

## **Price County Administration Committee - Meeting Minutes**

**Date:** February 11, 2025

**Time:** 9:00 a.m.

**Place:** Courthouse County Board Room 101; 126 Cherry St; Phillips, WI 54555

**Call to Order:** Meeting called to Order by Dennis Wartgow, Committee Chair at 9:00 a.m.

### **Roll Call**

**Present:** Alan Barkstrom (remote); Jeff Hallstrand; Paula Houdek; Dennis Wartgow

**Excused:** Jordan Spacek

**Also Present:** Nick Trimner, County Administrator; Robert Hawn, Chief Deputy Sheriff; Jennifer Miller, Human Resources Manager

### **Items for Discussion and Possible Action**

#### **1. Public Comment & Communications**

None

#### **2. Meeting Minutes – January 14, 2025**

Motion Houdek/Hallstrand to approve the minutes from the January 14, 2025, meeting as presented.

Motion carried.

#### **3. Employee Status Updates (since October 24, 2024)**

##### **i. No updates at this time**

Employee Status Updates will be on the next administration committee meeting agenda.

#### **4. County Board of Supervisors Policy and Procedure Manual - Exhibit B(b)(i)**

##### **a. Rules For Supervisors of Price County**

##### **i. Per Diem when attending for work and County**

##### **ii. Per Diem when attending Conferences and attending virtual meetings**

Discussion about creating additional verbiage in the County Board of Supervisors Policy and Procedure Manual to clarify and define the following situation: dispersal of per diem and mileage pay for a Price County employee, or committee member, who attends multiple county-paid events simultaneously.

#### **5. Resolution: 2025 Wage Schedule Increase**

Motion Barkstrom/Houdek to approve resolution: 2025 Employee Wage Schedule Increase and forward it to the County Board of Supervisors for approval.

Motion carried.

#### **6. Resolution: LTE Wage Schedule Increase**

Motion Hallstrand/Houdek to approve resolution: 2025 LTE Wage Schedule Increase and forward it to the County Board of Supervisors for approval, with amendments.

Motion carried.

#### **7. Updates to the Lifestyle Perk Policy**

Motion Houdek / Hallstrand accept the updated lifestyle perk policy including the new categories.

Motion Carried.

#### **8. Update on Job Description Project**

The Job Description Project by Carlson-Dettmann is ongoing. There will be further updates given at an upcoming meeting.

#### **9. Sheriff Deputy 720 Academy Sponsorship Program Policy**

The Sheriff Deputy 720 Academy Sponsorship Program Policy, created in 2021, has been slated for review by the administrative team to include updated stipend amounts. The Program sponsors qualified employees of the Price County Sheriff's Office for the completion of the 720-hour Law Enforcement Recruit Academy.

#### **10. Next Meeting Date**

March 11, 2025

#### **11. Adjourn**

Meeting adjourned at 9:51 a.m.

Submitted Respectfully by Meredith Hueckman, County Clerk