

**UNAPPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
May 1, 2023 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**Meeting held in County Board Room & via Zoom;
124 N. Oak St. ELLSWORTH, WI**

2023 – 05

1) Meeting Convened

The Pierce County Finance & Personnel Committee met in County Board Room & via Zoom. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Kris Sampson	District #1	Scott Bjork	District #7
Jim Ashbach	District #2	Rodney Gilles	District #10
Jon Aubart	District #3	Jerry Kosin	District #15
Michael Kahlow	District #6		

Absent/Excused:

CB Supervisors Present: Dale Auckland-Dist. #12

Others present: Jason Fey-Assistant Corp Counsel, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm- County Clerk, Kathy Fuchs-Treasurer, Julie Brickner-Finance Director, Michelle Drury-Asst. Finance Director, Allison Preble-Human Resources Manager, Greg Weaver-Data Analyst, Becky Johnson-Finance, Julie Krings HS Director, Collin Gilles-Chief Deputy Sheriff, Natalie Stockwell-PCSO, AZ Snyder-Public Health Director, Wanda Kinneman-Insurance Coordinator, Janet Huppert-IS Director, Kelsi Winter-PH Nursing Manager, Janis Koltun-CBIZ, Paul Schwegel-Aegis/Charles Taylor.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Kosin/S. Bjork to approve consent calendar Items 2a through 2c to include adopting the agenda, approving the minutes of April 3, 2023, & accept Treasurer's report as presented; motion carried unanimously.

3) Discuss/take action on health insurance plan changes effective Jan. 1, 2024 which include increased employee contributions for the standard plan and increased deductibles for the HDHP plan to meet IRS compliance

J. Koltun-CBIZ reviewed proposed changes to employee health insurance. Proposed changes were: Increase deductibles, \$200 individual & \$400 family for the High Deductible Plan. Reason, primarily to do with IRS compliance. Changes for Standard Plan: Eliminate separate out-of-pocket maximum applied to pharmacy benefit. Reason, primarily it's confusing to participants & an uncommon practice. Increase overall out-of-pocket maximum for family by \$500 to meet industry standard & current HSA plan. Increase some copay amounts, more specifically chiropractic office visits increases \$20; urgent care visits increases \$20; emergency room visits increases \$300. Also proposed changes to employer contribution currently at 95% for HDHP plan & 90% for Standard plan. Change included two options: Option 1 was 95% for HDHP plan, & 80% for

Standard. Option 2 was 95% for HDHP plan, & 85% for Standard. Motion by J. Ashbach/K. Sampson to approve proposed health insurance changes as follows:

Standard Plan:

1. Discontinue OOP Pharmacy
2. Increase Medical Family OOP from \$7000 to \$7500
3. Increase co-pays:
 - a. Chiropractic office visits \$60
 - b. Emergency room visits \$500
 - c. Urgent Care visits \$80
4. Premium Contribution from 10% to 15% employee contribution

HDHP

Increase Medical Deductible

Single-\$3000

Family-\$6000

Motion carried unanimously.

4) Discuss/take action to award bid for GASB75 Actuarial Valuation Services effective January 1, 2024 through December 31, 2029

W. Kinneman explained that a Request for Proposal was solicited for the GASB75 Actuarial Valuation Services currently being performed by CBIZ. Two proposals for a six-year contract were submitted as follows: Key Benefit Concepts LLC in the amount of \$20,060/year; CBIZ in the amount of \$21,305/year. Motion by M. Kahlow/J. Ashbach to approve proposal & authorize contract with Key Benefit Concepts LLC for GASB75 Actuarial Valuation Services effective Jan. 1, 2024 through Dec. 31, 2029; motion carried unanimously.

5) Discuss/take action to increase Equipment Breakdown Deductible for Property Insurance effective Jan. 1, 2024

P. Schwegel explained that the Wisconsin County Mutual/Aegis Corporation insures all Pierce County buildings, vehicles (comp and collision), contractors' equipment, monies/securities and animal coverage since Jan. 1-2016. Current deductibles are: Buildings/property: \$25,000, Contractors Equipment: \$5,000, and equipment breakdown: \$1,000. Aegis is suggesting that the County consider increasing the equipment breakdown from \$1,000 to \$25,000, particularly because if the County experiences an equipment breakdown such as a boiler, most often this would trigger a claim under buildings/property and the \$25,000 deductible would be applicable. They have reviewed the County's claims for the last 5 years and there have not been any equipment breakdown claims. The suggested increase in this deductible would create an annual savings of about \$1,600. Motion by M. Kahlow/S. Bjork to approve the deductible increase for Equipment Breakdown coverage to \$25,000 effective Jan. 1, 2024; motion carried unanimously.

6) Discuss/take action to amend 2023 Budget to include Public Health Infrastructure Grant budget

AZ Snyder explained that the State has notified the Dept. that it will receive \$139,000 of infrastructure funds from 2023-2027, with deliverables due this summer. The request is a budget amendment so the Dept. can begin spending the funds. This budget will support a staff member going from 35 to 40 hours a week for the rest of the year. It will also support consultant time as necessary. Motion by M. Kahlow/R. Gilles to approve & authorize the 2023 budget be amended to include the Public Health Infrastructure Grant budget; motion carried unanimously.

