



Executive Committee Meeting

Wednesday, August 3, 2022 – 8:00 a.m.
Barron County Government Center – Room 2151
335 East Monroe Avenue – Barron, Wisconsin 54812

AGENDA

1. Call to Order
2. Public Meeting Notification
3. Special Matters and Announcements (Non-Action Items)
4. Approve Agenda
5. Public Comment
6. Approve Minutes of July 6, 2022
7. Barron County Board Rules & Procedures Changes
8. Continuation of Public Service Stipend
9. Staff Reports & Updates
 - a. Parliamentary Procedures Training
 - b. Telework Requests
 - c. Flexible Scheduling
 - d. Five Year Library Plan
 - e. Register of Deeds Back Scanning Project
 - f. Specialty Contract for Jail – Quality Care Staffing Solutions, LLC
10. Review Voucher Edit Lists
11. Suggestions for Future Agenda Items
12. Set Date for Next Meeting
13. Medical Examiner Nate Dunston
 - a. The Executive Committee may go into closed session pursuant to Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance data.
 - b. Return to Open Session
 - c. Take Any Necessary Action
14. Adjournment


NOTICE OF POSSIBLE QUORUM

It is possible that a quorum of the County Board or another Barron County committee, may be in attendance. It is not intended for this meeting to include any other committee other than the Executive Committee unless specifically posted as such. There will not be any formal discussion or any official action taken of any pending or future matters pertaining to Barron County under the authority of any committee, including the Highway Committee, at this meeting other than the Executive Committee as posted on this agenda.

PLEASE CALL 715-537-6841 IF YOU ARE UNABLE TO ATTEND

cc: Okey, Bartlett, Hanson, Thompson, Heinecke, McRoberts, Moen, Buchanan, Administrator, Corp Counsel, HR Director, Finance Director, Treasurer, Website & 3 Public Postings

Any person with a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements can be made to accommodate your request.

Administrator's Memo
Executive Committee Meeting
Wednesday, July, 6th, 2022 8am, RM 110
Barron County Government Center
Administrator French 

#7. Barron County Rules and Procedures Changes;

I don't have much additional information to add because there has been so much discussion regarding this topic.

One item that has changed was a request:

No remote attendance whenever there is a Closed Session associated with a County Board Agenda item.

#8. Continuation of Public Service Stipend:

As of the date of writing this update Rachael is working on what was requested by the Committee as last month's meeting.

If a stipend is approved I do not want this to be in lieu of an overall annual Cost of Living Adjustment for 2023. Specifically, the COLA needs to be in that 3-4% range plus the annual step(s) as allowed in the pay plan.

We also need to consider that private businesses were allowed Payroll Protection loans which were subsequently forgiven by the Federal Government in many instances.

#9. Staff Reports and Updates:

a. Parliamentary Procedures and How to Run a Meeting:

Clerk Hodek gave me the name of [Phillip Freeburg](#) who I am told can do an excellent job of presenting this information. I have reached out to him to secure dates for this training. When he returns my email I will get this learning session up and County Board members, who attend will be paid a \$45.00 Committee meeting stipend

b. Telework Requests:

I have approved two out of State Telework requests for employees in Aging/ADRC. This is similar to what was done in the past, and the Committee previously asked that I just update them.

c. Flex Scheduling:

Staff that have contacted me want me to communicate, to the Committee, their thanks for this flexibility.

d. Five Year Library Plan:

The 2023-2028 Five Year Library Plan will be presented to the full Board for consideration at the 8-22 meeting. The one substantial change is increasing the In-County Library Aid Payments by 1% per year from 75% - 2022 to 80% by 2028. Costing approximately, \$6,000.00 per year or \$30,000.00 over a period of five years.

e. *Register of Deeds Back Scanning Project:*

Simply an update that the back scanning project at ROD is continuing. There were dollars budgeted for this project and the quotes were a 'bit' higher but these costs will be covered from another line item within the ROD budget. Remember more of everything needs to be on-line.

f. *Quality Care Staffing Solutions - Specialty Contract Jail Service:*

Again, just an FYI, that we had, by Court Order, a disabled person sentenced to the Jail and because of their health needs we entered into a Certified Nursing Aid Contract with Quality Care Staffing Solutions. This is an unforeseen and unbudgeted expenditure which, if necessary will come out of Unassigned Fund Balance.

#10. Review Voucher Edit Lists:

In the packet

#11. Future Agenda Items:

First draft of 2023 Budet

Discuss/Review High-speed fiber to tower, *and*, tower rental fees

October meeting - [Tim Deaton](#) from Horton to put finishing touches on HI - 2023

#12. Set Next Meeting Date

Wednesday 9-7 8am

#13. Closed Sessions:

A. *Nate Dunston - Medical Examiner's Position:*

I will be asking the Committee to go into Closed Session specifically, for the purpose of discussing Nate's employment, promotion, compensation, and performance as Medical Examiner.



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MINUTES

COMMITTEE MEMBERS PRESENT IN PERSON: Karolyn Bartlett, Stan Buchanan, Randy Cook Sr, Bun Hanson, Dale Heinecke, Carol Moen, Louie Okey, Bob Rogers and Marv Thompson.

COMMITTEE MEMBERS ABSENT: None at this time.

STAFF PRESENT IN PERSON: Finance Director Busch, Sheriff Fitzgerald, Administrator French, HHS Director Frolik, County Clerk Hodek, ADRC/Aging Director Jako, Clerk of Court Millermon, Corporation Counsel Muench and HR Director Richie.

OTHER COUNTY BOARD SUPERVISORS PRESENT: Patti Anderson, Kathy Krug, Pete Olson, Gary Taxdahl and Diane Vaughn.

CALL TO ORDER AND PUBLIC NOTIFICATION: Chair Okey called the meeting to order at 8:00AM and Administrator French stated the compliance with public notification which was posted by Executive Assistant Coleman.

SPECIAL MATTER AND ANNOUNCEMENTS (NON-ACTION ITEMS): None at this time.

APPROVE AGENDA: Motion: (Bartlett/Heinecke) to approve. Carried.

PUBLIC COMMENT: Heidi Wise – 746 21st Street in Chetek, Paul Poppe – 1146 Dallas Street in Chetek, and Jim Swenson – 1127 East LaSalle Avenue in Barron spoke regarding the Resolution Opposing Any Private, Non-Profit or Corporate Funds for Elections. Bruce Willers – 629 North Main Street in Rice Lake spoke regarding the mowing practices in the City of Rice Lake, County Board policy and procedures and the Barron County directory.

APPROVE MINUTES OF JUNE 1, 2022: Motion: (Thompson/Hanson) to approve. Carried.

RESOLUTION - OPPOSING ANY PRIVATE, NON-PROFIT OR CORPORATE FUNDS FOR ELECTIONS: Chair Okey gave an overview of the three possible options regarding this resolution.

Motion: (Rogers/Thompson) to approve the County resolution the Leadership Team drafted (pages #11-13 in the packet). Discussion. Chair Okey gave Jim Swenson the floor to answer questions from the Committee. Discussion. French called a Point of Order and stated Cook still has the floor. **Motion: (Cook/Bartlett)** to amend the motion to bring forward the County drafted resolution as presented and to provide the County Board a second option that is consistent with the Walworth County Board's resolution and ordinance. Discussion. Corporation Counsel Muench answered questions from the Committee. Cook called the question. Carried. Main motion as amended carried.

BARRON COUNTY BOARD RULES & PROCEDURES CHANGES: Okey gave a background on concerns from various County Board Supervisors. Vaughn suggested the first sentence in Section 2.04D (2) Item ii be removed. (The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion). Corporation Counsel Muench gave clarification on the County Board Rules & Procedures. Taxdahl addressed the Board with his concerns regarding virtual attendance at County Board and committee meetings. Discussion. Corporation Counsel Muench answered questions from the Board. Discussion. Cook asked Muench to list subcommittees that



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would allow this. **Motion: (Buchanan/Cook)** Corporation Counsel Muench create a list of subcommittees that allow virtual attendance, otherwise the previous rules would stay the same. Discussion. Corporation Counsel Muench answered questions from the Board. Carried. Administrator French asked the Board to remove the ex-officio for the Solid Waste Board. **Motion: (Cook/Bartlett)** to remove the ex-officio from the Solid Waste Board. French will also ask Department Heads to include committee members that are present in person, those attending virtually and also those who are absent in any future committee minutes.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

- A. **RICE LAKE COMMUNITY MEDIA: Motion: (Buchanan/Hanson)** to give Rice Lake Community Media \$10,000 for updates to their media systems from our ARPA fund. Carried.
- B. **HIGH SPEED FIBER TO COMMUNICATION TOWERS:** Future agenda item – no action taken.

EMPLOYEE RECRUITMENT AND RETENTION

- A. **FLEX TIME SCHEDULING:** Administrator French stated the reasons for employee recruitment and retention proposed changes with flex time options. Discussion. HR Director Richie and HHS Director Frolik answered questions from the Board. Cook asked to see all the complaints received from the public regarding this change and flex scheduling. **Motion: (Cook/Moen)** to adopt the flex time scheduling as presented with a trial period ending October 28, 2022. Carried.
- B. **CONTINUATION OF PUBLIC SERVICE STIPEND AND 2023 BUDGET COST OF LIVING ADJUSTMENT (COLA):** Administrator French discussed that our County was one of the few that did not close during the Covid pandemic and ARPA funds are available for utilizing a stipend for employees. Discussion. Corporation Counsel Muench answered questions from the Board. Administrator French asked HR Director Richie to list employees that were eligible with the original ruling.

INCREASE IN HOURLY WAGE FOR PAID MEALS ON WHEELS DRIVERS: Motion: (Cook/Moen) to approve. Carried.

APPROVE UPGRADE IN LPN CASE MANAGER 1 POSITION: Motion: (Hanson/Thompson) to approve. Carried.

OUT OF STATE TRAVEL: MARK SERVI, SHORT SPAN STEEL BRIDGE ALLIANCE – PHILADELPHIA, PA (AUGUST 8, 2022 - AUGUST 9, 2022): Motion: (Heinecke/Cook) to approve. Carried.

RESOLUTION – RESTATEMENT OF QUALIFIED RETIREMENT PLAN – PELION / PRIME CHOICE PLAN: Motion: (Rogers/Buchanan) to approve. Carried.

INVESTMENT CERTIFICATE FOR PRIME PLAN: Motion: (Hanson/Thompson) to approve. Carried.



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STAFF REPORTS AND UPDATES

- A. **BARRON'S BEST:** HR Director explained the employee recognition program.
- B. **\$29,167 CARRYOVER FOR YOUTH & ADULT CONFERENCING – RESTORATIVE JUSTICE:** This will carryover and will be built into the budget in following years.
- C. **HEALTH JOY UTILIZATION:** Administrator French reviewed utilization statistics received from Health Joy.
- D. **IN-COUNTY MEAL – WTE PLANT OPERATOR TRAINING:** Administrator French approved payment of the meals but asked that WTE Director Bohn for ask for preapproval with this expense in future years.
- E. **COUNTY SURVERY TRAVEL TO MINNESOTA FOR BURNETT COUNTY:** County Surveyor Phelps needs to start his coordination points in Minnesota for land parcels located in Burnett County.
- F. **VOUCHER AUDIT:** Information is included in the packet.
- G. **SPECIAL PROSECUTOR POSITION – DISTRICT ATTORNEY'S OFFICE:** An offer letter has been drafted that communicates the County will match 50/50 basis with the State to fund this position.

REVIEW VOUCHER EDIT LISTS: Included in the packet.

SUGGESTIONS FOR FUTURE AGENDA ITEMS:

1. Continuation of Public Service Stipend and 2023 Budget Cost of Living Adjustment (COLA)
2. Reconsider 2022-32 Resolution Approved by the County Board in June 2022 (Resolution to Rescind Resolution 2005-55 Dedicating Out of County Prisoner Revenue and Creating a Commitment of Funds for Justice Center Fixed Asset Improvements)

SET DATE FOR NEXT MEETING: Wednesday, August 3, 2022.

INVESTMENT PROPOSAL - CUMBERLAND FEDERAL BANK: Motion: (Bartlett/Cook) to go into closed session pursuant to Section 19.85(1)(e) for the purpose of deliberating or negotiating purchase of public properties, investing public funds, other specific business, or whenever competitive or bargaining reasons require a closed session. Included in closed session were all Executive Committee members, P. Anderson, Finance Director Busch, Administrator French, County Clerk Hodek, Krug, Corporation Counsel Muench, Olson and Vaughn. **Motion: (Cook/Buchanan)** to return to open session. Carried. No action taken.

ADJOURNMENT: By unanimous consent at 10:01AM.

Respectfully Submitted,
Jessica Hodek, County Clerk

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE EXECUTIVE COMMITTEE AT THE NEXT MEETING.

SUMMARY OF RULES AND PROCEDURES REVISIONS

The proposed revisions to the County Board Rules and Procedures covers four sections. The entire section or subsection is listed below with the proposed new language highlighted. The highlighted language in some cases is entirely new language and in some cases just modifies existing language. The proposed changes will go to the County Board for two (2) readings most likely at the May meeting for the first reading and then for consideration and vote at the June meeting. The proposed revisions cover the following sections:

SECTION 2.01 G. RULE 7. ADDRESSING THE BOARD. Modifications to this section clarify who may address the board by requiring individuals to be residents, landowners or taxpayers, and clarifying that written comments submitted will not be read, but rather given to the recording clerk. The proposed language does not address whether virtual public comment will be allowed.

