

**JULY SESSION**

July 17, 2012

Chairman Kirkpatrick called the meeting to order and welcomed the visitors and press. Roll call found all members present except Sebranek.

Reverend Harriett Rowland gave the Invocation. County Clerk Vlasak led the Pledge of Allegiance.

County Clerk Vlasak read the agenda for the July Session. Motion by Crofton, second by Kinney that the agenda be approved and that the Wednesday mail-out rule be set aside so that action can be taken on the resolutions which were not mailed out. 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. Hearing no motion to read or amend the minutes for the June session, the minutes were declared as approved.

Resolution No. 12-81 Of Appreciation For Supervisor James Lewis’s 7 Years Of Service On The County Parks Commission was read by County Clerk Vlasak. Motion by Clausius, second by Bellman that Resolution No. 12-81 be adopted. Steve Kohlstedt, Resource Agent, presented a plaque to Supervisor Lewis in recognition of his years of service as a member of the County Parks Commission. Supervisor Lewis received a round of applause. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 81**

A Resolution Of Appreciation For Supervisor James Lewis’s 7 Years Of Service On The County Parks Commission.

WHEREAS Supervisor James Lewis completed his 7-year term on the County Parks Commission in July, 2012, and

WHEREAS the Richland County Board of Supervisors wishes to express its gratitude and appreciation to Supervisor James Lewis for his 7 years of dedicated service to the citizens of Richland County as a member of the County Parks Commission.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Supervisor James Lewis for his 7 years of dedicated services as a member of the County Parks Commission.

**RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF COUNTY PARKS  
COMMISSION**

**FOR AGAINST**

Robert L. Bellman	X
Larry Jewell	X
Donald Seep	X
Gary A. Peters	X

Ordinance No. 12-12 Amendment # 336 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Kirk Stibbe Parcels In The Town Of Orion was presented to the Board. Motion by Wiedenfeld, second by M. Marshall that Ordinance No. 12-12 be enacted. Zoning Administrator Michael Bindl

explained that there are two parcels being looked at because of a field that Mr. Stibbe wants to keep with the remainder of the farm. To do that, a strip of land had to be kept as continuous ownership so that the field would not have to be rezoned. A deed restriction will be placed on Parcel #2 to allow only one residence. Roll call vote. AYES: Cook, Turk, Clary, Williams, Wiedenfeld, Lewis, M. Marshall, Rasmussen, B. Marshall, Jr., Kirkpatrick, Deets, Crofton, Seep, Van Vliet, Holets, Kinney, Jewell, Clausius, Peters, Bellman. Ayes 20. Noes 0. Total 20. Motion carried and ordinance declared enacted.

## **ORDINANCE NO. 12 - 12**

Amendment # 336 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To The Kirk Stibbe Parcels In The Town Of Orion.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following-described real estate in the Town of Orion is hereby rezoned from the General Agricultural and Forestry District to the Agricultural and Residential District:

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

Parcel #1: (5.45 acres)

Lot 1 of Certified Survey Map #929 as recorded in Volume 8, Certified Survey Maps at pages 223-225 a Document No. 298473, Richland County Register of Deeds office.

Parcel #2: (23.78 acres)

Part of the Northwest Quarter (NW1/4) of the Northwest Quarter (NW ¼) and part of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) of Section 9, Town 9 North, Range 1 East, Town of Orion, Richland County, Wisconsin, being more particularly described as follows:

Beginning at the Northwest Corner of said Section 9; Thence S 49° 31'46" E, 392.23 feet; Thence S 82° 01'11"E, 114.70 feet; Thence S 85° 18'05" E, 236.42 feet; Thence N 39° 32' 33" E, 126.68 feet; Thence N 79° 27'58" E, 78.69 feet; Thence S 79° 17'14" E, 380.93 feet; Thence S 59° 22'32" E, 224.32 feet; Thence S 40° 20'41" E, 151.47 feet; Thence S 31° 20'33"E 139.50 feet; Thence S 19° 37'04"E 189.69 feet; Thence S 70° 15'15"W, 444.82 feet; Thence N 63° 31' 38" W,199.81 feet; Thence S 84° 47'50"W, 146.45 feet; Thence S 75° 06'24"W, 97.49 feet; Thence N 47° 59'11"W, 200.62 feet; Thence N 81° 23'17"W, 116.67 feet; Thence S 72° 19'48"W, 158.04 feet; Thence S 08° 16'03" W, 550.95 feet; Thence S 89° 30'07" W, 251.23 feet along the South line of the Northwest Quarter (NW ¼) of the Northwest Quarter (NW ¼) of said section 9; Thence N 01° 03'08"W, 1319.56 feet along the West line of the Northwest Quarter (NW ¼) of the Northwest Quarter (NW ¼) of said section 9 to the point of beginning.