7) Discuss/take action to accept a Highway Safety Project grant & amend 2023 Budget to include the Car Seat budget

AZ Snyder explained that Public Health won a grant in the amount of \$3,972 to support the purchase of car seats for low-income families. The Dept. would like to accept these funds and amend the 2023 budget to re-

activate a dormant budget code to include these funds. Motion by M. Kahlow/R. Gilles to approve & authorize accepting the Highway Safety Grant funds & amend the 2023 budget to include this grant; motion carried unanimously.

8) Discuss/take action to authorize a Contingency Fund transfer in an amount not to exceed \$14,950 to the Maintenance Department Budget for unbudgeted window and wall repairs in the Corporation Counsel Office

J. Matthys explained that the Building Committee met & considered a repair project in the southeast corner of the Corp Counsel Office where there has been water intrusion during each melt & rain event. The area was inspected by Maintenance & Market & Johnson to determine a responsive repair. M & J submitted a quote to repair the window & surrounding area at a cost of \$14,950. Maintenance Supervisor J. Forss reached out to other local contractors but none provided a quote. Because this was an unbudgeted repair the Building Committee has suggested that the repair be done & to request that funds from the Contingency Fund be utilized. Motion by J. Kosin/M. Kahlow to authorize repairs & approve a Contingency Fund transfer in an amount not to exceed \$14,950; motion carried unanimously.

9) Discuss/take action whether to accept new personnel requests for 2024

J. Matthys explained that the projected funds needed in 2024 to cover the wage increases (assuming a 1.25% wage increase with step increased throughout the year in 2024) would be \$649,750.29. Each year the County as a whole generally experiences an annual increase of operating levy funds of approx. \$250,000. He suggested that it may be prudent to consider holding off on adding additional personnel in 2024, to the extent the County can, in an effort to contain costs until such time they can financially support adding additional staff &/or services. Motion by M. Kahlow/J. Kosin to restrict hiring new personnel for 2024 unless the position can be funded outside of the County Levy, or in emergency cases; motion carried unanimously.

10) Discuss/take action to participate in a regional non-competitive climate pollution reduction grant (CPRG) initiative with the Twin Cities Metropolitan Statistical Area coordinated by the Metropolitan Council

J. Matthys explained that the Twin Cities Metropolitan Council wishes to apply for non-competitive planning funds available through the EPA, specifically a Climate Pollution Reduction Grant. Through a regional effort of the TCMC statistical area, which includes Pierce & St. Croix Counties, a successful grant application is contingent upon the number of counties within the TCMC statistical area that participate. The planning, research, & reporting will be done by the TCMC, Pierce would have a limited role in the overall initiative but if successful Pierce County as well as other counties in the said area could benefit greatly. A letter of interest has been requested of participating counties by May 19, 2023. Motion by M. Kahlow/S. Bjork to approve Pierce County's participation in the regional climate pollution reduction grant initiative with the TCMC statistical area; motion carried unanimously.

11) Discuss/take action to form a Judicial Facility Planning Adhoc Committee pursuant to §4-21 (I) of the Pierce County Code

J. Matthys explained that when the new Law Enforcement Facility was being planned space for future courts & related offices were considered in the design. He indicated that State has suggested that they would not approve an additional Circuit Court Judge until the County can prove there's enough space to adequately add one. Space & security of the courts & supporting offices continues to be of great concern & seems appropriate to do a further analysis of the subject to eventually include projected costs. Motion by M. Kahlow/J. Ashbach to create & establish a Pierce County Judicial Facility Planning Ad hoc Committee pursuant to Section 4-21(I) of the Pierce County Code; motion carried unanimously. Chairman J. Aubart announced the appointment of the following individuals to said Adhoc Committee: Jon Aubart, Scott Bjork, Mike Kahlow, Neil Gulbranson, Jim Ashbach, Judge Elizabeth Rohl, & Joseph Boles.

12) Discuss/take action on income tax lien for Tax Deed file #434: 008-01074-0200

J. Feuerhelm explained that this particular Tax Deed property currently has a valid Wisconsin Dept. of Revenue lien attached to it, acquired by the former owner. He added that the lien amount last year was approx. \$78,000. The request is to determine if Pierce County has the desire to pay off the State DOR lien after all of the County's taxes, fees, etc. have been satisfied, or leave lien as is which would likely need to be addressed by the new owner(s). He also added that if the property sold for near the current appraised value of \$225,000 there would be sufficient funds to cover what is owed to the County & pay of the Dept. of Revenue lien. Motion by M. Kahlow/S. Bjork to require bidders of the Tax Deed Property File No. 434 to confirm & acknowledge the bid price shall include satisfaction of any existing income tax liens & for the payment of any income tax liens on the tax deed property; motion carried unanimously.

13) Future Agenda Items

- 2024 Budget Guidelines
- Health insurance RFP

14) Next Meeting Date

Next regular meeting scheduled for Monday, June 5th, 2023 at 4:00 p.m.; in County Board Room.

15) Adjournment

Meeting adjourned at 5:14 p.m. by motion of R. Gilles/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk