

PERSONNEL/FINANCE COMMITTEE MINUTES

COMMITTEE:	PERSONNEL/FINANCE
DATE:	AUGUST 19, 2025
TIME:	8:30 A.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

Skallerud called the meeting to order at 8:30 A.M. and read the agenda.

ROLL CALL

Present: Decorah, Goode, Landru, Lukas, Marvin, Skallerud, Weber

Absent: Wirtz

Others Present: Nora Matuszewski, Stephanie Montgomery, Rob Huettl, Jeff Marvin, Dave Wiebelhaus, Cortney Cleereman (ROD)

APPROVE AGENDA

Motion by Lukas to approve the amended agenda as presented, seconded by Goode. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE AUGUST 5, 2025 FINANCE/PERSONNEL COMMITTEE MEETING

Motion by Weber to approve the minutes, seconded by Lukas. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

DISCUSSION/ACTION ON THE PSAP GRANT

Marvin and Huettl were in to discuss the current Dispatch workstations, radios, equipment, etc. and the issues they are having with the current equipment from Zuercher and the costs to upgrade currently, which was around \$148,000 to stay with Central Square. They told the committee the equipment will be obsolete by 2030 anyway. the new equipment they wish to purchase is through RACOM and it will qualify under the PSAP grant; which is a 90/10 match. The cost they quoted for the new equipment was around \$402,000. There would be a monthly \$20,000 maintenance agreement with the new system. Along with the project they want to get the third dispatch station up and running; they will not need additional employees to run it, it would just be there for emergency situations as a back-up. They will also be needing portable radios as the one's previously bought are not operating well. The cost for the new radios will be \$30,856.35. They are also looking at computer upgrades. The total match for all of these new items and upgrades will be around \$550,000, the match for the county will be around \$56,000.

Motion by Marvin to approve the grant projects with a match not to exceed \$56,000, because it is due at the end of the month, second by Lukas. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON 2023 AND 2024 FINANCIAL AUDITS WITH SCOTT STERNHAGEN (CLA), FORWARD TO FULL COUNTY BOARD TO BE PLACED ON FILE

Sternhagen was available to go over both audits and answer any questions from the committee. He told the committee the general fund balance is good and where it should be for a County of our size. He said the Social Services fund is down and that is mostly due to high placements which cannot be helped because this is so unpredictable. He feels the County needs to fund that department \$300,000 in tax levy this next fiscal year. The financials will be forwarded to full County Board to place on file.

UPDATES ON BUG TUSSEL

Scott Feldt was not available so, no updates.

DISCUSSION/ACTION ON APPROVAL OF CERTIFICATION/DEGREE IN COUNTY CLERK'S OFFICE FOR EMPLOYEE

Skallerud cleared up that, degrees would be sent to the Clerk and would not need to come to committee, only certifications that would pertain to the position above what is required.

DISCUSSION/ACTION ON TOWER REPAIRS THAT EXCEEDED THE \$10,000 MARK AND APPROVAL OF EXCESS COSTS

Montgomery explained the costs went above the \$10,000 originally approved and that she is expecting it to be even more. The invoices being discussed today were for Northway Communications and they were over the \$10,000. The additional invoices can be presented later but, these need to be paid now.

Motion by Decorah to pay the Northway Communications invoices right now out of LATCF, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION MD7 – AMERICAN TOWER

The Clerk explained this company has contacted the County earlier this year and they were told the indemnification needed to be addressed and taken out before there would be any discussion about making any extensions on the contract. The first time they contacted the County earlier this year the amount to renew was more than this correspondence.

No Action

DISCUSSION/ACTION ON WPSC GRANT RECEIVED BY SHERIFF DEPARTMENT

There was a lot of discussion about the chain saws being purchased and whether the deputies are being trained for carrying the saws or if the insurance will cover them having them. This will be forwarded to Sheriff & Justice and Montgomery feels the Title III funding will be able to pay for this training. Jodi Traas will be contacted on the training.