3. This Ordinance shall be effective as to Parcel #2 only if the owner records a deed restriction limiting Parcel #2 to one residence by not later than September 17, 2012. The remainder of this Ordinance shall be effective on July 17, 2012.

Dated: July 17, 2012  
 Passed: July 17, 2012  
 Published: July 26, 2012

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

FOR AGAINST

Jeanetta Kirkpatrick, Chairman  
 Richland County Board of Supervisors

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

ATTEST:  
 Victor V. Vlasak  
 Richland County Clerk

Zoning Administrator Bindl reported the receipt of a rezoning petition from Harry and Karen Fischer to rezone 3.44 acres in the Town of Henrietta from Agriculture/Forestry to Residential 1. Chairman Kirkpatrick referred the petition to the Zoning and Land Information Committee for action.

Resolution No. 12-82 Making An Appropriation For General Operations For Pine Valley Healthcare And Rehabilitation Center In The 2012 County Budget was read by County Clerk Vlasak. Motion by Kinney, second by Cook that Resolution No. 12-82 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 82**

A Resolution Making An Appropriation For General Operations For Pine Valley Healthcare And Rehabilitation Center In The 2012 County Budget.

WHEREAS, in order to maximize the amount of Federal funds which Pine Valley Healthcare and Rehabilitation Center will be eligible to receive between July 1, 2011 and June 30, 2012 under the Supplemental Payment Program, it is necessary for the County Board to make an appropriation of \$131,815.00 for general operations for Pine Valley Healthcare and Rehabilitation Center in the 2012 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 \$131,815.00 is hereby appropriated from the General Fund in the 2012 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	
Tom Crofton	X	
Lewis G. Van Vliet	X	
Gaylord L. Deets	X	
Robert J. Holets	X	
Robert L. Bellman	X	

Resolution No. 12-83 Relating to Obtaining A State Grant For The Maintenance And Grooming Of Snowmobile Trails was presented to the Board. Motion by Kinney, second by Jewell that Resolution No. 12-83 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 83**

A Resolution Relating to Obtaining A State Grant For The Maintenance And Grooming Of Snowmobile Trails.

WHEREAS State funds are available to counties in Wisconsin for the maintenance and grooming of snowmobile trails under the County Snowmobile Trail Aids Program which is administered by the State Department of Natural Resources (DNR), and

WHEREAS the Richland County/University of Wisconsin Extension Office, working with the Richland County Snowmobile Alliance, Inc., has proposed that Richland County apply for a \$33,700.00 grant for the purpose of maintaining and grooming the approximately 134.8 miles of snowmobile trails in Richland County for the winter of 2012-2013, and

WHEREAS Rule 17 of the Board requires that all contracts which involve the expenditure of more than \$5,000.00 must be approved by the County Board and the County Parks Commission has carefully considered this matter and is now recommending that the County Board adopt this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for applying for and accepting a \$33,700.00 grant from DNR's County Snowmobile Trail Aids Program for the purpose of maintaining and grooming the approximately 134.8 miles of snowmobile trails in Richland County, with the grant period being from July 1, 2012 to June 30, 2013, and

BE IT FURTHER RESOLVED that U.W. Extension Agriculture/Resource Agent Steven E. Kohlstedt is hereby authorized to sign on behalf of Richland 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 COUNTY PARKS  
COMMISSION

	FOR	AGAINST
Robert L. Bellman	X	
Larry Jewell	X	
Donald Seep	X	
Gary A. Peters	X	

Resolution No. 12-84 Approving The Land Conservation Department Applying For And Accepting A Grant From The Wisconsin Department of Natural Resources was read by County Clerk Vlasak. Motion by Rasmussen, second by Deets that Resolution No. 12-84 be adopted. County Conservationist Cathy Cooper explained that the State cannot give the funds directly to the landowner. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 84**

A Resolution Approving The Land Conservation Department Applying For And Accepting A Grant From The Wisconsin Department of Natural Resources.

