

**JANUARY SESSION**

January 21, 2014

Chairman Kirkpatrick called the meeting to order. Roll call found all members present except Williams.

The Invocation was given by Reverend Randy Sanders, Pastor of the Park Street Christian Church, Richland Center. County Clerk Vlasak led the Pledge of Allegiance.

County Clerk Vlasak read the agenda for the January session. Motion by Clausius, second by Cook that the agenda be approved. Motion carried.

Chairman Kirkpatrick asked if any member desired that the minutes for the previous session be read or if any member desired to amend the minutes from the previous session. Motion by Seep, second by Peters that the minutes be approved. Motion carried.

Resolution No. 14-1 Noting With Appreciation The Retirement of Sally Larson From Her Position At The Department Of Health And Human Services was read by County Clerk Vlasak. Motion by Holets, second by Jewell that Resolution No. 14-1 be adopted. Health and Human Services Director Randy Jacquet introduced Mrs. Larson. Mrs. Larson addressed the Board and received a round of applause. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 1**

A Resolution Noting With Appreciation The Retirement of Sally Larson From Her Position At The Department Of Health And Human Services.

WHEREAS Sally Larson retired on January 10, 2014 after over 42 years of employment in the County Clerk's Office, with her last position being Fiscal Specialist in the Department of Health and Human Services, and

WHEREAS by her over 42 years of dedicated service at the Department of Health and Human Services, Sally Larson has made a significant contribution to the fair, efficient and compassionate administration of Richland County government, and

WHEREAS the Richland County Board of Supervisors wishes to express its gratitude and appreciation to Sally Larson for her over 42 years of dedicated service to Richland County and the County Board also wants to wish her a long and happy retirement.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Sally Larson for her over 42 years of dedicated service in the Department of Health and Human Services, with her last position being Fiscal Specialist, and the County Board hereby wishes Sally Larson a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to Sally Larson.

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE HEALTH AND  
HUMAN SERVICES BOARD

FOR AGAINST

Robert J. Holets	X
Fred Clary	X
Virginia Wiedenfeld	X
Robert L. Bellman	X
Larry Jewell	X
Donald Seep	X

Resolution No. 14-2 Noting With Appreciation The Retirement of Dianne Monson From Her Position In The County Clerk’s Office was read by County Clerk Vlasak. Motion by Kinney, second by Wiedenfeld that Resolution No. 14-2 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 2**

A Resolution Noting With Appreciation The Retirement of Dianne Monson From Her Position In The County Clerk’s Office.

WHEREAS Dianne Monson retired on January 10, 2014 after 25 ½ years of employment in the County Clerk’s Office, with her last position being Accounting Supervisor and Deputy County Clerk, and

WHEREAS by her 25 ½ years of dedicated service in the County Clerk’s Office, Dianne Monson has made a significant contribution to the fair, efficient and compassionate administration of Richland County government, and

WHEREAS the Richland County Board of Supervisors wishes to express its gratitude and appreciation to Dianne Monson for her 25 ½ years of dedicated service to Richland County and the County Board also wants to wish her a long and happy retirement.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Dianne Monson for her 25 ½ years of dedicated service in the County Clerk’s office, with her last position being Accounting Supervisor and Deputy County Clerk, and the County Board hereby wishes Dianne Monson a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to Dianne Monson.

**RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE**

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Tom Crofton	X
Robert L. Bellman	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Larry Ward, Southwestern Wisconsin Regional Planning Commission Executive Director, made a power point presentation on what the Regional Planning Commission does as an organization.

Resolution No. 14-3 Cancelling Stale Tax Certificates And Making An Appropriation was read by County Clerk Vlasak. Motion by Van Vliet, second by Deets that Resolution No. 14-3 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 3**

A Resolution Cancelling Stale Tax Certificates And Making An Appropriation.

WHEREAS when real estate taxes on a parcel go unpaid, the County issues a tax certificate which is a lien on the real estate and, if a tax certificate remains unpaid for 11 years, Wisconsin Statutes, section 75.20 requires the County Treasurer to cancel that tax certificate, and

WHEREAS there are 12 tax certificates which County Treasurer Julie Keller is now required to cancel and the Finance and Personnel Committee is now presenting this Resolution to the County Board for an appropriation to reflect the lost revenues resulting from these cancelled tax certificates in the County budget.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for cancelling the following tax certificates for the tax year which were issued in 2001:

<u>Certificate number</u>	<u>Tax Parcel number</u>	<u>Amount of certificate</u>
19	002-2234-2200	\$ 36.16
25	002-2721-2100	19.36
89	006-0634-5300	1.90
172	006-4041-0009	3.08
173	006-4621-0000	3.08
315	014-3440-1009	11.56
447	022-0934-2100	28.84
583	030-2811-1100	445.47
605	032-2220-0810	11.82
607	032-2220-0830	85.08
608	032-2220-0880	2.37
637	146-0009-0410	11.52

Total .....\$660.24, and

BE IT FURTHER RESOLVED that \$660.24 is hereby appropriated from the General Fund to the Cancelled Tax Certificates account in the 2014 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Tom Crofton	X
Robert L. Bellman	X

Gaylord L. Deets	X
Lewis G. Van Vliet	X

Resolution No. 14-4 Relating To Writing Off Certain Uncollectible Ambulance Bills was read by County Clerk Vlasak. Motion by B. Marshall, Jr., second by Clary that Resolution No. 14-4 be adopted. Discussion followed. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 4**

A Resolution Relating To Writing Off Certain Uncollectible Ambulance Bills.