Motion by Landru to forward to Sheriff & Justice for training requirements, second by Goode. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON PAYMENT OF INVOICE FROM KRUEGER ELECTRIC FOR REPAIRS RELATING TO UNDERGROUND WIRES THAT WERE HIT DURING PARKING LOT PROJECT; FUNDING SOURCE

Motion by Landru to pay the current invoice from Krueger for the repairs in the amount of \$9,916.22 and send the contracts for the project to Corporation Counsel to see if the contractor has any legal repercussions and see if anything in the contract says the County is liable; pay from Capital Projects account, second by Weber. All present voting AYE. Motion carried.

DISCUSSION/ACTION ON ASET JANITORIAL AND PAYMENT FOR SERVICE

PERSONNEL/FINANCE COMMITTEE MINUTES

Maintenance checked into everything and confirmed ASET did the work they were contracted to do and he advised to pay them.

Motion by Lukas to pay ASET the remaining amount due the County owes them, second by Landru. All present voting AYE; Abstain, Decorah. Motion carried.

CLOSED SESSION

The committee may consider a motion to convene into closed session pursuant to Wis. Stat. § 19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction responsibility, considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data and conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1) (g).” This closed session relates to:

- a) Wage scale and County positions hired not meeting minimum requirements – reverse step process
- b) Wage Scale and County positions – Qualifications, job descriptions

Motion by Lukas to convene to closed session, second by Goode. All present voting: Decorah AYE, Goode AYE, Lukas AYE, Marvin AYE, Skallerud AYE, Weber AYE. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Lukas to reconvene to open session, second by Goode. All present voting AYE. Motion carried.

- a) **Wage scale and County positions hired not meeting minimum requirements -reverse step process**

No Action, step process explained and set for Finance

- b) **Wage scale and County positions – Qualifications, job descriptions**

No Action

- c) **County Board Stipends.**

Motion by Goode to forward the County Board stipend resolution to the September County Board, second by Landru. All present voting AYE; Abstain, Skallerud. Motion carried.

WORK GROUP; REPORTS TO COMMITTEE AND POTENTIAL WORK GROUP CHARGES

- a) **HIRING**

Nothing to report other than a no-show for one of the interviews.

- b) **Union Negotiations**

Motion by Lukas to use Attolles Law/Andy Phillips for the 2025 Union Negotiations, second by Goode. All present voting AYE. Motion carried. A draft will be sent to Andy Phillips for the union contract negotiations.

- c) **Budget**

Skallerud talked to the committee about the IM issues the County has been having and a possible increase to the budget because the County cannot find a consortium to join. He wanted the committee to understand if there is not a consortium for the County to join the increase to the budget will be substantial. He wanted next years budget to be set at \$150,000.

Cleereman explained that she is looking for back-up options for the Register of Deeds office and talked about some counties losing years of data they could not get back because of the paperless offices and if the department is shut down, no one is able to buy, sell, transfer land, etc. losing the counties a substantial amount of revenue. Whiteaker has come up with a plan right now allowing Cleereman to back-up data every night, with a cost around \$1,000. She had another suggestion to move her documents to a cloud-based service with a very high cost, with yearly increases. She will have around \$6,000 left in the 2025 budget that she could use to pay for some of the costs, depending on what the committee decides. The committee had some other plans that they are working for the future that will be beneficial for the Register of Deeds office and all of the offices. Motion by Weber to allow Cleereman to use existing budget year dollars to use the back-up plan from Whiteaker, for \$1,000, second by Goode. All present voting AYE. Motion carried. The committee members asked the Clerk to have the department heads go through their job descriptions and justify the education and any certifications. They would like to know where the requirements of education came from, including if they are required by statutes or an outside agency. Have the positions with “preferred” status behind an Associates, etc. remove the higher education requirement and just have the high school diploma requirement.

FUTURE AGENDA

- a) Budget
- b) Next meeting set for September 9, 2025 at 9:00 a.m.

ADJOURNMENT

Motion by Weber to adjourn, second by Landru. All present voting (AYE). Motion carried. The meeting adjourned at 12:50 p.m.