otherwise injuriously to affect the health of the public.
- (12) *Inspection Fee.* Fee a fee charged by the Agent program, the amount of which is reasonably related to the cost of performing an assessment of an establishment’s compliance with the statutes and rules, under which a license is granted, including the following:
  - (a) An inspection in an establishment not under DATCP’s regulatory authority.
  - (b) An agent inspection in its jurisdiction of a DATCP licensed mobile or transient retail food establishment.
- (13) *Late Fee.* Fee for failure to comply with the application time frame specified in applicable statutes or administrative code for the payment of established fees in a timely manner to the Health Department.
- (14) *Licensee.* Person or entity licensed to operate an establishment.
- (15) *MOA.* The signed, written agreement between a local health department and DATCP setting forth the obligations of each party in the operation of an Agent program.
- (16) *Operating without a License Fee.* Operator(s) found to be operating without a valid license shall be subject to an initial license fee as well as an ‘operating without a license’ penalty fee. Operators found to be operating without a certified food manager, as required by the Wisconsin Food Code, shall be subject to a penalty fee equal to that of the reinspection fee.
- (17) *Operator.* The owner or person responsible to the owner for the operations of the establishments outlined there forth in this ordinance.
- (18) *Permit or License.* A Pepin County operator's permit which shall include licenses

issued to any facility or establishment used by the general public that requires a permit or license under this regulation, a Wisconsin Administrative Code, or a Wisconsin state statute adopted by reference in this regulation. These include retail food and recreational business establishments as defined by Ch. ATCP 75, Wis. Adm. Code, and Chs. 93 and 97, Wis. Stats. The terms "permit" and "license" are synonymous.

- (19) *Person*. An individual, owner, operator, corporation, limited liability company, partnership, association, municipality, interstate agency, state agency, or federal agency.
- (20) *Plan review fees*. Plan review fees shall be assessed to cover part or all of the cost of reviewing plans for new or remodeling establishments.
- (21) *Pre-inspection Fee*. Fee associated with the required inspection needed to determine compliance at the time of application for a new business or the change-in-operator.
- (22) *Reinspection*. A follow-up inspection conducted to verify that an ordered remedial action has been taken and to verify that the non-compliance or violation no longer exists. The Health Department may reinspect a license holder whenever an inspection or the investigation of a complaint reveals the existence of a violation that is potentially hazardous to the health and welfare of patrons or employees of the establishment. Any such reinspection shall be scheduled to allow the owner a reasonably sufficient time to correct any noted non-compliance or violation.
- (23) *Reinspection Fee*. Onsite inspection or administrative follow-up inspection to ensure that a priority, critical or recurring violation has been corrected. A reinspection shall be conducted as soon as possible, based on the scheduled date for correction(s). An applicable reinspection fee may be required per Agent policy. A reinspection will be required as identified in the DATCP's reinspection criteria for retail food and recreational business establishments.
- (24) *Service Base*. An enclosed building for servicing, cleaning, inspection of and maintenance of a mobile restaurant.
- (25) *Transient Retail Food Establishment*. A temporary retail food establishment that operates at a fixed location in conjunction with a special event and sells or serves food for a period of no more than 14 consecutive days or in conjunction with an occasional sales promotion.
- (26) *Waterborne Disease Outbreak*. The occurrence of two or more cases of a similar illness of persons after the ingestion of drinking water from the same source, or after exposure to water from the same source used for recreational purposes, and for which epidemiologic evidence implicates water as the probable source of illness.

#### **10.24 APPLICATION FOR LICENSE**

- (1) Applications and fees for licenses shall be made in writing or electronically to the Health Department on forms or electronic forms developed and provided by the Health Department and shall be accompanied by the appropriate license fee and pre-inspection fee. Application shall state the name and address of the proposed applicant

and operator, and the address and location of the proposed establishment, and any other information as may be required. In addition, the signature of all applicants and their agents to confirm that all information on the application is correct and acknowledge that any change in the information on the application shall be reported to the Health Officer within 14 days of the change.

- (2) The Health Department shall either approve or deny the application within 30 days of receipt of a complete application. Once a pre-licensing inspection is performed, notice will be given to the applicant of action taken if an application for license is granted by the Health Department that license approval shall constitute a license to do business in Pepin County in conformity with this ordinance.

## **10.25 LICENSING**

- (1) No person shall operate a retail food establishment, hotel, motel, tourist rooming house, bed and breakfast establishment, campground, camping resort, recreational and educational camp, public swimming pool or other licensable public establishment without first obtaining a license from the Health Department as defined in ATCP 72, 73, 75, 76, 78, and 79, unless otherwise exempt.
- (2) Only a person who complies with the requirements of this article and applicable regulations of other governmental entities shall be eligible to receive or retain a license.
- (3) No license shall be issued until a complete application and all applicable fees have been paid and received by the Health Department.
- (4) Prior to approval of an application for a license, the Health Department shall pre-inspect the establishment to determine compliance with the requirements of this article. With the exception of those establishments defined herein as “transient retail” or “micro market”, no license shall be granted to any person under this chapter without a pre-inspection by the Health Department of the premises for which the license shall be granted.
- (5) The issuance of a license may be conditioned upon the operator correcting a violation of this chapter within a specified period of time. If the condition is not met within the specified period of time, the license shall be voided.
- (6) Licenses shall be issued on an annual basis. Licenses will expire on June 30 of each year following their issuance except that license initially issued during the period on April 1 and ending June 30 shall expire on June 30 of the following year. If the annual renewal fee has not been paid on or before June 30 of each year, an additional late payment fee shall be assessed, as specified in this ordinance under each license category. Establishments or individuals operating on August 15 without a proper license shall be ordered closed by the Health Officer.
- (7) A Transient Retail Food Establishment or Special Events food establishment may be moved from location to location within the County but may only operate as part of a Special Event. A Transient Retail Food Establishment or Special Events food establishment license may not be used to operate more than one facility at a time.
- (8) The license shall not be transferable from an operator to another except as provided pursuant to ATCP 72, 73, 75, 76, 78, and 79.

- (9) If a change of operator occurs at a licensed facility during a portion of the fiscal year(s) and the Health Department is not notified until a License renewal period, an 'operating without a permit' fee shall be collected from the new operator.

#### **10.26 FOOD SERVICE LICENSE RECIPROCITY**

- (1) A current mobile retail food license, transient retail food license, or similar license, issued from DATCP, or those departments' designated agents, shall be recognized as valid in the County for that type of food service for which it was issued. However, all food service establishments serving retail food items and meals to the public in the County will be subject to inspection by the Health Department to ensure safe food handling practices are being conducted, as outlined in Wis. Admin. Code Ch. ATCP 75, regardless of the license held by the food service operator.
- (2) Establishments under this section may also be subject to an inspection fee as established in the fee schedule approved by the Board of Health. The food service operators covered under this section will be subject to compliance with the provisions of this article. Noncompliance with the provisions of this article shall result in food service operation privileges in the County to be suspended or revoked as outlined in this article. Any establishment not holding a transient or mobile license issued by DATCP, or its agents will be issued a Pepin County transient or mobile license at the discretion of the Health Department.

#### **10.27 DISPLAY OF LICENSE**

All licensees shall immediately post their license upon some conspicuous public part of the room in which the business is carried on, and the license shall remain posted during the entirety of the licensing period.

#### **10.28 INSPECTIONS**

- (1) The Health Department shall follow the Inspection Policy and Procedure as adopted and amended. A Health Department representative shall inspect every retail food, lodging and recreational business establishment located within the Pepin County jurisdiction as required by the contract with DATCP.
- (2) All licensed retail food establishments will be inspected at least annually by a Health Department representative. The inspection report will list violations of the applicable Administrative Code or Wisconsin Food Code, code citation, and corrective action required. If a risk factor violation cannot be corrected on site or if there are repeat violations during three consecutive inspections, a reinspection will be scheduled.
- (3) Designated representatives of the Health Department, after proper identification, shall be permitted to enter any premises for which a license is required to inspect the premises, secure samples, or specimens, examine and copy relevant documents and records or obtain photographs or other evidence needed to enforce the requirements of this article.
- (4) All food service establishments that fall outside of the scope of licensable entities shall be subject to an inspection by the Health Department to ensure safe food handling practices are being conducted, as outlined in Wis. Admin. Code Ch. ATCP 75 and appendix, regardless of the licensing exemption.
- (5) Inspections can be unannounced visits.

## **10.29 INSPECTION FREQUENCY**

- (1) Several types of inspections can be conducted on establishment:
  - (a) Pre-Licensing Inspection: A pre-arranged inspection for an initial or new license or change of operator to assess if a facility is capable of meeting the code requirements.
  - (b) Routine Inspection: Can be pre-arranged or unannounced inspection. A routine inspection is done to determine if the facility is operating according to the requirements outlined in this ordinance, administrative or statute.
  - (c) Complaint Investigation: Can be pre-arranged or unannounced. A complaint investigation is done to investigate the conditions alleged in a complaint.
  - (d) Foodborne Illness Investigation: Can be pre-arranged or unannounced. An investigation to help identify the cause of foodborne illness outbreak and prevents its continuation.
  - (e) Follow-up Inspection: An inspection conducted at the inspector's discretion to check the status of an outstanding order on a facility. If the routine inspection calls for a reinspection, a follow up inspection is not an option.
  - (f) Re-inspection: All re-inspections are pre-arranged and mandatory. A re-inspection is an inspection to verify that priority/critical violations and repeat violations have been corrected. It will be conducted as soon as possible, based on the scheduled date for correction(s). A reinspection is required as identified in DATCP's reinspection criteria for retail food and recreational business establishments.
  - (g) Special inspection: An inspection or consultation activity that is not directly related to the Health Department's licensing responsibilities.

## **10.30 FEES**

- (1) License fees shall be established and approved by the Board of Health to cover the cost of the investigation(s), sampling, testing, inspections, training, providing education, and technical assistance to the establishments covered pursuant to this chapter, plus the costs required to be reimbursed to DATCP for each license issued. All license and administrative fees shall be rounded upwards to the nearest dollar where necessary.
- (2) Separate pre-inspection fees are established with respect to new establishments or existing establishments that have been transferred to a new owner.
- (3) Transient Retail Food Establishments, and mobile retail food establishments are subject to inspection and licensing. If a mobile or transient unit with a current license from the State of Wisconsin or another county is operating in Pepin County, an inspection for safety practices will be conducted once per licensing year. If these establishments are inspected but not licensed, an inspection fee may be charged per § 66.0628, Wis. Stats.

### **10.31 ENFORCEMENT AUTHORITY**

- (1) The provisions of this ordinance shall be administered by or under the direction of the Health Officer, or designee, who shall have the right to enter, at reasonable hours, upon any premises affected by this regulation to inspect the premises, to secure samples or specimens, examine and copy relevant documents and records, obtain photographic or other evidence needed to enforce this chapter, and issue citations or seek a summon and complaint through a referral to the District Attorney. Non-compliance with the ordinance or with a temporary order from the Health Officer, or designee, shall be cause for enforcement action under this section of this ordinance.
- (2) If violations are found, an order to correct shall be given to the owner or operator, in writing, noting specific changes that must be made in order to bring the facility into compliance. The order shall set forth the time period by which corrections must take place. Failure to correct said violation(s) may result in re-inspection fees, suspension of the establishment's license to operate, and may invoke the penalty provisions of this ordinance.
- (3) If the Health Officer, or designee, has reasonable cause to believe that an immediate danger to health exists on a premise covered by this section, the Health Officer, or designee, may issue a temporary order in accordance with section 66.0417(2), Wis. Stats., or section 97.12 to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, require the premise to cease any other operation or method of operation which creates an immediate danger to public health.

### **10.32 DENIAL, SUSPENSION, AND REVOCATION OF LICENSE**

- (1) Licenses issued by the Health Department pursuant to this Ordinance may be temporarily suspended for a violation of any provisions hereof or of the State Statutes or Administrative Code provisions adopted by reference herein, if the Health Department determines that an imminent health hazard exists.
- (2) An imminent health hazard may include but is not limited to: lack of basic facilities such as water; electricity or a properly functioning sewer; evidence of a sewer backup or surface or air contamination; insect or rodent infestation; evidence of an ongoing food or waterborne illness associated with the operation of the establishment; lack of a functioning hand washing facility; lack of hot or cold holding equipment; or there is a condition that endangers the health or safety of the public as identified by the Health Officer.
- (3) After repeated violations of this Ordinance or violations which have already created a serious environmental or public health hazard, licenses may be permanently revoked by written notice mailed or served on the license holder. The decisions of Health Department staff shall be subject to review by the Health Officer. Suspension or revocation decisions of the Health Officer may be appealed to the Board of Health by filing Notice of Appeal with the Health Department within 10 business days of the giving of notice of license revocation. Such appeals shall be in writing and must be heard within 15 business days of filing with the Health Department.

### **10.33 LAWS, RULES, AND REGULATIONS ADOPTED BY REFERENCE**

The applicable laws, rules, regulations as set forth in Chs. 251, 252, 254, Wisconsin Administrative Code Chapters 72, 73, 74, 75, 76, 78 and 79 and ATCP 75 Retail Food Appendices (Wisconsin Food Code), § 251.04(3), Wis Stats., and any such provisions adopted in conformity are incorporated in this regulation by reference and they shall be construed, read and interpreted as full set forth herein until amended and then shall apply as amended. The express provisions of this regulation shall control where more restrictive.

### **10.34 PENALTIES**

- (1) Any person who violates or refuses to comply with any provisions of this chapter shall be subject to a citation and respective forfeiture of not less than \$100 and not more than \$1,000 for each offense and/or revocation or amendment of the owner's applicable license.
- (2) Each day a violation exists or continues shall be considered a separate offense.
- (3) Where appropriate, injunctive relief may be sought by the Health Department against continuing violations in order to gain compliance. In the alternative, the Health Department may pursue enforcement of such sections of these regulations as are prosecutable through long form summons and complaints with the District Attorney.
- (4) The Health Officer, or designee, may issue citations using the standard citation form used in Pepin County. Citations may be served in person or may be sent by mail.
- (5) Except as otherwise provided, any person found in violation of any provision of this chapter or any order, rule or regulation made hereunder shall, upon conviction thereof, be subject to a penalty as provided in this chapter and code of ordinances.

### **10.35 CONSTRUCTION OR ALTERATION OF ESTABLISHMENTS**

- (1) No person shall erect, construct, enlarge or alter a retail food or recreational business establishment without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Health Department approval of submitted plans. Such plans shall include floor plan, equipment plan and specifications, wall, floor and ceiling finishes and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the Health Officer.
- (2) Any plans approved by the Health Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes.

### **10.36 COMPLAINTS**

- (1) The Health Department shall follow up on all complaints received in a timely and appropriate manner.
- (2) Complaints of illness and reported food and/or water borne illness are to be investigated to ensure compliance by the establishment under investigation.
- (3) The Health Department will notify DATCP of complaints that are under DATCP's jurisdiction as well as notification for the investigation and follow-up of foodborne illness. DATCP Emergency complaints mailbox will be utilized for reporting.

**Section 3.** Effective Date. This amendment shall take effect April 1, 2024

Adopted: November 14, 2023

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

COMMITTEE MEMBERS VOTE

/s/ John Andrews, Board of Health Chair In favor-3 Oppose-0 Absent-3 Abstain-1

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

COMMITTEE MEMBERS VOTE

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

**COUNTY BOARD ACTION:**

**ADOPTED** By the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2024.

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 38-23  
AMENDING SCHEDULE OF COUNTY ORDINANCE CITATION DEPOSITS**

**WHEREAS**, the Pepin County Code of Ordinances requires a deposit schedule be established by resolution for citations issued under the code; and

**WHEREAS**, the Pepin County Code of Ordinances Chapter 10 has had the following citation added:

**10.34 PENALTIES**

- (6) Any person who violates or refuses to comply with any provisions of this chapter shall be subject to a citation and respective forfeiture of not less than \$100 and not more than \$1,000 for each offense and/or revocation or amendment of the owner’s applicable license.

**NOW THEREFORE BE IT RESOLVED** that the citation and forfeiture cited in the Pepin County Code of Ordinances, Chapter 10 Section 10.34 be added to the Pepin County Schedule of County Ordinance Citation Deposits.

**FISCAL IMPACT REVIEWED:** Citations are only issued in extreme situations that are not regularly anticipated to occur; thus any fiscal impact would be minimal.

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommend

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

COMMITTEE MEMBERS VOTE

/s/ John Andrews, Committee Chair In favor-3 Oppose-0 Absent-3 Abstain-1

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair In favor-4 Oppose-0 Absent-0 Abstain-1

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 14<sup>th</sup> day of November 2023  
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 the Amendment to the Pepin County Ordinance #179 Chapter 10- Human Health Hazard. Changes made to the title of Chapter 10 from Human Health Hazard to Environmental Health and Sanitation, with adding the subtitle of Human Health Hazard.

Also adding 10.20 Public Health Standards for Retail Food Establishments and Public Accommodations to the Ordinance.