SECTION 2.02 B. ELECTIVE COMMITTEE. Modifies the way that the Highway Committee is elected at the reorganizational meeting to eliminate the requirement for the successful candidate to receive a majority vote, but rather elects the top five candidates receiving the most votes.

SECTION 2.03 E. (4). Modifies the language authorizing the transfer of funds to department budgets from the contingency fund to align with Wisconsin Statute Sec. 65.90(5)b).

SECTION 2.04 D. (2) COUNTY BOARD, COMMITTEES, BOARDS AND COMMISSIONS. Revises the language to allow for virtual appearance of County Board but not for Committee, Boards and Commission members. The highlighted portions contain both new and/or revised language. The balance of the section was reformatted to put it into an outline format rather than using bullet points. The last paragraph, Sub. (p.) creates language for how to handle joint committee meetings.

- **SECTION 2.01 G. RULE 7. ADDRESSING THE BOARD.** In presenting business or debate or motion and second, members shall address the Chair, be recognized, and proceed without interruption. No member shall normally speak more than twice on the same motion without permission from the Chair. In case more than one member shall address the Board, the Chair shall decide who has precedence. Any individual who is not a member of the board may also address the Board during public comment period, or on a particular agenda item via their Representative when permission has been given by the Board. The individual must have their primary residence in Barron County, or own property and paying taxes in Barron County. The comment period is limited to three (3) minutes unless additional time is permitted by the Chair. Written public comment submitted will not be read at the meeting, but will be given to the recording clerk. In all cases personal attacks/reference shall be avoided and propriety observed.

- **SECTION 2.02 B. ELECTIVE COMMITTEE:** Prior to the election, those Supervisors desiring to serve on the Highway Committee, shall so advise the County Board and may speak for not more than five (5) minutes prior to the election of the Highway Committee. The Highway Committee shall be chosen by written and initialed ballot of the entire County Board. Each ballot will be for all five (5) unfilled positions. If more than five (5) candidates appear on the ballot, the top five (5) candidates receiving the most votes shall be elected.

- **SECTION 2.03 E. (4)** The Executive Committee must approve all expenditures not in the budget. The Executive Committee, along with the appropriate oversight committee, will bring by resolution, all expenditures of \$10,000 and above that are not in the budget to the County Board for approval by a 2/3 vote of the entire membership of the County Board. The Executive Committee shall have authority to transfer funds between budgeted items of an individual county office or department and transfer funds up to 10 percent, not to exceed \$10,000.00, of the funds originally provided for such office, department, activity or project in such annual budget, from a contingent fund pursuant to § 65.90(5)(b). Other budgeted line items that will be exceeded for the year will be brought before the Executive Committee for approval. These will be presented to the County Board and any other budget overruns will be presented to the County Board as soon as possible upon closing the books from the previous year along with the unused funds that will be returned to the general fund.

- **SECTION 2.04 D. (2) COUNTY BOARD, COMMITTEES, BOARDS AND COMMISSIONS** of the Barron County General Code shall be deleted and recreated as follows: (The highlighted sections is new language. The remainder is existing language; however, it was reformatted to outline form rather than bullet points).
 - a. **County Board Meetings.** Attendance at all County Board meetings by Supervisors is mandatory pursuant to Section 59.11(4), Wisconsin Statutes. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting, if possible with an explanation of the absence. Any absences shall be noted in the Minutes.

 - b. **Virtual Meetings and Attendance at County Board Meetings.** All County Board meetings shall be held in person and there is a presumption that all County Board members attend County Board meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. County Board meetings may be held virtually, and County Board Members may

virtually attend in-person County Board meetings, pursuant to the following rules:

i. All virtual County Board meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.

ii. The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person as long as the County's meeting premises are accessible.

iii. **TEMPORARY POLICY AND PROCEDURE RULE CHANGE. Virtual meetings and attendance at County Board meetings: this sub-section shall be reviewed after December 31, 2022, to determine if the number of virtual meetings allowed will be limited or unlimited per year.** A County Board Member may virtually attend ~~a maximum of three (3) County Board meetings per year (a year is defined as the April-March meetings each year); however, no more than three (3) consecutive meetings may be attended virtually.~~ The County Board Member shall provide notice to the County Board Chair or County Clerk of intent to appear virtually no later than 24 hours prior to the County Board meeting, except in emergency circumstances.

iv. The County Board Chair shall attend any County Board meeting in person unless a fully-virtual meeting is called pursuant to (a)(ii) above, or in the event of emergency or other extraordinary circumstances.

v. Any County Board Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.

vi. In the event of a County Board Member's non-compliance or abuse of this Rule, the County Board Chair shall review these Rules and expectations with the County Board Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

c. Committee, Board and Commission Meetings.

i. Committee, Boards and Commission members are expected to attend all Committee meetings which they are appointed to represent. Attendance at Committee, Boards and Commission Meetings shall be in person. Virtual attendance shall not be permitted. If a member cannot attend a regularly scheduled meeting, the member shall contact the Committee Board or Commission Chair or County Clerk at least two (2) days prior to the meeting, if possible, with an explanation of the absence. Absence shall be noted in the Minutes.

ii. **Non-County Committees, Boards and Commissions.** This subsection deals with virtual attendance at Committee, Board and Commission meeting that the County has members or representatives serving on; however, the county does not organize the meeting and they are typically not held on county property. Virtual attendance by the County Representative shall be allowed at such meetings if the option is available for such meeting. This shall include the following Non-County Committees, Boards and Commissions:

- 1) ADRC of Barron, Rusk and Washburn Counties.
- 2) AG Commission.
- 3) Barron County Fair Association.
- 4) Barron County Museum Board.
- 5) Community Care of Central Wisconsin.
- 6) Economic Development Board of Directors.
- 7) Housing Committee.
- 8) Housing – Community Development Block Grant. (CDBG).
- 9) Highway Safety Commission.
- 10) Indianhead Federated Library System.
- 11) Lake Districts – L.C.C. Reps.
- 12) Momentum West.
- 13) Northern Regional Trail Advisory Committee.
- 14) Northwest WI ITBEC.
- 15) Property Assessed Clean Energy Commission (PACE).
- 16) **Regional Business Fund.**
- 17) Restorative Justice Board.
- 18) Tax Incremental District Committees.
- 19) West Central Wisconsin WI County Board Consortium.
- 20) WESTCAP Board of Directors.
- 21) WI West Central Regional Planning Commission.
- 22) Woodland Enhanced Health Services Commission.
- 23) Workforce Resource.

d. Removal of County Board and/or Committee members: County Board Supervisors removal is covered under §§17.14 and 17.16, Wis. Stats.

- e. A Committee/Commission or Board may recommend removal of a member to the County Board on a two-thirds vote of the Committee/Commissions or Board. The County Board may approve the removal by a (2/3) vote. Removal shall be reserved for instances of excessive absences, misconduct, failure to follow established rules and procedures or failure to honor the responsibility of serving on a County Committee, Commission or Board.
- f. Chair shall call committee meetings and preside over such committee meeting.
- g. Chair shall work with Department Head and County Administrator in setting committee meeting agenda.
- h. All committees shall have authority conferred by the statutes and laws of Wisconsin given them by resolution or ordinance of the County Board. Such committees shall also have such other duties as are hereafter imposed and all such authority as may have previously been conferred upon any committee performing such duties before adoption of these rules. [See Rule #4 Sub (5)].
- i. Every subject matter shall be referred without motion or debate to its appropriate committee unless otherwise directed.
- j. All committees shall give all matters referred to them due and careful consideration and report their findings and recommendations.
- k. Committees are advisory to the County Board. All matters going to the County Board must first go to the appropriate oversight committee.
- l. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute.
- m. The Health & Human Services Board under § 46.23(4)(b)(2) is a "policy-making" body determining the broad outlines and principals governing the administration of the programs under § 46, Wis. Stats.
- n. The setting of agenda items for the Executive Committee and meetings of the County Board of Supervisors shall be determined by the County Board Chair in consultation with the County Administrator with the assistance of other staff or supervisors that the Administrator deems necessary to assist in the process. The

County Administrator and/or County Board Chair at his or her discretion can add urgent/emergency items to the agenda without further approval in order to comply with the Open Meetings Law. The preparation and distribution of the Agendas for Executive Committee meetings and for meetings of the County Board of Supervisors shall be completed by the Department of Administration.

- o. Joint Committee Meetings. Whenever two or more committees meet jointly, a quorum of each committee participating in the joint meeting is required. A supervisor who serves on two or more of the committees may be counted toward of quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serves as chair of the joint meeting. In those cases where a joint resolution is to be considered, those members serving on more than one of the committees meeting jointly shall be entitled to cast separate votes as a member of each committee upon which he/she serves.