WHEREAS each year the Richland County Ambulance Service has bills which are uncollectible, either because the debtor on the bill has died without any assets or because Medical Assistance or Medicare regulations will not allow all or a portion of the bill to be collected from the patient who received the ambulance service, and

WHEREAS the Emergency Management Committee has reviewed uncollectible bills of the Ambulance Service for 2011, 2012 and 2013 (except December) and has found that such bills total \$223,599.90 and the Committee has recommended that the County Board write these uncollectible bills off of the County's books by adopting this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for writing off of the County's books the following uncollectible bills for ambulance service provided by the Richland County Ambulance Service in the total amount of \$223,599.90, itemized as follows:

2011 .....	\$ 21,670.12
2012 .....	\$ 16,251.22
2013 .....	<u>\$185,678.56</u>
 Total .....	 \$223,599.90, and

BE IT FURTHER RESOLVED that the Ambulance Service shall continue to vigorously try to collect those outstanding ambulance bills which the Service is legally eligible to collect, and

BE IT FURTHER RESOLVED that, in order to account for the revenue loss effected by this Resolution, \$223,599.90 is hereby transferred from the General Fund to the Uncollectible Ambulance Bills account in the 2013 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

**RESOLUTION OFFERED BY THE EMERGENCY  
MANAGEMENT COMMITTEE**

	FOR	AGAINST
Fred Clary	X	
Jeanetta Kirkpatrick	X	
Buford E. Marshall, Jr.	X	

Resolution No. 14-5 Approving A Contract For Building Inspector Services Under The Uniform Dwelling Code was read by County Clerk Vlasak. Motion by Rasmussen, second by Wiedenfeld that Resolution No. 14-5 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 5**

A Resolution Approving A Contract For Building Inspector Services Under The Uniform Dwelling Code.

WHEREAS Richland County is required by State law to conduct various building inspection services under the Uniform Dwelling Code for new homes that are constructed in the County, and

WHEREAS the County has been using the services of Wisconsin Municipal Building Inspection, LLC., whose principal is Michael T. Reuter of Platteville, since January, 2009 and the Zoning and Land Information Committee is satisfied with that firm’s services, and

WHEREAS the Zoning and Land Information Committee is recommending that the County enter into a new contract with Mr. Reuter’s firm for 2014 and 2015, and

WHEREAS Rule 18 of the Rules of the Board requires County Board approval for all contracts involving any expenditure of \$5,000 or more and the Zoning and Land Information Committee is presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to enter into a contract with Wisconsin Municipal Building Inspection, LLC. of Platteville whereby that firm will provide building inspector services for the County under the Uniform Dwelling Code for 2014 and 2015.

BE IT FURTHER RESOLVED that, if the County engages the services of the firm for matters other than inspecting one and two-family dwellings, the hourly rate shall be \$60.00, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County such contract in accordance with this Resolution as is approved by the Zoning and Land Information Committee, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

**RESOLUTION OFFERED BY THE ZONING AND LAND INFORMATION COMMITTEE**

**FOR AGAINST**

Richard Rasmussen	X
Robert J. Holets	X
Marilyn Marshall	X
Larry Sebranek	X
James Lewis	X
Virginia Wiedenfeld	X
Gaylord L. Deets	X

Resolution No. 14-6 Approving A Contract For 2014 For The Health And Human Services Department was read by County Clerk Vlasak. Motion by Holets, second by Bellman that Resolution No. 14-6 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 6**

A Resolution Approving A Contract For 2014 For The Health And Human Services Department.

WHEREAS Rule 18 of the Rules of the Board provides that all contracts of the Department of Health and Human Services involving the expenditure of \$30,000 or more must be approved by the County Board, and

WHEREAS the Health and Human Services Board is now presenting the following contract for 2014 in the amount of \$169,000.00 to the County Board for approval.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Health and Human Services Board to enter into the following contract for 2014:

With E. Rackley Ivey, M.D. (Madison) who will be replacing Clemens Schmidt, M.D. as the Medical Director and provider of psychiatric services and consultation to area professionals/agencies. Health & Human Services is required to have a Medical Director in order to maintain State certifications for the Outpatient Mental Health Clinic, Crisis Services, and Comprehensive Community Services Program, and

BE IT FURTHER RESOLVED that the Health and Human Services Board is hereby authorized to amend any of the above contract by not more than 15%, and

BE IT FURTHER RESOLVED that the Director of the Health and Human Services Department, Randy Jacquet, is hereby authorized to sign this contract on behalf of Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

**RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE HEALTH AND  
HUMAN SERVICES BOARD**

	FOR	AGAINST
Robert J. Holets	X	
Fred Clary	X	
Virginia Wiedenfeld	X	
Robert L. Bellman	X	
Larry Jewell	X	
Donald Seep	X	

Resolution No. 14-7 Approving A Contract For Auditing Services For 2013 was read by County Clerk Vlasak. Motion by Van Vliet, second by Deets that Resolution No. 14-7 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 7**

A Resolution Approving A Contract For Auditing Services For 2013.

WHEREAS it is necessary for the County to engage an accounting firm to audit the County's books for 2013, as the current contract with Johnson Block and Company, Inc. of Viroqua has expired, and

WHEREAS the County has been well satisfied with the auditing work done by Johnson Block and Company, Inc., in past years and that firm has submitted a detailed proposal to do the auditing work for the County for 2013, and

WHEREAS the Finance Committee has carefully considered this proposal and the Committee believes that it would be in the best interests of the County to accept Johnson Block and Company, Inc.'s proposal.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for entering into a contract with Johnson Block and Company, Inc. of Viroqua for audit and accounting services for the County for 2013, and the firm proposes to charge for this work at its usual hourly rate, plus expenses, and the firm has estimated that its fee for these services will not exceed a range between \$26,200 and \$27,500, subject to the exception set forth below, and

BE IT FURTHER RESOLVED that approval is hereby granted for Johnson Block and Company, Inc. to do any additional accounting and auditing work needed by various County departments, such as Pine Valley and the Highway Department, at the firm's usual hourly rate, and

BE IT FURTHER RESOLVED that if the County has any major changes in audit scope or Federal/State requirements that presently do not exist, Johnson Block and Company, Inc. will bring these to the County's immediate attention and re-estimate the impact of the change before incurring any additional charges that would have an impact on the overall fee, and Johnson Block and Company, Inc. will obtain approval from the County before proceeding, and

BE IT FURTHER RESOLVED that the Chair of the County Board, the Chair of the Finance and Personnel Committee and the County Clerk are hereby authorized to sign a contract with Johnson Block and Company, Inc. on behalf of the County in accordance with this Resolution and in accordance with the written proposal made to the County by that firm, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Tom Crofton	X	
Robert L. Bellman	X	
Gaylord L. Deets	X	
Lewis G. Van Vliet	X	

Resolution No. 14-8 Approving A Contract To Develop An Administrative Policy Handbook For Richland County And Making An Appropriation was read by County Clerk Vlasak. Motion by Crofton, second by Holets that Resolution No. 14-8 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 8**

A Resolution Approving A Contract To Develop An Administrative Policy Handbook For Richland County And Making An Appropriation.