Along with the Ordinance amendment, the schedule of the County Ordinance Citation Deposits for Chapter 10 needed to add-10.34 Penalties section. The schedule of County Ordinance Citation Deposits was amended to include a violation fee of a minimum of \$100 and maximum of \$1000 for Public Health Standards for Retail Foods Establishments and Public Accommodation.

Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to adopt Amendment # 136 to Ordinance No. 179 Chapter 10 Human Health Hazards and Resolution 38-23 titled, "Amending Schedule of County Ordinance Citation Deposits". Roll call vote was taken, Supervisor

Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes and Supervisor Bauer-yes. Motion carried.

The amendment to the Ordinance and schedule will take effect as of April 1, 2024.

**Public Comments other than Agenda Items:** no public comments.

**Correspondences:** none

**Future Agenda Items and next meeting date and time –** December 20<sup>th</sup>- 7:00 p.m.

Chair Milliren adjourned the by meeting at 6:20 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 Wednesday, December 20, 2023

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES**  
**December 20, 2023**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday, December 20, 2023 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**

|                                          |                                         |
|------------------------------------------|-----------------------------------------|
| District #1- Michael Wright- Absent      | District #7- Kris Sabelko- In person    |
| District #2- Rebecca Hansen- Remotely    | District #8- Tom Milliren- In person    |
| District #3- Andy Winkler- In person     | District #9- John Andrews- In person    |
| District #4- Paul Hoch- In person        | District #10- Kevin Kosok- In person    |
| District #5- Robert Weishapple- Remotely | District #11- Amber Provance- Absent    |
| District #6- Elizabeth Bauer-Remotely    | District #12- Angela Bocksell- Remotely |

Ten Supervisors attended the meeting at the time of roll call. Absent from the meeting was Supervisor Michael Wright and Amber Provance.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Recognition the Retirement of Ann Bates as the Coordinated Service Team Coordinator in the Human Service Department**

Chair Milliren express his thanks to Ann Bates at the December County Board meeting. Wishing her a great retirement. He read the jobs that Ann had taken on during her years at Pepin County.

**Public Comments Regarding Listed Agenda Items**

No public comments.

**Consent Agenda:**

**Approve of the November 14, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the November 14, 2023 County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**Reports:**

**Attorney Andy Phillips from Attolles Law S.C. presenting Information on Organizational Form of County Government**

Attorney Andy Phillips and Sarah Diedrick-Kasdorf from Wisconsin Counties Association presented information on County Government Administration Structure options. There is 3 types of government:

County Executive, County Administrator and County Administrative Coordinator. Currently we have an Administrative Coordinator in Pepin County. Andy and Sarah both informed the Board about the difference between each type and its functions.

Discussion took place on the option of changing Pepin County's form of government from Administrative Coordinator to County Administrator. With this being something new to the County Board Supervisors, there were lots of questions. Andy Phillips and Sarah Diedrick-Kasdorf answered questions on it and Chair Tom Milliren asked that each Committee Chair look at each of their own committee meetings, looking at how it's meeting would change and if our form of government would be changed. No decision made at this point.

### **County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Chair Tom Milliren gave the Administrative Committee Report, Committee Chair John Andrews gave the Board of Health Report. Committee Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report, and the Highway Committee meeting report was given by Chair Milliren. Chair Andy Winkler gave his Committee Report for the Human Services Board Meeting

### **Business:**

#### **Changes to the County Code of Ordinances – Chapter 1 and 2**

County Clerk Audrey Bauer suggested some changes to be made to Chapter 1 and Chapter 2 of the Pepin County Code of Ordinances. She recommended changes to Chapter 1 to include undersalaries, the Committee Chair's compensation that was recently adopted in a resolution. In Chapter 2, suggested changes included a change the County Board meetings, more detail on remote participation to match the remote attendance at the Committee meetings. Under Standing Committees, appointment of an Agricultural use member instead of an FSA member. Under conduct of Business section, remote participants must identify themselves and make every attempt to be visible. Order of Business section, adding more instructions on how public comments are allowed. No decision was made at this time but will be brought back in the coming months before the April Meeting.

### **Resolutions:**

#### **RESOLUTION NO. 39-23 2023 BUDGET MODIFICATION – GOVERNMENT CENTER FACILITIES EXPENSE**

**WHEREAS**, the Pepin County Government Center Facilities expense total for 2023 will exceed the amounts as estimated in the 2023 adopted budget on several line items with the most significant item areas being repairs, supplies and utilities; and

**WHEREAS**, the total \$22,000 cost of the chimney repair which was previously approved was not able to be estimated when the budget was compiled due to a lack of response of qualified quotes; and

**WHEREAS**, the utility expense increase was impacted by increased rates and is also impacted by weather conditions making it difficult to reasonably estimate and thus prior year budget amounts and actuals were used for the budget estimates; and

**WHEREAS**, due to rising costs of supplies and costs of unknown necessary HVAC and plumbing repairs in an aging facility, enough savings could not be achieved in the conservative government center facility budget in this area either to cover any of the additional other expense line items as was previously hoped to achieve.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2023 Budget as adopted to be modified based on the prior approved chimney repair and increasing utility costs:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|----------------------------|-----------------------|
| <u>General Fund:</u>  |                            |                       |                            |                       |
| 100-00-51610-0000-000 | Gov Center Facility Exp    | \$ 280,078            | \$ 30,000                  | \$ 310,078            |
| 100-00-59100-0000-000 | Contingency Fund           | \$ 9,193              | (\$ 9,193)                 | \$ 0                  |
| 100-00-49300-0000-000 | Surplus Applied            | \$ 339,811            | \$ 20,807                  | \$ 360,618            |

**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** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of December 2023

In favor – 10 Oppose – 0 Absent – 2 Abstain – 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

**RESOLUTION NO. 40-23  
2023 BUDGET MODIFICATION – CIRCUIT COURT JUDGE EXPENDITURES**

**WHEREAS**, the Pepin County Judge’s Court Appointed Attorney Fees, Court Appointed Guardians ad Litem Fees, Court Appointed Doctor Fees and Interpreter Expenses will exceed the budget due to cases needing court appointed attorneys, guardians ad litem, doctor examinations for Chapter 51 cases and interpreters; and

**WHEREAS**, the additional court appointed attorney fees and guardians ad litem fees have been collected as a result of the additional cases and thus exceed the original 2023 budgeted revenues.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2023 Budget as adopted to be modified based on the need for court appointed attorneys, guardians ad litem, doctor examinations for Chapter 51 cases and interpreters:

| <u>Account Number</u> | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------|----------------------------|-----------------------|--------------------------------|-----------------------|
| <u>General Fund:</u>  |                            |                       |                                |                       |
| 100-00-46151-0000-000 | Atty/GAL<br>Reimbursement  | \$ 14,000             | \$ 11,135                      | \$ 25,135             |
| 100-00-51212-0000-000 | Circuit Court<br>Judge     | \$ 135,017            | \$ 24,085                      | \$ 159,102            |
| 100-00-59100-0000-000 | Contingency<br>Fund        | \$ 22,143             | (\$ 12,950)                    | \$ 9,193              |

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

COMMITTEE MEMBERS VOTE

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

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

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of December 2023.

In favor – 10 Oppose – 0 Absent – 2 Abstain – 0

/s/ Audrey Bauer, County Clerk /s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented this resolution to the County Board. Additional unexpected repairs were needed with the Chimney and utility supplies have increased, so there is a need to ask for a budget modification for the Government Center facility expenses to cover the additional cost. Asking for a budget modification.

Finance Director Pam Hansen presented this resolution to the County Board. In 2024, the Circuit courts are preparing for two (2) jury trials. The additional expense preparing for these jury trials has caused an overbudget in the Circuit Court Judge account. Asking for a budget modification of \$12,950 from the contingency fund.

Motion was made by Supervisor Hoch, seconded by Supervisor Kosok, to adopt Resolution 39-23 titled, "2023 Budget Modification- Government Center Facility Expense" and Resolution 40-23 titled, "2023 Budget Modification- Circuit Court Judge Expenditures". Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**RESOLUTION NO. 41-23**

**RESOLUTION ESTABLISHING REGISTER OF DEEDS FEES FOR ACCESS TO RECORDED DOCUMENTS VIA FIDLAR TECHNOLOGY PRODUCTS**

**WHEREAS**, Pepin County’s current Register of Deeds program for accessing recorded documents is being discontinued and Pepin County selected Fidlar Technology as a replacement software solution; and

**WHEREAS**, Wisconsin State Statutes §59.43(2)(c) provides Pepin County and the Register of Deeds with the authority to enter into online access contracts and to charge fees to end users for access to recorded documents pertaining to real property; and

**WHEREAS**, Fidlar Technology's suite of programs includes Laredo, Tapestry, and Monarch, which are designed to be utilized by different types of users; and

**WHEREAS**, the Laredo program is designed to be utilized by daily or local professional users, including title companies, lawyers, surveyors, those in the banking industry, and other individuals routinely researching recorded documents who will be required to sign an online access agreement acknowledging the terms of use and choice of fee schedule based on their needs; and

**WHEREAS**, the Tapestry program is designed to be utilized by occasional users or the general public looking up recorded documents on a per search basis; and

**WHEREAS**, the Monarch program is designed to allow bulk requests for land record's data and/or images to be distributed via an application programming interface via a subscription-based fee; and

**WHEREAS**, the fees established by this resolution are deemed to be sufficient for Pepin County to recover its costs of labor, material, software, equipment associated with making recorded documents available to the public.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors does hereby adopt this fee schedule to be associated with the use of Fidlar Technology products; and

**BE IT FURTHER RESOLVED** that the following end user fees shall be assessed and collected by the Register of Deed Office for the following:

**Laredo Subscriber Pricing**

| <b>MINUTES PER MONTH</b> | <b>COUNTY CHARGE TO USER</b> | <b>OVERAGE CHARGE**</b> |
|--------------------------|------------------------------|-------------------------|
| 0-100                    | \$40/month                   | \$.25 per minute        |
| 101-250                  | \$100/month                  | \$.20 per minute        |
| 251-500                  | \$150/month                  | \$.15 per minute        |
| 501-1000                 | \$220/month                  | \$.12 per minute        |
| 1001-2000                | \$320/month                  | \$.10 per minute        |
| Unlimited*               | \$425/month                  |                         |

**Laredo Subscriber Print Fee**                      **\$0.50 per document image printed**

**Tapestry**

|                   |                 |
|-------------------|-----------------|
| Search Fee        | \$8.75          |
| Print Fee         | \$1.00 per page |
| Print Results Fee | \$9.95          |

**Monarch**

Subscription Access via API system      \$400/month

**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:** The Fidlar Technology software expenses will initially be covered out of the Land Records funds within the 2024 Budget. Going forward the fees set above and resulting revenues generated are estimated to cover the Fidlar Technology software expenses once it is implemented and will be budgeted as such in the future.

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of Dec. 2023

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. The Register of Deeds has selected Fidar Technology as a software solution. Fees can be charged recover the cost of labor, materials, software and equipment associated with making recorded documents available to the public. A fee schedule has been established and needs the County Board of Supervisors to adopt these fees going forward.

Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to adopt Resolution 41-23 titled, "Resolution Establishing Register of Deeds Fees for Access to Recorded Documents VIA Fidar Technology Products". Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes and Supervisor Hansen-yes. Motion carried.

**Re-appointment of Mark Chilson to the Veteran Service Commission, term ending Dec 31, 2026**

Motion was made by Supervisor Andrews, seconded by Supervisor Bocksell, to approve the re-appointment of Mark Chilson to the Veteran Service Commission, with the term ending December 31, 2026. Roll call vote was taken, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Hansen-yes and Supervisor Winkler-yes, Motion carried.

**Public Comments other than Agenda Items:** no public comments.

**Correspondences:**

**WCA Webinar on County Board Rules- available under the Wisconsin Counties Association website under WCA Webinars titled County Board Rules Part 1 & 2.**

Chair Milliren and County Clerk Audrey Bauer informed County Board of the webinar that the Wisconsin Counties Association has put together on County Board Rules.

Also, County Clerk Audrey Bauer reminded the Supervisors of that they need to turn in their declaration of candidacy paperwork by January 2<sup>nd</sup>, at 5:00 p.m., so their name would be on the ballot in the April election for County Board Supervisor.

**Future Agenda Items and next meeting date and time –** January 17<sup>th</sup>, 2024 - 7:00 p.m.

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

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on Wednesday, February 21, 2024

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

(No January 2024 Meeting)

**PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES  
February 21, 2024**

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday, February 21, 2024 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**

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| District #1- Michael Wright- In person    | District #7- Kris Sabelko- In person     |
| District #2- Rebecca Hansen- Remotely     | District #8- Tom Milliren- In person     |
| District #3- Andy Winkler- Remotely       | District #9- John Andrews- In person     |
| District #4- Paul Hoch- In person         | District #10- Kevin Kosok- In person     |
| District #5- Robert Weishapple- In person | District #11- Amber Provance- Absent     |
| District #6- Elizabeth Bauer-In person    | District #12- Angela Bocksell- In person |

Eleven Supervisors attended the meeting at the time of roll call. Absent from the meeting was Supervisor Amber Provance.

**PLEDGE OF THE ALLEGIANCE**

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items:**

Citizen member Chris Kees Winkler asked to discuss the form of government, asking the County Board to table that until the new County Board is formed and is in place.

Highway Commissioner Chris Bates stated his opinion of changing the County's form of government, stating his concerns of workload issues and the operations of departments.

**Consent Agenda:**

**Approve of the December 20, 2023 County Board Meeting Minutes**

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to approve the December 21, 2023, County Board of Supervisors Meeting Minutes. Roll call vote was taken: Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, and Supervisor Hoch-yes. Motion carried.

**County Board Committee Reports**

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Chair Tom Milliren gave the Administrative Committee Report, Committee Chair John Andrews gave the Board of Health Report just inform that the February Board of Health meeting was cancelled. Committee Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report, and the Highway Committee meeting report was given by Chair Milliren. Chair Andy Winkler gave his Committee Report for the Human Services Board Meeting.

**Business:**

**County Administrator vs Administrative Coordinator – Form of Government: Further Info/ Discussion**

**Discussion and Vote of Consensus to bring back an Ordinance Change to the Next Meeting to change the form of Government from Administrative Coordinator to County Administrator**

Chair Milliren opened the floor for discussion on the form of Government. At this meeting, we are asking the County Board Supervisors to decide if the consensus of the Board is to continue and bring back an Ordinance to take a vote to change at the next meeting. Discussion took place at the meeting presenting the facts to show the differences. Some of the Supervisors voiced their concerns of the County Board Supervisors possibly losing some of their power. A copy of the State Statutes pertaining to the County Administrator duties were handed out to the County Board Supervisors. Some of these duties have been done by the Administrative Coordinator which is conflict of duties. Many duties have been given to the Administrative Coordinator by the County Board already to take charge of issues which has increase the workload. If the change to County Administrator would take place, it would clarify the duties and make it align with the State Statutes.

Personnel Director Michelle Weiss handed out a Wage & Compensation market analysis that has been conducted by the Carlson Dettman Consulting for the County Administrator position. Also included in the report is comparable wage information collected from other Counties showing their rate of pay and duties.

Motion was made by Supervisor Wright, seconded by Supervisor Winkler, to table this and get more information for the Board. Roll call vote was taken, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-no, Supervisor Kosok-yes, Supervisor Bocksell-no, Supervisor Wright-yes, Supervisor Hansen-no, Supervisor Winkler-yes, Supervisor Hoch-yes and Supervisor Weishapple-yes. Eight yes votes, and three no votes. Motion carried.

**Resolutions:**

**RESOLUTION NO. 1-24  
AMENDMENT NO. 48 TO  
PEPIN COUNTY EMPLOYEE HANDBOOK**

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

**3.1.9 LEAVES – PAID TIME OFF SICK LEAVE**

9. 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.
- ~~10.~~ 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. The employee wishing to make a transfer of PTO to PTOSL shall complete the transfer form and submit it to the Personnel Department. Two transfers per calendar year will be allowed per employee.

11. Employees employed at the time of conversion (prior to July 2022) 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.
12. 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)
13. 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 **consecutive working days with no hours worked**. See section 3.1.5
14. Three-day examples of uses for PTOSL 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 for 3 consecutive days.
15. Paid Time Off Sick Leave (PTOSL) 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.

Paid Time Off Sick Leave may be used for the waiting period for Workmen’s Compensation.

**NOW THEREFORE BE IT RESOLVED** that the Employee Handbook be amended per changes stated above, to be effective with the 2024 health insurance rates withheld in December 2023.

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, Committee Chair

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

**FISCAL IMPACT REVIEWED** – Clarifying language only of original intent, no additional fiscal impact.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024

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 the amendment to the Pepin County Handbook. This amendment is to add a better description on PTO sick leave usage with no hours worked allowed during paid time off sick leave.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 01-24 titled, "Amendment No. 48-Pepin County Employee Handbook- Leaves- Paid time Off Sick Leave." Roll call vote was taken, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes and Supervisor Bauer-yes. Motion carried.

