

## Price County Administration Committee Minutes

**Date:** December 9, 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 at 9:00 a.m. by Dennis Wartgow, Committee Chairman.

**Roll Call:**

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

**Also Present:** Brian Ernst, County Chairman; Nick Trimner, County Administrator

### Items For Discussion and Possible Action

1. **Public Comment and Communications:** None.
2. **Meeting Minutes from October 15, and November 12, 2025:**  
Motion Houdek/Barkstrom to approve the October 15, and November 12, 2025, meeting minutes. Motion carried.
3. **Employee Status Updates:**
  - New Hires, Promotions, & Reassignments
    - Peggy Kahl – Substitute Nutrition Site Manager/Park Falls – starts 11/12/2025
  - Terminations, Resignations, & Retirements
    - Greg Cooley – Highway Operator – 33 ½ years
    - Christine Slade – Register in Probate – 14 ¾ years
    - Jenny Schuh – Lead Economic Support Specialist – 37 ½ years
  - Recruitments
    - Highway Operator
    - Economic Support Specialist
    - Judicial Assistant
    - Deputy Sheriff
    - Part-time Deputy Sheriff – Ongoing working with recruit schools with employees. Continue to recruit bc there are openings
    - Part-time Corrections Officer/Dispatcher – Ongoing
    - Substitute Nutrition Site Mangers – Ongoing
4. **Employee Handbook:**
  - a. **Holidays (Floating Holiday/Presidents Day):** Presented the following changes to the Employee Handbook under 8. Holidays; Policy:  
Price County regular full-time and regular part-time employees, except as otherwise herein provided, shall be granted **11** paid holidays per year at an employee's regular rate of pay as follows:
    1. New Year's Day
    2. **Presidents' Day**
    3. Friday before Easter
    4. Memorial Day
    5. Independence Day
    6. Labor Day
    7. Thanksgiving Day
    8. Friday after Thanksgiving Day
    9. Christmas Eve
    10. Christmas Day
    11. New Year's Eve

**Highway, Airport and Dams will receive the Day before Independence Day in place of Presidents' Day.**

Motion Houdek/Hallstrand to accept the verbiage changes to the Price County Employee Handbook under section 8. Holidays; Policy as presented. Motion carried.
  - b. **Payroll During Holidays – Bank Holidays:** Presented the following changes to the Employee Handbook under 5. Payroll & Deductions from Payroll; Policy; Pay Periods:

The payroll period is based on a biweekly cycle. The work week is defined as Sunday 12:00 a.m. through the following Saturday 11:59 p.m. Paychecks are normally deposited, by direct deposit, on the Thursday following the end of the payroll period. However, there may be times when, due to a scheduled holiday, it will be necessary to change the pay date to ~~either Wednesday or~~ Friday depending on the timing of the holiday.

Motion Houdek/Barkstrom to amend language to the Price County Employee Handbook section 5. Payroll & Deductions from Payroll; Policy; Pay Periods (strike “either Wednesday or”). Motion carried.

**5. Supervisor Manual**

**a. Abstaining from Vote:**

Motion Barkstrom/Hallstrand to recommend supervisors declare their intention of abstaining before discussion if it involves a conflict of interest, and to put verbiage addressing abstaining due to conflict of interest in the Price County Supervisor’s Handbook. Motion carried.

**6. Supervisor Proof of Insurance:** Discussion. No action.

**7. Next Meeting Date:** January 13, 2026, is cancelled. The next meeting is scheduled for February 10, 2026. At that meeting, the committee will set elected wages for the Sheriff, Clerk of Courts and Coroner.

**8. Adjourn:** Meeting adjourned at 9:47 a.m. by Dennis Wartgow, Committee Chairman.

Respectfully submitted by Meredith Hueckman, County Clerk