WHEREAS the Finance and Personnel Committee has received a proposal from the Mequon, Wisconsin law firm of Phillips Borowski, S.C. to prepare an administrative policy handbook for Richland County for the purpose of setting forth administrative policies and procedures to be followed by all County officers and employees, and

WHEREAS the Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to enter into a contract with Phillips Borowski, S.C. to prepare an administrative policy handbook for Richland County at a cost not to exceed \$10,000, which includes all expenses, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County a contract in accordance with this Resolution, and

BE IT FURTHER RESOLVED that \$10,000 is hereby appropriated from the General Fund to the Administrative Policy Handbook Account in the 2014 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

**RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE**

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Tom Crofton	X
Robert L. Bellman	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Resolution No. 14-9 Approving Changing The Dental Insurance Company For County Employees was read by County Clerk Vlasak. Motion by Kinney, second by Crofton that Resolution No. 14-9 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 9**

A Resolution Approving Changing The Dental Insurance Company For County Employees.

WHEREAS the County’s contract with Anthem Blue Cross Blue Shield for providing dental insurance for County employees expires on February 28, 2014, and

WHEREAS the Finance and Personnel Committee has received proposals from insurance companies



providing dental coverage and the Committee has concluded that the County could achieve cost savings by having Delta Dental provide this coverage, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to enter into a contract with Delta Dental to provide dental insurance for County employees starting March 1, 2014, with the rates to be guaranteed for 2 years, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County such contract as is approved by the Finance and Personnel Committee, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Tom Crofton	X	
Robert L. Bellman	X	
Gaylord L. Deets	X	
Lewis G. Van Vliet	X	

Resolution No. 14-10 Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Village of Viola was read by County Clerk Vlasak. Motion by Clausius, second by Turk that Resolution No. 14-10 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 10**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Village of Viola.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Village of Viola, and

WHEREAS the County is at this time authorized by the Wisconsin Statutes to take a tax deed to this tax delinquent real estate and to thereby become the owner of that real estate, subject to the statutory right of redemption of the former owner, and

WHEREAS the Property Committee has carefully considered this matter and is now recommending that the County Board authorize the taking of title by the County to this tax delinquent parcel of real estate.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to execute and issue a tax deed in favor of Richland County to the following-described parcel of real estate in the Village of Viola which is known as Tax Parcel #186-1833-1560 as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

<u>Year of tax</u>	<u>Number of tax certificate</u>
2005	500
2006	577
2007	566
2008	666
2009	644
2010	660
2011	616
2012	---

The legal description relating to this parcel is as follows:

The following-described real estate situated in Richland County, State of Wisconsin:

Lots Six (6), Seven (7) and Ten (10) in Block Fifteen (15) in Cushman's Homestead Addition to the Village of Viola, Richland County, Wisconsin, EXCEPT Twenty-six (26) feet off the East end of Lots Seven (7) and Ten (10), and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE PROPERTY,  
BUILDING AND GROUNDS COMMITTEE

FOR AGAINST

Tom Crofton	X
Carol Clausius	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Resolution No. 14-11 Authorizing The Land Conservation Department Applying For And Accepting A Grant From Trout Unlimited was read by County Clerk Vlasak. Motion by Peters, second by Kinney that Resolution No. 14-11 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 -11**

A Resolution Authorizing The Land Conservation Department Applying For And Accepting A Grant From Trout Unlimited.

WHEREAS Trout Unlimited, which is a non-profit conservation group, has offered to reimburse the County for its staff time and mileage costs in providing technical assistance to local landowners on a cost-sharing basis to have those landowners undertake various conservation practices, all as part of the Environmental Quality Incentives Program of the Federal Natural Resources Conservation Service, and

WHEREAS the Land Conservation Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the County to accept a grant from Trout Unlimited whereby the County would be reimbursed for its staff time and mileage in providing technical assistance on a cost-sharing basis with local landowners to undertake conservation practices as part of the Environmental Quality Incentives Program of the Federal Natural Resources Conservation Fund, and

BE IT FURTHER RESOLVED that this grant is in the maximum amount of \$7,500 and the work is to be done in 2014 and possibly in 2015, and

BE IT FURTHER RESOLVED that the funds to reimburse staff time and mileage shall be deposited in the Conservation Planner/Technician Account (Fund #72) in the Land Conservation Department 2014 County budget, and

BE IT FURTHER RESOLVED that County Conservationist Cathy Cooper is hereby authorized to sign on behalf of the County such documents as may be necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF LAND CONSERVATION  
COMMITTEE

FOR AGAINST

Gary A. Peters	X
Richard Rasmussen	X
Larry Sebranek	X
Paul Kinney	X
Donald Seep	X

Resolution No. 14-12 Authorizing The Land Records Office To Apply For And Receive A Grant From The Wisconsin Land Records Board was read by County Clerk Vlasak. Motion by Lewis, second by M. Marshall that Resolution No. 14-12 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 -12**

A Resolution Authorizing The Land Records Office To Apply For And Receive A Grant From The Wisconsin Land Records Board.

WHEREAS the Wisconsin Land Records Board has indicated that Richland County is eligible to receive a grant totaling \$39,472.00 to do various land records-related activities by December 31, 2015, and

WHEREAS Rule 18 of the Rules of the Board requires County Board approval before any department of County government can apply for and receive a grant, and

WHEREAS the Zoning and Land Information Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Land Records Office to apply for and receive a Wisconsin Land Records Board grant totaling \$39,472.00, with the work to be completed by not later than December 31, 2015, and

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent according to the terms of the grant and for the following uses:

1. \$20,000.00 towards the purchase of County-wide orthophotography. There will be a consortium of Wisconsin counties participating in a 2015 flight to take aerial photography;
2. \$5,000.00 for the completion of the section corner database by County Surveyor Matthew Filus;
3. \$11,472.00 for section corner acquisition by contracting with a surveying firm through a bidding process;
4. \$2,000.00 to acquire an additional mapping software license;
5. \$1,000.00 for educational and training purposes, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County such documents as may be necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

	FOR	AGAINST
Richard Rasmussen	X	
Robert J. Holets	X	
Marilyn Marshall	X	
Larry Sebranek	X	
James Lewis	X	
Virginia Wiedenfeld	X	
Gaylord L. Deets	X	

Resolution No. 14-13 Relating To Cancelling Stale County Checks was read by County Clerk Vlasak. Motion by Holets, second by Peters that Resolution No. 14-13 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14- 13**

A Resolution Relating To Cancelling Stale County Checks.

WHEREAS it appears in the report of the County Treasurer that the following checks have been outstanding against the County for more than one year and County Board approval is required before these checks can be taken off the books of the County.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the following County checks drawn on Richland County Bank are hereby cancelled:

<u>Check</u> <u>Number</u>	<u>Date</u>	<u>Payee/Department</u>	<u>Check</u> <u>Amount</u>
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21710	02/20/12	Nena/ Sheriffs Dept.	\$130.00
22158	03/16/12	Brittany McCauley/ County Fair	16.00
25317	08/23/12	Tyler & Trevor Wanek/ County Fair	22.50
26312	09/27/12	Danielle Rott/ County Fair	<u>2.00</u>

Total ..... \$170.50, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

**RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE**

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Tom Crofton	X	
Robert L. Bellman	X	
Gaylord L. Deets	X	
Lewis G. Van Vliet	X	

Resolution No. 14-14 Authorizing Reinstatement Of A Clerical Assistant II In The Child Support Agency was read by County Clerk Vlasak. Motion by Holets, second by Clausius that Resolution No. 14-14 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 14**

A Resolution Authorizing Reinstatement Of A Clerical Assistant II In The Child Support Agency.

WHEREAS Ms. Shannon Grob, a Clerical Assistant II in the Child Support Agency, resigned from that position effective December 6, 2013 and, after leaving employment, she notified the County that she wanted to return to her employment with the Child Support Agency and she was allowed to return to work starting December 17, 2013, and

WHEREAS it is provided in the County’s Handbook of Personnel Policies and Work Rules that, once a position becomes vacant, it must be filled in accordance with the hiring procedure set forth in the Handbook and the County Clerk is not authorized to pay wages to any County employee whose hiring has not been accomplished in accordance with the Handbook, and

WHEREAS the Finance and Personnel Committee has received the recommendation of the Child Support Committee and the Director of the Child Support Agency, Ms. Amy Forehand, that Ms. Grob be allowed to return to her position and the Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the requirements set forth in the County’s Handbook of Personnel Policies and Work Rules regarding the procedure for filling vacant County positions is waived in regard to Ms. Shannon Grob returning to her employment as a Clerical Assistant II in the Child Support Agency, and

BE IT FURTHER RESOLVED that Ms. Grob may return to the Clerical Assistant II position effective December 17, 2013 subject to the following terms and conditions:

1. The anniversary date of her employment shall be December 17, 2013 from now on for fringe benefit purposes;
2. She shall be deemed to have completed her probationary period;
3. She shall be paid at the rate of pay in effect when she resigned (hourly rate (\$16.53), which is the 5-year rate at Grade 5 in the Courthouse union scale;
4. She does not retain any sick leave accrual, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Tom Crofton	X	
Robert L. Bellman	X	
Gaylord L. Deets	X	
Lewis G. Van Vliet	X	

Resolution No. 14-15 Eliminating Positions At Pine Valley Healthcare & Rehabilitation Center was read by County Clerk Vlasak. Motion by Clary, second by Cook that Resolution No. 14-15 be adopted. Discussion followed. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 15**

A Resolution Eliminating Positions At Pine Valley Healthcare & Rehabilitation Center.

WHEREAS the County's Job Classification and Salary Plan and the job titles in Non-Union Salary Grade contain a number of positions at Pine Valley Healthcare & Rehabilitation Center that are no longer needed and these positions should be eliminated and the job descriptions for these positions should also be eliminated, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County's Job Classification and Salary Plan is hereby amended by eliminating the following positions at Pine Valley Healthcare & Rehabilitation Center and the job titles from the Non-Union Salary Grade for these positions are eliminated and the job descriptions for these positions are also eliminated:

- Grade 2 – General Helper
- Grade 6 – Universal Worker

Grade 12 – Physical Therapy Aid  
 Grade 18 – Certified Occupational Therapy Assistant  
 Grade 18 – Information Technology Coordinator  
 Grade 22 – Physical Therapy Assistant  
 Grade 27 – Staff Occupational Therapist  
 Grade 30 – Physical Therapist  
 Grade 31 – Speech Therapist/Rehabilitation Manager, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets		X
Tom Crofton		X
Robert L. Bellman		X
Gaylord L. Deets		
Lewis G. Van Vliet	X	

Resolution No. 14-16 Approving A Cemetery Lot Plat For The Expansion Of The Basswood Cemetery In The Town Of Eagle was read by County Clerk Vlasak. Motion by Lewis, second by M. Marshall that Resolution No. 14-16 be adopted. Supervisor Lewis answered questions. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 16**

A Resolution Approving A Cemetery Lot Plat For The Expansion Of The Basswood Cemetery In The Town Of Eagle.

WHEREAS the Basswood Cemetery Association in the Town of Eagle has purchased land for expansion of the cemetery and has prepared a plat of cemetery lots in the expanded area, and

WHEREAS it is required by Wisconsin Statutes, section 157.07 (1) that the County Board must approve any cemetery plat before it can be recorded with the Register of Deeds, and

WHEREAS the Zoning and Land Information Committee has reviewed the plat of the Basswood Cemetery Sixth Addition and is now recommending its approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the plat of the Basswood Cemetery Sixth Addition in the Town of Eagle, Richland County, is approved by the Richland County Board of Supervisors, and

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the County Board Chair, the Vice-Chair, Supervisor James Lewis and County Clerk Victor Vlasak are hereby authorized to sign this Plat on behalf of the County, and

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the County Clerk is

hereby authorized to provide certified copies of this Resolution to the Basswood Cemetery Association, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE ZONING AND LAND INFORMATION COMMITTEE

FOR AGAINST

Richard Rasmussen	X
Robert J. Holets	X
Marilyn Marshall	X
Larry Sebranek	X
James Lewis	X
Virginia Wiedenfeld	X
Gaylord L. Deets	X

Resolution No. 14-17 Changing An Account In The Zoning Department And Making An Appropriation was read by County Clerk Vlasak. Motion by Deets, second by Crofton that Resolution No. 14-17 be adopted. The resolution authorized the use of conversion fees collected under the Farmland Preservation Program for farmland preservation planning, zoning and compliance monitoring. The Rezoning Commissions Due State account in the 2014 County budget would be eliminated and the balance of that account of \$12,947.25 appropriated to the General Fund. A non-lapsing fund called the Working Lands Fund would be created and \$12,947.25 appropriated from the General Fund to the Working Lands Fund. Motion by Holets, second by Sebranek to postpone action of the resolution. Motion carried.

Resolution No. 14-18 Amending The Handbook of Personnel Policies And Work Rules was presented to the Board. Motion by Van Vliet, second by Peters that Resolution No. 14-18 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 18**

A Resolution Amending The Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has developed a Handbook of Personnel Policies and Work Rules for the purpose of setting forth as clearly as possible the work rules for County employees,

WHEREAS it is necessary from time to time for the County Board to amend the Handbook in order to keep up with the ever-changing needs of County government, and

WHEREAS the Finance and Personnel Committee has received numerous proposed amendments to the Handbook and the Committee has carefully considered these proposals and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that the Handbook of Personnel Policies and Work Rules of Richland County, as amended to date, is hereby further amended by repealing the following crossed-out items and adopting the following underlined items:

1. Under the heading "Definition":

(a) CHILD SUPPORT AGENCY.



~~Child Support Administrator/Specialist\*~~ Child Support Administrator/Assistant Corporation Counsel

Lead Child Support Worker

(b) COUNTY CLERK'S OFFICE.

Payroll and Benefits Specialist

Accounts Payable Specialist

~~Fiscal Clerk~~  
~~Secretary~~

(c) DISTRICT ATTORNEY'S OFFICE.

Clerical Assistant (part-time)

~~Clerical Assistant II~~

(d) HEALTH AND HUMAN SERVICES

Kindness Increases Development Success Team Coordinator

Occupational Therapist

Speech and Language Pathologist

Health and Wellness Coordinator

Program Assistant

Regional Program Resource Database Specialist

English/Spanish Interpreter

(e) JUDICIAL OFFICE

Clerical Assistant (part time)

(f) TREASURER'S OFFICE

Assistant Real Property Lister (part-time)

(g) U.W. EXTENSION OFFICE

~~Confidential-~~ Administrative Secretary

(h) U.W.-RICHLAND FOOD SERVICE

Food Service Worker – Temporary Casual

2. Under the heading "TERMS AND CONDITIONS OF EMPLOYMENT":

(a) In section 8 entitled "Leave of Absence":

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its

normal **health insurance** premium contribution for those employees who are on Worker's compensation or a medical leave of absence for a period of up to six months (~~See Resolution No. 87-52~~). County employees do not generate vacation and sick leave during **unpaid** leaves of absence, ~~but vacation and sick leave are generated during any other absence authorized under this Handbook.~~

**Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.**

- (b) In section II entitled "Performance Evaluations":

**Performance Evaluations:** The supervising committee shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The directors/department heads/commissioner shall conduct annual performance evaluations of their staff **using the standard forms available in the County Clerk's office.**

3. Under the heading "COMPENSATION AND FRINGE BENEFITS":

- (a) In the introductory section:

Except as to health insurance, the provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section. ~~As to health insurance, part-time employees who qualify for participation in the State Retirement System but who work less than one half time for the County, are eligible for health insurance.~~ **As per state statute, Wisconsin Retirement System hours of eligibility (currently 1,200 hours) will determine employee participation in the State Health Plan.** The County will pay the minimum amount of the premium for such employees as is allowed by the requirements of the State Health Plan.

- (b) In section 1 entitled "Health Insurance":

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee **was paid** ~~worked~~ during the previous calendar quarter. The County agrees to pay the following portion of the premium:

34+ hours	88%
25 hours – 33.99 hours	78%
<del>17.5 hours – 24.99 hours</del>	
<b><u>Based on WRS eligibility</u></b>	68%, and

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter **based on the hours the employee actually worked.**

- (c) Under "Dental Insurance":

**Dental Insurance:** The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County pays the full premium for the dental insurance plan **for part-time (17.5 hours per week and above) and full-time employees. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.**

- (d) In section 3 entitled “Retirement Plan”:

**Retirement Plan:** Richland County participates in Wisconsin Department of Employee Trust Funds. **Participation in the retirement plan is dictated by Employee Trust Funds which is currently determined as 1,200 hours in a twelve month period.**

The County pays 50% of the required WRS contributions and the remaining 50% **is paid** by the employee.

- (e) In section 6 entitled “Paid Holidays”, subsections (a) and (b):

(a) Regular, part-time employees who work 17.5 hours or more per week are paid one-half day of holiday for each day of holiday ~~and one-quarter day of holiday for each one-half day of holiday granted under this paragraph.~~

(b) **Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.**

- (f) In section 7 entitled “Bereavement Leave”:

**Bereavement Leave:** In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner. **A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.**

- (g) In section 8 entitled “Compensatory Time”:

Compensatory time is accumulated only with the Department Head’s prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken by the **last pay period**

~~end of the end~~ of the calendar year in which it was generated or it will be paid for **by the last pay period of the year**. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.

(h) In section 10 entitled "Sick Leave"

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate

family (spouse or children). **For care of a parent or parent-in-law, FMLA forms will need to be completed.** All sick leaves must be reported biweekly to the County Clerk's Office. Elected officials are not eligible to receive sick leave.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter **based on the hours the employee actually worked.**

A doctor's statement **and/or completion of Family Medical Leave forms are** ~~may be~~ required where more than three (3) consecutive days of sick leave are taken except in case of maternity leave. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

(i) In section 12 entitled "Vacation":

**Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.**

Upon retirement, early retirement or separation **from employment**, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. **Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.**

(j) In section 13 entitled "Family and Medical Leave":

**Family and Medical Leave: Employees must submit FMLA paperwork as soon as the medical need is known.** The County follows Federal and State Family and Medical Leave provisions. The County Clerk's **office** maintains the official documents for this leave and must be contacted **for** the information and the official form **as contained in the County's Family and Medical Leave Act Policy.**

4. Under the heading "RULES OF CONDUCT":

(a) At the end of paragraph k of the section entitled "Grounds for Termination":

- **Use the County's tax exempt status for making personal purchases or for**

**making purchases for non-County clubs or organizations.**

5. Under the heading “HIRING AND EMPLOYMENT CONSIDERATIONS”:

(a) In section 1 entitled “Hiring”:

**Hiring:** ~~Whenever it appears to the Department Head that the job position of a County employee will be vacant for a period of 90 days or longer,~~ **Upon written or verbal notice of**

**a**  
**vacancy**, then:

(b) In section 2 entitled “Temporary Vacancies”:

**Temporary Vacancies:** Whenever it appears to the Department Head that the job position of a County employee will be vacant for a period of less than 90 days, then the Department Head may hire a limited term employee on an emergency basis ~~for not to exceed 30 working days to fill that position,~~ **to expire when the employee returns to their position or the position has been filled,** with approval of the Chairperson of the Department Head’s supervising Committee and with written notice to the Finance and Personnel Committee and to the County Clerk; all persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County’s Job Classification and Salary Plan.

(c) In section 3 entitled “Probation Period”:

**Probation Period:** All County employees who are new to a full-time or part-time ~~or casual~~ County position shall serve a probation period the length of which shall be ~~determined by multiplying the number of hours in the normal work week of the department in which the position is situated by 26,~~ ~~except that no probation period shall be~~ less than 6 months in duration. **All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period.** The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee’s start of work in any position. The purpose of this initial review is to determine:

(d) In section 5 currently entitled “Supervision or Dismissal of an Employee”:

**Discipline, Suspension or Dismissal of an Employee:** If it is necessary to **discipline,** suspend or dismiss an employee, a notice in advance will be given as follows:

(e) In subsection (a) of section 5 entitled “Discipline, Suspension or Dismissal of an Employee”:

First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee’s job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to **discipline,** suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.

(f) In subsection (b) of section 6 entitled “Non-Disciplinary Termination/Layoff”:

**Layoff:** When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs,

position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. **Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.**

- (g) In section 7 entitled “Resignation/Retirement”:

**Resignation/Retirement:** Employees shall submit upon resignation or retirement a letter indicating their last day of work. **Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.**

- (h) In paragraph f of section 9 entitled “Policy on Nepotism”:

~~“Domestic partner” means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides; A~~ **registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.**

6. Under the heading “REIMBURSEMENTS”:

- (a) In section 3 entitled “Mileage”:

**Mileage:** Mileage for county related business will be reimbursed **at the IRS rate in effect when the miles were driven** ~~as per county resolution.~~

- (b) In paragraph 7 entitled “Expense Vouchers”:

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee’s account in the same manner as salaries are paid. **Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.**

7. Under the heading “MISCELLANEOUS PERSONNEL PROVISIONS”:

- (a) In section 11 entitled “Credit Union”:

**Credit Union:** Employees may authorize money to be deducted from their paycheck to go to the Credit Union ~~for a savings plan~~ upon the filing of appropriate forms with the County Clerk’s Office.

- (b) In section 12 entitled “Deferred Compensation”:

**Deferred Compensation:** Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Clerk’s Office. ~~The anniversary date for starting or restarting participation in the Deferred Compensation Program shall be October 1st of each year. Employees participating in the Deferred Compensation Program may change their level of participation only once a month, although they can drop out of the program at any time.~~

8. Renumber sections 13, 14 and 15 to be 12, 13 and 14, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the first day of the month after its adoption.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Tom Crofton	X	
Gaylord L. Deets	X	
Robert L. Bellman	X	
Lewis G. Van Vliet	X	

Resolution No. 14-19 Approving The Purchase And Equipping Of Two New Police Package Squad Cars For The Sheriff's Department was read by County Clerk Vlasak. Motion by Deets, second by Seep that Resolution No. 14-19 be adopted. Sheriff's Department Road Patrol Lieutenant Bob Frank explained that equipment costs are higher due to the need to purchase new light bars and two cages for each unit. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 19**

A Resolution Approving The Purchase And Equipping Of Two New Police Package Squad Cars For The Sheriff's Department.

