

Price County Administration Committee

Members: Alan Barkstrom, Jeff Hallstrand, Paula Houdek, Jordan Spacek, Dennis Wartgow

NOTICE OF MEETING

There will be a meeting of the **Price County Administration Committee** at the time and place indicated below. The meeting is Open to the public pursuant to Wisconsin Statutes, Chapter 19, Subchapter V. (Open Meeting Law).

Date: October 15, 2025

Time: 9:00 a.m.

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

Webex Link: <https://price.webex.com/price/j.php?MTID=m3c6880c8d25450b6df71022901d7efb9>

Conference call number: 1-408-418-9388

Conference code: 2485 187 0350

Call to Order and Roll Call:

Items For Discussion and Possible Action

1. Public Comment and Communications
2. Meeting Minutes from the September 9, 2025 Meeting
3. Employee Status Updates
 - New Hires, Promotions, & Reassignments
 - Nancy Olson – Program Assistant UWEX – starts 10/29/2025
 - Terminations, Resignations, & Retirements
 - Nancy Olson – Substitute Nutrition Site Manager 10/23/25 (6 months)
 - Daniel Lambert, Deputy Sheriff – 10/31/2025 (2 ½ years)
 - Recruitments
 - Deputy Sheriff
 - Part-time Correction Officer/Dispatcher – ongoing
 - Part-time Deputy Sheriff – ongoing
 - Substitute Nutrition Site Manager – ongoing
4. Health Insurance 2026 Premiums
5. Supervisor Policy and Procedure Manual 2026-2027
 - a. Exhibit A – Rule II(B.) Page 5 – April Organization Meeting & Regular Meeting During Election Years
 - b. Exhibit A – Rule II(C.) – Page 5 November Board Meeting – Veteran’s Day
 - c. Exhibit B – B(I)1. Page 10 – Supervisor Per Diems
 - d. Exhibit B – B(I)1. Page 10 – Second Meeting Per Diem
 - e. Exhibit B – B(II)1. Page 12 – Board Chair Annual Salary
6. Resolution – Approve Revisions to the County Board Policy and Procedure Manual
7. Employee Handbook
 - a. Holiday Policy
 - b. Payroll and Accounts Payable Employee One-Week Mandatory Vacation
 - c. Benefits-Miscellaneous
 - i. Social Worker Certification
 - ii. Expense Reimbursements and Compensable Hours for Travel, Trainings and Meetings
 - iii. Requesting Reimbursements
 - d. Cell Phone & Telephone Use
 - e. Code of Ethics
8. Resolution – Adopt Revised Employee Handbook

9. Administration Manual
 - a. Recruitment Policy
 - b. Social Media Policy
 - c. Cell Phone Policy
10. Resolution - Adopt Revised Administration Manual
11. Employee LTE Wage Schedule
 - a. Interpreter Wage Differential
12. Resolution – LTE Wage Schedule with Interpreter Wage Differential
13. Review 2026 Committee and Board Calendar
14. Next Meeting Date: November 11, 2025
15. 2026 Deputy Union Negotiation Update
16. Announcement and motion to adjourn to closed session pursuant to the exemptions in Wis. State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85 (1)(e) deliberating or negotiating whenever competitive or bargaining reasons require a closed session for the purpose of:
 - a. Deputy Union Contract Negotiations
 - b. Return to Open Session
17. Take action, as needed, on closed session items
18. Adjourn

By: Dennis Wartgow, Committee Chairperson
Reviewed by County Administrator: Nicholas Trimner

Posted: October 8, 2025

Please go to the [events calendar](#) on the Price County website for more information on joining this meeting. All Price County Board and Committee meetings are recorded and uploaded to the Price County YouTube page: <https://www.youtube.com/@pricecountygovernment>

C: Price County Review WCQM/WPFP

Posting locations: Courthouse bulletin board, Normal Building bulletin board, Park Falls Public Library, Phillips Public Library, Ogema Public Library. The Committee reserves the right to take appropriate action on any item timely noticed on this agenda. Members present at this meeting may constitute a quorum of the County Board or any other County Board committee. Persons having a disability may request special accommodation in keeping with ADA requirements. Requests will be kept confidential.