## **RESOLUTION NO. 2-2024**

### **2023 BUDGET MODIFICATION – EMERGENCY REPAIRS ON COUNTY ROAD W BRIDGE**

**WHEREAS**, on July 7<sup>th</sup>, 2023 the Pepin County Highway Commissioner was notified by the Wisconsin Department of Transportation that a recent bridge inspection on bridge P-46-914 bridge revealed a level of decay on the South Timber Cap that will require a 10 Ton load posting on this bridge, and lowered the Sufficiency Rating to 37.3; and

**WHEREAS**, bridges with sufficiency rating lower than 50 are eligible to apply for federal replacement funding, the Highway Commissioner submitted the application for replacement funding to the WI DOT on 8/22/2023 and the application is currently pending; and

**WHEREAS**, bridge replacement projects can take 5 years or longer to be completed from the time of application; and

**WHEREAS**, the current 10 ton posting has a detrimental effect for local residents and through traffic, including emergency vehicles, county maintenance vehicles, and farm equipment; and

**WHEREAS**, non-compliance with the load posting and/or continued decay could result in a lower load rating or a bridge closure; and

**WHEREAS**, the Highway Commissioner has received proposals from 2 contractors to replace the rotting timber cap that is leading to the load posting and has confirmed with the DOT, the counties bridge program manager, and an independent engineer that performing the proposed repair will allow the load posting to be removed; and

**WHEREAS**, at the October 3, 2023 Highway Committee Meeting the Pepin County Highway Committee authorized the Highway Commissioner to proceed with the proposed timber cap replacement, utilizing existing 2023 budget funds, at an estimated cost of \$20,000; and

**WHEREAS**, the proposed repair was completed, and load posting was removed on November 28<sup>th</sup>, 2023 at a cost of \$19,659.30; and

**WHEREAS**, 2023 Highway expenses exceeded the amount estimated in the 2023 adopted budget and no additional Highway funds were available to be used for the bridge repair; and

**WHEREAS**, at the December 12, 2023 Highway Committee meeting, the committee recommended taking \$24,000 out of county contingency funds for additional budget expenses.

**NOW, THEREFORE, BE IT RESOLVED**, that the Pepin County Board of Supervisors authorizes the 2023 Budget as adopted to be modified utilizing the County Trunk Highway Fund surplus.

| <u>Account Number</u>             | <u>Account Description</u> | <u>Current Budget</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended Budget</u> |
|-----------------------------------|----------------------------|-----------------------|--------------------------------|-----------------------|
| <b>County Trunk Highway Fund:</b> |                            |                       |                                |                       |
| 240-00-53100-0000-000             | Co Tk Maintenance          | \$ 1,301,125          | \$ 19,660                      | \$ 1,320,785          |
| 240-00-49300-0000-000             | Surplus Applied            | \$ 82,411             | \$ 19,660                      | \$ 102,071            |
| <b>Highway Department Fund:</b>   |                            |                       |                                |                       |
| 710-00-43530-0000-000             | Revenues - Fund 240        | \$ 2,305,356          | \$ 19,660                      | \$ 2,325,016          |
| 710-00-53310-0000-000             | County Tk Maintenance      | \$ 862,751            | \$ 19,660                      | \$ 882,411            |

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

COMMITTEE MEMBERS VOTE

/s/ Tom Milliren, 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

**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** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Highway Commissioner Chris Bates presented this resolution to the County Board. A bridge located on County Road W in the Town of Albany was in need of immediate repairs after the recent bridge inspection. The costs of the repairs caused the Highway a 2023 budget shortfall. The Highway Committee has recommended taking funds out of the County’s contingency funds for additional budget expenses leaving a need for a budget modification using the County Trunk Highway Fund surplus of \$19,660.

Motion was made by Supervisor Andrews, seconded by Supervisor Hoch, to adopt Resolution 02-24 titled, “2023 Budget Modification- Emergency Repairs on County Road W Bridge.” Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes and Supervisor Sabelko-yes. Motion carried.

**RESOLUTION NO. 3-24**

**2024 BUDGET MODIFICATION – Next Generation 911 GIS Grant**

**WHEREAS**, Pepin County’s Land Information Officer submitted a Next Generation 911 GIS Grant application to the State of Wisconsin in August 2023; and

**WHEREAS**, Pepin County’s grant proposal included the opportunity for Pepin County to receive reimbursement for expenses including equipment, training, and contractual services for a 3<sup>rd</sup> party

GIS vendor to perform data clean-up to ensure Pepin County’s GIS data meets the state standards; and

**WHEREAS**, Pepin County was awarded up to \$61,750 in grant funds to support equipment, training and hiring a 3<sup>rd</sup> party GIS vendor to complete the project as necessary to ensure Pepin County’s GIS data is ready to be integrated into the State of Wisconsin’s Next Generation 911 system; and

**WHEREAS**, the Pepin County Land Information Council has identified locally retained fees to be utilized as the 5% match required for Next Generation 911 GIS grant which are already included in the 2024 budget; and

**WHEREAS**, the original adopted 2024 budget did not include the revenue or expenses that will be covered by the grant award.

**NOW, THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2024 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>  |                             |                       |                           |                       |
| 100-00-43655-000      | S/A Next Generation 911 GIS | \$ 0                  | \$ 61,750                 | \$ 61,750             |
| 100-00-56237-000      | Next Gen 911 GIS Grant      | \$ 0                  | \$ 61,750                 | \$ 61,750             |

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

/s/ Angie Bocksell, Committee Chair

**COMMITTEE MEMBERS VOTE**

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

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

/s/ Pamela Hansen, Finance Director

Recommend ✓ Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Land Information Officer Maria Nelson presented a budget modification to the County Board. An application has been submitted for the Next Generation 911 GIS Grant and has been awarded \$61,750 in grant funds to support equipment, training and hiring a 3<sup>rd</sup> party GIS vendor. Local fees of a 5% match is needed from the Land Information Council to cover the remaining cost which is already included in the 2024 budget. Motion was made by Supervisor Andrews, seconded by Supervisor Weishapple, to adopt Resolution 03-24 titled, “2024 Budget Modification- Next Generation 911 GIS Grant.” Roll call vote was taken, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, and Chair Milliren-yes. Motion carried.

**RESOLUTION NO. 4-2024  
2024 BUDGET MODIFICATION  
GRANT FOR BATHROOM RELATED IMPROVEMENTS AT HOLDEN PARK**

**WHEREAS**, Pepin County’s Land Conservation and Planning Department identified a potential funding gap for bathroom related park improvements at Holden Park and submitted a grant application to the State of Wisconsin’s Department of Natural Resources in April 2023; and

**WHEREAS**, Pepin County’s grant proposal included funding for expenses associated with the costs of constructing a campground bathhouse building with modern plumbing facilities including flush toilets, sinks, and showers for use by campground users and supporting facility improvements such as a new well, septic system, reverse osmosis systems, and concrete work; and

**WHEREAS**, in January 2024 Pepin County was officially notified that the Wisconsin Department of Natural Resources selected our county as a grant recipient with a total award of \$124,900 from Urban Rivers (UR) and Acquisition and Development of Local Parks (ADLP) funding sources; and

**WHEREAS**, the Pepin County Board of Supervisors previously allocated the Pepin County Land Conservation and Planning Department with \$125,000 in American Rescue Plan Act (ARPA) funds to support Holden Park improvements, which was identified in the grant application as our 50% match contribution; and

**WHEREAS**, the original 2024 budget did not include the revenues or expenses that will be associated with the project that will be covered by the grant award.

**NOW, THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the 2024 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>  |                            |                       |                           |                       |
| 100-00-43582-0000-000 | S/A Conservation Aids      | \$ 634                | \$ 124,900                | \$ 125,534            |
| 100-00-55200-0000-000 | County Parks               | \$ 19,075             | \$ 124,900                | \$ 143,975            |

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

**COMMITTEE MEMBERS VOTE**

/s/ Angie Bocksell, Committee Chair                      In favor-4    Oppose-0    Absent-1    Abstain-0

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

Finance Director                                              Recommend ✓                      Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024.  
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 remotely attended the meeting to inform the County Board members that the County has been awarded \$124,000 from the Urban Rivers

(UR) and Acquisition and Development of Local Parks (ADLP) funding sources. The County Board allocated \$125,000 of the American Rescue Plan Act (ARPA) funds to support Holden Park Improvements, which is identified in the grant application as our 50% match contribution, making us qualify for the grant. The 2024 budget did not include the revenues or expenses, so a budget modification is needed.

Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to adopt Resolution 04-24 titled, "2024 Budget Modification- Grant for Bathroom Related Improvements at Holden Parks." Roll call vote was taken, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes and Supervisor Kosok-yes. Motion carried.