WHEREAS it is necessary from time to time for the Sheriff's Department to purchase new squad cars, and

WHEREAS Rule 18 of the Rules of the Board requires that any expenditure in excess of \$5,000 must be approved by the County Board, and

WHEREAS the Law Enforcement and Judiciary Committee has carefully considered this matter and is now recommending that the County Board approve the purchase and equipping of two new police package squad cars for the Sheriff's Department.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Law Enforcement and Judiciary Committee and the Sheriff to purchase two new 2014 Ford Utility Police Interceptor all-wheel drive, 4-door squad cars from Fillback Ford, Inc. of Richland Center at a total cost of \$52,991.62, and

BE IT FURTHER RESOLVED that approval is hereby granted for purchasing and installing equipment for these two vehicles at a cost of \$19,200.00 with this to be done by General Communications, Inc., 2880 Commerce Park Drive, Madison, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Law Enforcement and Judiciary Committee and the Sheriff to sell two Ford Crown Victoria squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the Sheriff Department's New Car Outlay Account in the 2014 County budget, and

BE IT FURTHER RESOLVED that the total cost of carrying out this Resolution in the amount of

\$72,191.62 shall be paid from the Sheriff Department's New Car Outlay Account in the 2014 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE LAW ENFORCEMENT AND JUDICIARY COMMITTEE

FOR AGAINST

Gaylord L. Deets	X
Richard Rasmussen	X
Paul Kinney	X
Donald Seep	X

Resolution No. 14-20 Making An Appropriation For General Operations For Pine Valley Healthcare And Rehabilitation Center In The 2013 County Budget was presented to the Board. Motion by Van Vliet, second by Seep that Resolution No. 14-20 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 20**

A Resolution Making An Appropriation For General Operations For Pine Valley Healthcare And Rehabilitation Center In The 2013 County Budget.

WHEREAS, in order to maximize the amount of Federal funds which Pine Valley Healthcare and Rehabilitation Center will receive between July 1, 2013 and June 30, 2014 under the Supplemental Payment Program, it is necessary for the County Board to make an appropriation of \$270,300.00 for general operations for Pine Valley Healthcare and Rehabilitation Center in the 2013 County budget, and

WHEREAS this appropriation will not result in any expenditure of County tax dollars as the County will receive an amount equaling the amount of this appropriation from the Federal government, and

WHEREAS the Board of Trustees of Pine Valley Healthcare and Rehabilitation Center and the Finance Committee have approved this appropriation and are now recommending its approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that \$270,300.00 is hereby appropriated from the General Fund in the 2013 County budget to Pine Valley Healthcare and Rehabilitation Center for general operations purposes, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Tom Crofton	X



Robert L. Bellman	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Resolution No. 14-21 Approving Amendments To The Department Of Health And Human Services’s Addendum To The County’s Handbook of Personnel Policies And Work Rules was presented to the Board. Motion by Holets, second by Clausius that Resolution No. 14-21 be adopted. Discussion followed regarding compensatory time. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 21**

A Resolution Approving Amendments To The Department Of Health And Human Services’s Addendum To The County’s Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has developed a Handbook of Personnel Policies and Work Rules for the purpose of setting forth as clearly as possible the work rules for County employees, and

WHEREAS, certain departments, such as the Department of Health and Human Services, have unique personnel needs which require that Department to have an addendum to the Handbook, and

WHEREAS the Finance and Personnel Committee has received proposals for amending the Department’s Addendum and the Committee has carefully considered these proposals and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for amending the Department of Health and Human Services’s Addendum to the County’s Handbook of Personnel Policies and Work Rules, as amended to date, by repealing the following crossed-out items and adopting the following underlined items:

- 3. Under the heading “Terms and Conditions of Employment”, section 11 entitled “Performance Evaluations”:
  - a. Annual performance evaluations are conducted on each employee and should be completed prior to the employee’s date of hire. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. **The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee’s overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to the Discipline, Suspension or Dismissal of an Employee section of the Health & Human Services Addendum for further action if needed.**

- 4. Under the heading “Compensation and Fringe Benefits”: section 8 entitled “Compensatory Time”:
  - (a). Under the subsection entitled “Exempt Employees”:

Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of twenty-four (24) hours and it shall then in all instances be taken prior to the end of the calendar year in which it was generated or it will be paid

for. ~~Compensatory time earned prior to January 1, 2012 must be utilized by January 31, 2013 or it will be paid for.~~ Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Clerk's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.

(b). Under subsection c entitled "On-Call Compensatory Time":

v. In addition, an on-call employee who is called upon to work shall receive a minimum of one (1) hour on-call compensatory time, at the rate of time and one-half not to exceed forty (40) hours of accumulated on-call compensatory time. **On-call compensatory time earned can accrue and does not have to be taken prior to the end of the calendar year in which it was generated.** Additional calls received within the hour shall not be considered as a new call for purposes of this provision.

(c) Section 13 entitled "Family and Medical Leave":

13. Family and Medical Leave – refer to Employee Handbook

a. **All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.**

5. Under the heading "Hiring and Employment Considerations":

(a) Section 2 entitled "Temporary Vacancies":

a. **All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.**

(b) Section 5 entitled "Dismissal or Suspension of an Employee":

**"Discipline, Suspension or** ~~Dismissal or Suspension~~ of an Employee:

6. Under the heading "Reimbursements", section 4 entitled "Other Expenses":

a. **The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the Health & Human Services Board. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.**, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the first day of the month after its adoption.

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Tom Crofton	X
Robert L. Bellman	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Resolution No. 14-22 Approving Amendments To The Pine Valley Healthcare & Rehabilitation Center’s Addendum To The County’s Handbook of Personnel Policies And Work Rules was presented to the Board. Motion by Seep, second by Peters that Resolution No. 14-22 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 22**

A Resolution Approving Amendments To The Pine Valley Healthcare & Rehabilitation Center’s Addendum To The County’s Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has developed a Handbook of Personnel Policies and Work Rules for the purpose of setting forth as clearly as possible the work rules for County employees, and

WHEREAS, certain departments, such as the Pine Valley Healthcare & Rehabilitation Center, have unique personnel needs which require that Department to have an addendum to the Handbook, and

WHEREAS the Finance and Personnel Committee has received proposals for amending the Department’s Addendum and the Committee has carefully considered these proposals and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for amending the Pine Valley Healthcare & Rehabilitation Center Addendum to the County’s Handbook of Personnel Policies and Work Rules, as amended to date, by repealing the following crossed-out items and adopting the following underlined items:

7. Under the heading “E. Terms and Conditions of Employment”, section 4 entitled “Time Paid-Employment Categories”:
  - (a). Part-time: Employees working at least six (6) ~~five (5)~~ days or 46.50 ~~38.75~~ hours in a 14 day pay period in a designated part-time position.
  - (b). Section 7 entitled “Breaks”:

**Lactation Accommodation: To facilitate nursing mothers’ expression of breast milk during their shift. To comply with state and federal laws regarding lactation breaks. It is the policy of this nursing facility to facilitate nursing mothers’ who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee’s breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).**

**A. PROCEDURE:**

- 1.) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2.) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)
- 3.) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4.) Jokes or harassment based on this activity will not be tolerated.
- 5.) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director., and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the first day of the month after its adoption.

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

	FOR	AGAINST
Jeanetta Kirkpatrick	X	
Fred Clary	X	
Robert J. Holets	X	
Robert L. Bellman	X	
Tom Crofton	X	
Gaylord L. Deets	X	
Lewis G. Van Vliet	X	

Resolution No. 14-23 Approving Amendments To The Richland County Highway Commission Addendum To The Handbook of Personnel Policies And Work Rules was presented to the Board. Motion by Van Vliet, second by Rasmussen that Resolution No. 14-23 be adopted. Discussion followed regarding the handling of performance evaluations at the Highway Department. Motion carried and resolution declared adopted.

**RESOLUTION NO. 14 - 23**

A Resolution Approving Amendments To The Richland County Highway Commission Addendum To The Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has developed a Handbook of Personnel Policies and Work Rules for the purpose of setting forth as clearly as possible the work rules for County employees, and

WHEREAS, certain departments, such as the Richland County Highway Commission, have unique personnel needs which require that Department to have an addendum to the Handbook, and

WHEREAS the Finance and Personnel Committee has received proposals for amending the Highway Department's Addendum and the Committee has carefully considered these proposals and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for amending the Richland County Highway Department's Addendum to the County's Handbook of Personnel Policies and Work Rules, as amended to date, by repealing the following crossed-out items and adopting the following underlined items:

**E. TERMS AND CONDITION OF EMPLOYMENT –**

2. **Performance Evaluations.** ~~Refer to Handbook of Personnel Policies.~~ The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.

**J. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL –**

11. **Seasonal Hiring.** The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees. Eligibility lists will be kept on file for up to two (2) years.
- a. The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.
- b. Seasonal Employees shall be paid at the Grade 7 pay rate set by the County Board.
- c. Section 11 is renumbered to be section 12.

**F. COMPENSATION AND FRINGE BENEFITS –**

**9. Compensatory time.**

- c. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
- d. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.
- e. Accumulating or earning compensatory time can only be done in either one-half or whole hour

increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.

- f. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks., and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the first day of the month after its adoption.

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

FOR AGAINST

Jeanetta Kirkpatrick	X
Fred Clary	X
Robert J. Holets	X
Robert L. Bellman	X
Tom Crofton	X
Gaylord L. Deets	X
Lewis G. Van Vliet	X

Chairman Kirkpatrick announced that the Board would now consider nominations to the Southwestern Wisconsin Regional Planning Commission to fill the vacancy created by the death of Gerald Cook. Motion by Bellman to nominate Mike Meadows. Motion by Sebranek to nominate Larry Ferguson. Motion by Van Vliet, second by Wiedenfeld to close the nominations and submit the names of Mike Meadows and Larry Ferguson for consideration as candidates for appointment to the Southwestern Wisconsin Regional Planning Commission. Motion carried.

Chairman Kirkpatrick noted that copies of the 2013 Annual Report of the County Treasurer's office were distributed to Board members.

A motion was made by Clary, and seconded by Seep to approve the Summary of 2013 County Board per diem and mileage claims. Motion carried.

COUNTY BOARD CLAIMS - 2013

	<u>Per Diem</u>	<u>Mileage</u>
Robert Bellman	\$ 3,120.00	\$ 66.30
Fred Clary	\$ 2,910.00	\$ 67.32
Carol Clausius	\$ 2,400.00	\$ 130.62
Bette Cook	\$ 1,560.00	\$ 68.91
Tom Crofton	\$ 2,030.00	\$ 1,045.05
Gaylord Deets	\$ 3,240.00	\$ 1,635.04
Bob Holets	\$ 2,790.00	\$ 901.40
Larry Jewell	\$ 2,190.00	\$ 879.91
Paul Kinney	\$ 3,110.00	\$ 1,757.25
Jeanetta Kirkpatrick	\$ 2,940.00	\$ 2,175.50

James Lewis	\$ 1,570.00	\$ 576.28
Buford Marshall, Jr.	\$ 1,760.00	\$ 1,018.16
Marilyn Marshall	\$ 2,280.00	\$ 668.40
Gary Peters	\$ 1,460.00	\$ 25.38
Richard Rasmussen	\$ 2,460.00	\$ 816.34
Larry Sebranek	\$ 1,950.00	\$ 883.50
Donald Seep	\$ 2,520.00	\$ 1,730.65
David Turk	\$ 1,350.00	\$ 32.39
Lewis Van Vliet	\$ 2,600.00	\$ 654.76
Virginia Wiedenfeld	\$ 2,510.00	\$ 855.17
Ruth Williams	<u>\$ 1,280.00</u>	<u>\$ 315.84</u>
TOTALS	\$48,030.00	\$16,304.17

Zoning Administrator Bindl reported that there were no petitions for zoning amendments received since the last County Board session and that there were no rezoning petitions being recommended for denial by the Zoning and Land Information Committee.

Supervisor Holets read correspondence from Health and Human Services Director Randy Jacquet announcing his intent to retire from employment with Richland County Health and Human Services effective at the end of the day on Thursday, April 10, 2014. Mr. Jacquet addressed the Board.

Motion by Clausius, second by Kinney to adjourn to Tuesday, February 18, 2014, at 10:00 a.m. Motion carried.

STATE OF WISCONSIN )  
)SS  
COUNTY OF RICHLAND)

I, Victor V. Vlasak, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the January session held on the 21st day of January, 2014.

Victor V. Vlasak  
Richland County Clerk