**RESOLUTION NO. 5-2024  
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: |          |          |          |
|-------------------|----------------------------|----------|----------|----------|
|                   | 2025 8%                    | 2026 3%  | 2027 3%  | 2028 3%  |
| County Clerk      | \$67,431                   | \$69,454 | \$71,538 | \$73,684 |
| County Treasurer  | \$67,431                   | \$69,454 | \$71,538 | \$73,684 |
| Register of Deeds | \$67,431                   | \$69,454 | \$71,538 | \$73,684 |

**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; and

**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:** The above compensation amounts as listed would be a \$4,995 increase in the 2025 budget per position for an annual expense increase in 2025 of \$14,985. The total cumulative increase in expense per year in future years would also be as follows: 2026 \$21,084; 2027 \$27,306; and 2028 \$33,744.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

County Clerk Audrey Bauer presented this resolution to the County Board members. Previously at the Administrative Committee meeting, County Treasurer Patty Scharr, Register of Deeds Monica J. Bauer and County Clerk Audrey Bauer presented a resolution to establish the total annual compensation for County Elected Officials for the next 4-year term of office. The Administrative Committee recommended to set the compensation for the first year 2025 to match the other elected official's wage (Clerk of Court) and increase compensation for the years 2026-2028 by 3%.

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 05-24 titled, "Establishing Total Annual Compensation for County Elected Officials Pursuant to WI Stat. 59.22." Roll call vote was taken, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**Ordinances:**

**ORDINANCE NO. 184**

**ORDINANCE TO CHARGE CHILD SUPPORT FEES TO NON IV-D CUSTOMERS**

**SECTION I. AUTHORITY AND PURPOSE.** Title IV Section D (IVD) of the Social Security Act established the Child Support Enforcement program in which cases are

opened for all public assistance cases involving children not living with one or both parents.

Currently customers can request and receive child support services for free whether or not they have applied for IVD.

The Child Support Program of Buffalo and Pepin Counties receives funding for providing services for IVD, but not for non - IVD cases.

The Federal Office of Child Support Services (OCSS) guidance allows counties to elect to charge a fee for non – IVD services.

## **SECTION II. CHILD SUPPORT FEES TO NON – IVD CUSTOMERS**

1. Reconciliation of account records with certification of arrears: **\$25 each year certified.**
2. Printed payment history: **\$25 per request.**
3. Certified copy of payment history: **\$25 for each year certified.**
4. Creating and sending income withholding order: **\$25 per order sent**
5. Crediting an account for direct payments: **\$25 per request**

Non – IVD customers who chose to apply for IVD will not be charged child support fees.

## **SECTION III. EFFECTIVE DATE.**

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

Enacted by the Pepin County Board of Supervisors this 21<sup>st</sup> day of February 2024.

Enacted on: 02/21/2024  
BOARD

OFFERED BY THE HUMAN SERVICE

Published on: 02/29/2024  
12/18/2023

/s/ Andy Winkler, Board Chair

ATTEST:  
/s/ Audrey Bauer  
Pepin County Clerk

COUNTERSIGNED:  
/s/ Tom Milliren  
Chair, Pepin County Board of Supervisor

Human Services Director Matt Roesler presented this Ordinance to charge the Child Support Fees to Non IV-D Customers. The request is to allow for the County to charge a fee for Child Caire support services that we normally don't get reimbursed at the state level. This has been approved already by Buffalo County's Board and is recommended by the Pepin County Human Service Board. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Ordinance #184 to charge childcare support fees to Non IV-D customers. Roll call vote was taken, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes and Supervisor Wright-yes. Motion carried.

**AMENDMENT NO. 137 TO ORDINANCE NO. 179  
CHAPTER 2 THE GOVERNING BODY**

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

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

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

**THE GOVERNING BODY**

**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; Am #137, 02-21-2024)

**(2) ANNUAL MEETING.** The Board shall meet on the Tuesday after the 2<sup>nd</sup> 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 **unless remote attendance is approved by the County Board Chair.** See Sec. 59.11 (1) (a) Wis. Stats.

**(3) MONTHLY MEETING.** In addition to the meetings prescribed above, the Board shall meet on the 3<sup>rd</sup> 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.

**At the County Board meetings, the use of remote participation is allowed but subject to the following:**

- (a) All meetings are conducted in accordance with the Open Meetings Law.
- (b) At the start of any meeting in which a Supervisor participate remotely, they will need to identify themselves during roll call and make every attempt to be visible to participants.
- (c) All Supervisors who attend a meeting through remote participation shall be entitled to vote as if they were physically present at the meeting.
- (d) All votes taken during a meeting in which member(s) participate remotely must be by roll call vote.
- (e) 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. Text messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.
- (f) Recognizing that remote participation in a meeting is a privilege and not a right. 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. If a Supervisor remote participant is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

**(23) CONDUCT.** County Board members, visitors, staff and others shall at all times conduct themselves and dress in a professional and respectful manner. **Board Member comments should**

be directed to the County Board Chair or Committee Chair and not to any individual Board Member, County Staff or member of the public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. 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.

## 2.04 COMMITTEES.

### (5) STANDING COMMITTEES.

(2) Land Conservation, Planning /Extension Pepin County: (Ord. No. 179: Am# 111, 06-15-16; Am# 115, 05-16-18; Am# 117, 03-20-19; Am # 137, 02-21-2024)

Four members of the County Board, and the required to appointment one designated member of the Farm Service Agency (FSA) Committee *person who engages in an agricultural use. ("Agricultural Use" defined as crop or forage production; keeping livestock; beekeeping; nursery; sod; or Christmas tree production; floriculture; fur farming; and forest management.)*

~~The FSA member~~ This appointed agricultural person shall participate and vote on U.W. Extension matters. This Committee shall:

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

(a) Meetings.

(4) At Committee meetings, the use of remote participation is allowed but subject to the following:

~~(c) At the start of any meeting which a member will participate remotely will be identified.~~ *At the start of any meeting in which a member participate remotely, they will need to identify themselves during roll call and make ever attempt to be visible to participants.*

(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

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

*Comments will be limited to 5 minutes per speaker unless otherwise given permission by the Committee Chairperson. No accumulating of time from others allowed. The Committee Chair may, from time to time, adopt rules applicable to public comment.*

*The public comment period is an opportunity for members of the public to*

address the Committee on matters that are scheduled for the Committee to take up during the meeting, as indicated on the meeting agenda. All comments shall be germane to the topics on the Committee's agenda. Speakers must also refrain from personal attacks against the Committee members and County staff. The Chair may declare any commenter out of order for failure to abide by these guidelines.

- (4). Approval of the Agenda
- (5). Approval of the Minutes
- (6). Consent Agenda Items
- (7). Reports
- (8). Business Items
- (9). Public Comments other than Agenda Items
- (10). Future Agenda Items and Next Meeting Date
- (11). Adjournment

(9) REMOVAL OF COMMITTEE OFFICER 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 in his or her discretion by a majority vote of all members of a committee. The County Board chairperson may reassign the removed member to another committee.

**2.07 COUNTY BOARD MEMBER RULES OF CONDUCT OUTSIDE MEETINGS.**

( Ord. No. 179: Am. #137,02-21-2024)

Recognizing the importance of ethical and responsible conduct to the orderly and efficient operation of county government, the County Board hereby establishes the following Rules of Conduct applicable to County Board Members, which will govern activities outside a County Board meeting and supplement the provisions of Section 2.03(23). Any violation of these Rules of Conduct may, in addition to any penalties imposed under the Wisconsin Statutes, result in admonishment, censure, removal of committee chair responsibilities, removal from committees or otherwise form the basis for additional proceedings under applicable Wisconsin Statutes.

- (1) The County Board affirms its commitment to the standards of conduct contained in Wis. Stat. § 19.59(1)(a)-(d) applicable to County Board Members as local public officials, as set forth in the following:
  - (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by WI State Statute Ch. 11. This paragraph does not prohibit a local public official from obtaining anything of value from the Wisconsin Economic Development Corporation or the department of tourism, as provided under s. 19.56 (3) (f).

- (b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.
  - (c) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under WI State Statute Ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
  - (d) Except as otherwise provided in par. (e), no local public official may:
    - 1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
    - 2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.
  - (e) Paragraph (d) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.
- (2) Board Member Relationship with Staff.
- (a) Board Members shall at all times exhibit professional and courteous behavior when interacting with County staff. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at a County employee whether in a meeting or outside a meeting.
  - (b) Board Members shall refrain from requesting that County staff perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrative Coordinator or the appropriate Committee.
- (3) Expectations for Board Member Attendance and Participation.  
Board Members are expected to attend all meetings of the County Board and every Committee to which the Board Member is assigned. Likewise, Board

Members are expected to fully participate in all matters of business brought before a meeting in a manner consistent with these Rules.

Section 3. Effective Date. This amendment shall take effect February 29, 2024

Adopted: February 21, 2024

**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** by the Pepin County Board of Supervisors on this 21<sup>st</sup> day of February 2024.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren and County Clerk Audrey Bauer informed the County Board Supervisors of the change to the Code of Ordinance Chapter 2-The Governing Body. Clean up was done to better fit our remotely meeting attendance, changes made to the Land Conservation and Planning section under the standing Committee and updating the appointment of an agricultural use member instead of a FSA member per the state statute change. Public comments section was updated to include limits on speaking. The last section 2.07 was added per the guidance of our Corp Counsel Andy Phillips on County Board member rules of conduct outside of meetings. Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to adopt the Amendment No.137-Pepin County Code of Ordinance No.179 – Chapter 2- The Governing Body.

Roll call vote was taken, Supervisor Winkler-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes and Supervisor Bocksell-yes. Motion carried.

**Appointments:** none

**Public Comments other than Agenda Items:** no public comments.

**Correspondences:** To form an Ad Hoc Committee to discuss the County’s form of government.

**Future Agenda Items and next meeting date and time –** March 20, 2024 at 7:00 p.m.

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

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

Submitted by Audrey Bauer, Pepin County Clerk

Approved by the County Board of Supervisors on Wednesday March 20, 2024

/s/ Tom Milliren

Pepin County Board of Supervisors Chair

## PEPIN COUNTY BOARD OF SUPERVISORS MEETING MINUTES

March 20, 2024

The Meeting of the Pepin County Board of Supervisors was called to order at 7:00 p.m. on Wednesday, March 20, 2024 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

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| District #1- Michael Wright- In person    | District #7- Kris Sabelko- In person     |
| District #2- Rebecca Hansen- In person    | District #8- Tom Milliren- In person     |
| District #3- Andy Winkler- Remotely       | District #9- John Andrews- In person     |
| District #4- Paul Hoch- In person         | District #10- Kevin Kosok- In person     |
| District #5- Robert Weishapple- In person | District #11- Amber Provance- Absent     |
| District #6- Elizabeth Bauer-In person    | District #12- Angela Bocksell- In person |

Eleven Supervisors attended the meeting at the time of roll call. Absent from the meeting was Supervisor Amber Provance.

### PLEDGE OF THE ALLEGIANCE

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

**Approval of the Agenda:** Approved as written.

**Public Comments Regarding Listed Agenda Items:** none

### Consent Agenda:

#### Approve of the February 21, 2024 County Board Meeting Minutes

Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to approve the February 21, 2024, County Board of Supervisors Meeting Minutes. Roll call vote was taken: and Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes and Supervisor Winkler-yes. Motion carried.

### County Board Committee Reports

The following County Board Committee Chairs/Vice Chairs gave their reports: Committee Chair Bocksell gave the Land Conservation, Planning and Extension Committee Report, Committee Chair Tom Milliren gave the Administrative Committee Report, Committee Chair John Andrews gave the Board of Health Report; Chair Kevin Kosok gave the Law Enforcement and Emergency Management Committee Report, and the Highway Committee meeting report was given by Chair Milliren. Chair Andy Winkler gave the Human Services Board Report.

### Business:

#### Attorney and Interpreter Fees vs Budget for 2024

Judge Tom Clark presented to the County Board an update on the expenses from the jury trial held in January. The trial lasted for 5 days and the court was able to conduct the trial using only 2 interpreters. The expenses of these interpreters and court appointed attorneys exceeded the 2024 budget with still additional expenses from the sentencing hearing yet to take place. Once

a total has been determined, a budget modification resolution will be presented for approval. No action needed at this time.

**Resolutions:**

**RESOLUTION NO. 6-24**

**RESOLUTION TO SUPPORT GRANT APPLICATIONS FOR ACQUISITION OF BIKE TRAIL**

**WHEREAS**, Pepin County's Outdoor Recreational Plan identifies "facilitating the transfer of the existing bike trail in Pepin County to public ownership so that it continues to be available for recreational use" as a high priority goal; and

**WHEREAS**, Xcel Energy has expressed an interest in selling the bike trail property in the recent years; and

**WHEREAS**, Pepin County Administrative Committee is considering purchasing the bike trail utilizing American Rescue Plan Act (ARPA) funds that were allocated to the county and has sufficient funds to acquire the bike trail; and

**WHEREAS**, based on past Recreational Trail Grant awards, Pepin County is obligated to maintain the bike trail until May 2043 although we currently do not own the land on which the bike trail is located, but instead maintain a recreational use agreement with Xcel Energy; and

**WHEREAS**, to assist Pepin County in the task of acquiring the bike trail, Land Conservation & Planning staff intend to apply for grants through Wisconsin Department of Natural Resources to receive supplemental funding to help cover the costs associated with acquiring the bike trail; and

**WHEREAS**, Staff have identified grant funding opportunities available through the State of Wisconsin Department of Natural Resources that can potentially provide up to 50% match for the acquisition of the bike trail through Stewardship Local Assistance Grants and the Federal Land & Water Conservation Program; and

**WHEREAS**, Pepin County would prefer to receive funding Stewardship Local Assistance Grants or other grant sources that allow us to utilize federal funds as a local match source and the grant's funding priorities align with Pepin County projects outlined in our Comprehensive Outdoor Recreation Plan; and

**WHEREAS**, Pepin County acknowledges that the Federal Land & Water Conservation Program grant cannot utilize ARPA funding or other federal funds as match and will require Pepin County to identify other sources of funding for local match requirements if we are awarded funding via this program; and

**WHEREAS**, Pepin County will comply with all local, state, and federal rules, regulations, and ordinances relating to acquiring the bike trail and will continue to maintain the bike trail in an attractive, inviting, and safe manner; will keep the trail open to the public during reasonable hours and support multiple outdoor recreational uses along the trail corridor, and will obtain DNR approval in writing before any change is made in the use of the project site; and

**WHEREAS**, DNR Grant Project Resolution Form 8700-388 will be completed as required for the grant application.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors offers its support for Land Conservation & Planning staff to apply for grants for acquisition of the portions of

the Chippewa Bike Trail within Pepin County that are owned by Xcel Energy, but currently maintained by Pepin County; and

**BE IT FURTHER RESOLVED** Pepin County Board of Supervisors authorizes the DNR grant applications to be submitted in support of the acquisition of the Chippewa Bike Trail segments in Pepin County and that Land Conservationist and departmental staff take the necessary action to complete the proposed project, request reimbursement from the DNR, submit required reports and before /after photos of the project site; and

**BE IT FURTHER RESOLVED** Pepin County Board of Supervisors authorizes the Administrative Coordinator as the signatory authority for the grant application and to authorize any agreements and contracts related to this project.

**RECOMMENDED BY THE PEPIN COUNTY LAND CONSERVATION, PLANNING & EXTENSION COMMITTEE:** COMMITTEE MEMBERS VOTE  
/s/ Angie Bocksell, Committee Chair In favor-4 Oppose-0 Absent-1 Abstain-0

**FISCAL IMPACT:** The 50% match and Pepin County expense if we were awarded the grant to acquire the bike trail property within Pepin County would be approximately \$97,000.

/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** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of March 2024  
In favor - 11 Oppose -0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk /s/ Tom Milliren, County Board Chair

Chair Milliren presented this resolution to the County Board. The Land Conservation and Planning staff is asking for our support to apply for grants for acquisition of the portions of the Chippewa Bike Trail within Pepin County, owned by Xcel Energy which is currently maintained by Pepin County. If awarded the grant funds, final decision to accept the funds would be determined at that time.

The Administrative Committee has recommended to support this at their last meeting. Motion was made by Supervisor Andrews, seconded by Supervisor Kosok, to adopt Resolution 06-24 titled "Resolution to Support Grant Applications for Acquisition of Bike Trail." Roll call vote was taken, Supervisor Weishapple-yes, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes and Supervisor Hoch-yes. Motion carried.

**RESOLUTION NO. 7-24  
RESOLUTION TO SUPPORT ADDITIONAL AID FOR ARKANSAW  
CREEK PARK SNOWMOBILE BRIDGES**

**WHEREAS**, Pepin County’s Land Conservation and Planning Department has been authorized by the Pepin County Board of Supervisors to participate in the state snowmobile trail aids program on an annual basis to seek financial aid to cover the cost of snowmobile trail maintenance; and

**WHEREAS**, with the support of the local sportsman and snowmobile clubs, staff have identified two locations in Arkansaw Creek Park where snowmobile bridges would result in a safer route for snowmobiles to travel in winter months when the park is not in use; and

**WHEREAS**, the DNR has identified two potential sources of grant funding including the Outdoor Motorized Recreation Trail Aids and Recreational Trail Program that could be utilized to cover the cost of the bridges; and

**WHEREAS**, Land Conservation and Planning Department intends to pursue funding through the state snowmobile aids and recreational trails programs provided by the DNR to help cover the expenses associated with the engineering, purchase, and placement of the two bridges.

**NOW, THEREFORE BE IT RESOLVED** the Pepin County Board of Supervisors offers its support for the Land Conservation and Planning Department to pursue additional financial aid to cover the cost of two new snowmobile bridges located in Arkansaw Creek Park; and

**BE IT FURTHER RESOLVED** The Pepin County Board of Supervisors authorizes the submission and subsequent necessary action needed to complete the funding applications to the DNR; and

**BE IT FURTHER RESOLVED** that the Pepin County Board of Supervisors authorizes the Administrative Coordinator as the signature authority for the grant applications and to authorize any agreements and contracts related to this project.

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

/s/ Angie Bocksell, Committee Chair

**COMMITTEE MEMBERS VOTE**

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

**FISCAL IMPACT:** At this time, no additional match funds for these grants have been noted as required.

/s/ Pamela Hansen, Finance Director

Recommend ✓

Not Recommended

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of March 2024

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren presented this resolution to the County Board. The Land Conservation and Planning Department intends to pursue funding through the state snowmobile aids and recreational trail Programs provided by the DNR to help cover the expenses associated with the engineering, purchase and placement of the two bridges located in Arkansaw Creek Park. This resolution would authorize the Administrative Coordinator as the signature authority for the grant applications and to authorize any agreements and contracts related to this project. The Land Conservation and Planning Committee recommends this support.

Motion was made by Supervisor Sabelko, seconded by Supervisor Andrews, to adopt Resolution 07-24 titled, "Resolution to Support Additional Aid for Arkansaw Creek Park Snowmobile Bridges." Roll call vote was taken, Supervisor Bauer-yes, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes and Supervisor Weishapple-yes. Motion carried.

**RESOLUTION NO. 8-24**

**2024 BUDGET MODIFICATION – Voluntary Contribution for the Creation of the National Center for Public Lands Counties**

**WHEREAS**, over the past two years in 2022 and 2023 Pepin County received two payments entitled Local Assistance and Trial Consistency Fund (LATCF) in the amounts of \$50,000 per year totaling \$100,000; and

**WHEREAS**, LATCF is a general revenue enhancement program that aids eligible Tribal governments, eligible revenue sharing counties and eligible revenue sharing consolidated governments; and

**WHEREAS**, per the attached letter and contribution request National Association of Counties (NACo) is the reason Pepin County received these funds. Therefore, at this time NACo and the Wisconsin Counties Association (WCA) is requesting the contribution towards the National Center for Public Lands Counties (The Center) which was created under the umbrella of NACo to further their work and The Center’s mission which is detailed in the attached letter; and

**WHEREAS**, the amount of the contribution requested is in the one-time amount of 1% of the total funds received which totals \$1,000; and

**WHEREAS**, the additional expense was not provided for in the 2024 Budget.

**NOW THEREFORE BE IT RESOLVED** that the Pepin County Board of Supervisors authorizes the contribution of \$1,000 from the LATCF funds received payable to the Wisconsin Counties Association to support the creation of the National Center for Public Lands Counties and the 2024 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>  |                            |                       |                           |                       |
| 100-00-43305-000      | Federal LATCF Revenue      | \$ 0                  | \$ 1,000                  | \$ 1,000              |
| 100-00-51512-000      | ARPA/LATCF Expenses        | \$ 442,500            | \$ 1,000                  | \$ 443,500            |

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

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

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

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

**COUNTY BOARD ACTION:**

**ADOPTED** by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of March 2024.  
In favor - 11 Oppose - 0 Absent - 1 Abstain - 0

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Finance Director Pam Hansen presented this resolution to the County Board. The County received funds totaling \$100,000 from the Local Assistance and Trial Consistency Fund (LATCF). At the March Administrative Committee meeting, recommendations were made to approve a one-time contribution of 1% of \$100,000 in the amount \$1,000 as a voluntary contribution to the Wisconsin Counties Association for their support.

Motion was made by Supervisor Andrews, seconded by Supervisor Bauer, to adopt Resolution 08-24 titled, "2024 Budget Modification- Voluntary Contribution for the Creation of the National Center for Public Lands Counties." Roll call votes were taken, Supervisor Sabelko-yes, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes and Supervisor Bauer-yes. Motion carried.

### **RESOLUTION NO. 9-24**

#### **RESOLUTION TO ESTABLISH AN AD HOC COMMITTEE TO REVIEW THE PROS AND CONS OF CHANGING THE FORM OF GOVERNMENT FROM ADMINISTRATIVE COORDINATOR TO COUNTY ADMINISTRATOR FOR PEPIN COUNTY**

**WHEREAS**, Currently, Pepin County has an Administrative Coordinator as the form of government; and

**WHEREAS**, there are substantial common aspects of each form and there are differences that need to be investigated to see if Pepin County should change their form of government or not; and

**WHEREAS**, that an Ad Hoc Committee be formed to look deeper into the difference in the forms of Government, to see what best fits our County; and

**WHEREAS**, that Pepin County of Board of Supervisor Chair Tom Milliren to be appointed as Chair of this Ad Hoc Committee; and

**WHEREAS**, the Ad Hoc Committee Chair will appoint members to this Committee; and

**WHEREAS**, the Ad Hoc Committee should openly communicate and examine of the pros and cons of each form of government; and

**WHEREAS**, the Ad Hoc Committee's recommendations should be presented to the full County Board of Supervisors; and

**WHEREAS**, when the Ad Hoc Committee remains inactive for over six (6) months, this Committee will be terminated.

**NOW, THEREFORE, BE IT RESOLVED** by the Pepin County Board of Supervisors hereby authorizes the creation of the Ad Hoc Committee to review the County's Form of Government.

#### **COUNTY BOARD ACTION:**

ADOPTED by the Pepin County Board of Supervisors on this 20<sup>th</sup> day of March 2024.

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

/s/ Audrey Bauer, County Clerk

/s/ Tom Milliren, County Board Chair

Chair Milliren presented the need to establish an Ad Hoc Committee to review the pros and cons of changing Pepin County's form of government from Administrative Coordinator to County Administrator. Motion was made by Supervisor Andrews, seconded by Supervisor Sabelko, to form an Ad Hoc Committee to discuss the forms of government. Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes and Sabelko-yes. Motion carried.

**Appointment of Ad Hoc Committee Members and set up date and time of Ad Hoc Meeting**  
County Board Chair Milliren appointed Supervisors Michael Wright, Kris Sabelko, Paul Hoch, John Andrews and himself, Tom Milliren as members of the Ad Hoc Committee. Meeting date and time will be determined at later.

**Appointment:**

**Re-Appointment of Dr. Jerome Rundall as a Citizen Member of the Board of Health, term ending April 2027**

Board of Health Chair Andrews presented that at the last Board of Health meeting, the recommendation was made by the board to reappoint Dr. Jerome Rundall as a citizen member to the Board of Health. Motion was made by Supervisor Andrews, seconded by Supervisor Weishapple, to approve the re-appointment of Dr. Jerome Rundall as a citizen member of the Board of Health, with the term ending April of 2027. Roll call vote was taken, Chair Milliren-yes, Supervisor Andrews-yes, Supervisor Kosok-yes, Supervisor Bocksell-yes, Supervisor Wright-yes, Supervisor Hansen-yes, Supervisor Winkler-yes, Supervisor Hoch-yes, Supervisor Weishapple-yes, Supervisor Bauer-yes and Sabelko-yes. Motion carried.

**Public Comments other than Agenda Items:** Congressman Derrik Van Orden's representative Tom Webb attended the meeting and explained what has been happening in the US House of Representatives and that some additional funding may be available and to contact the Van Orden office with any questions.

**Correspondences:**

Pierce Pepin Cooperative Services have been awarded \$7.96 million for broadband expansion. More information was provided in the County Board packet on this.

**Future Agenda Items and next meeting date and time –** Our next meeting will in our Organizational meeting held on April 16<sup>th</sup> (third Tuesday in April) at 3:00 p.m. in the County Board Room.

Chair Milliren adjourned the by meeting at 7:33 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 Tuesday, April 16, 2024

/s/ Tom Milliren  
Pepin County Board of Supervisors Chair