WHEREAS the manure storage facility on the Dennis and Virginia Hatfield farm in the Town of Forest is too small for the Hatfields' dairy operation, with the result that there was a manure spill in Elk Creek in 2011, and

WHEREAS the manure spill makes the Hatfields eligible for a Department of Natural Resources (DNR) grant to pay possibly as much as 70% to 90% of the cost of a new manure storage facility, with the Hatfields paying the amount of the cost of the new structure not covered by the grant, but the grant must be received by and administered by the County, and

WHEREAS Rule 17 of the Board requires County Board approval for any department to apply for and accept a grant and the Land Conservation Committee is recommending that the County Board approve an application for this grant.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Land Conservation Department to apply for and accept a grant from the Wisconsin Department of Natural Resources to pay part of the cost of constructing a new manure storage facility on the Dennis and Virginia Hatfield farm in the Town of Forest, with the amount of the grant being determined by DNR and with the Hatfields to pay the portion of the cost of the new facility not covered by the grant, with no cost to the County, and with construction on the facility to be completed by November 1, 2013, and

BE IT FURTHER RESOLVED that Ms. Cathy Cooper, the County Conservationist, 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 LAND  
CONSERVATION COMMITTEE

FOR AGAINST

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

Resolution No. 12-85 Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Henrietta was presented to the Board. Motion by Van Vliet, second by Turk that Resolution No. 12-85 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 85**

A Resolution Relating To The County Obtaining A Tax Deed To Certain Tax Delinquent Real Estate In The Town Of Henrietta.

WHEREAS the County is the owner and holder of tax certificates relating to certain tax-delinquent real estate in the Town of Henrietta, 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, Building and Grounds 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 Town of Henrietta which is known as follows and as to which the County owns and holds the following unredeemed tax certificates for the following tax years:

Tax Parcel #014-1334-1100

<u>Year of tax</u>	<u>Number of tax certificate</u>
1999	263
2000	216
2001	295
2002	233
2003	223
2004	242
2005	206
2006	262

2007	232
2008	292
2009	267
2010	286

The legal description relating to this parcel is as follows:

Part of the Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of the Southwest Quarter (SW<sup>1</sup>/<sub>4</sub>), Section Thirteen (13), Township Twelve (12) North, Range One (1) East, Town of Henrietta, Richland County, Wisconsin described as follows:

Beginning at the intersection of the South line of said Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of the Southwest Quarter (SW<sup>1</sup>/<sub>4</sub>) with the West right-of-way line of the most Westerly public highway running through said quarter; Thence West along said South line, 16 rods; Thence North 10 rods; Thence East parallel with said South line, to West right-of-way line of said highway; Thence Southerly along said right-of-way line to the point of beginning.

Commencing at the intersection of the South line of the Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of the Southwest Quarter (SW<sup>1</sup>/<sub>4</sub>) of Section Thirteen (13), Township Twelve (12) North, Range One (1) East, with the Westerly right-of-way limit of the most Westerly public highway running through the Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of said Southwest Quarter (SW<sup>1</sup>/<sub>4</sub>); Thence West along said South line, 264.00 feet to the point of beginning; Thence West along said South line, 100.00 feet; Thence North 165.00 feet; Thence East parallel with said South line, 100.00 feet; Thence South 165.00 feet to the point of beginning.

The above described parcel of land being located in the Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of the Southwest Quarter (SW<sup>1</sup>/<sub>4</sub>) of Section Thirteen (13), Township Twelve (12) North, Range One (1) East, Richland County, Wisconsin.

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
Lewis G. Van Vliet	X
Carol Clausius	X
Gaylord L. Deets	X
David J. Turk	X

Resolution No. 12-86 Amending The County Highway Department’s Addendum To The Handbook of Personnel Policies And Work Rules was read by County Clerk Vlasak. Motion by Holets, second by Bellman that Resolution No. 12-86 be adopted. Questions were raised regarding the section of the Addendum allowing the temporary reduction in work hours of a full time employee. Chairman Kirkpatrick explained that, when the Highway Department employees were unionized, the contract contained language guaranteeing a 40 hour work week.. The amendment to the Addendum gives authority to the Highway Commissioner to determine who in the department would have their hours reduced. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 - 86**

A Resolution Amending The County Highway Department's Addendum To The Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has approved the County Highway Department's Addendum to the Handbook of Personnel Policies and Work Rules dated January 17, 2012, and

WHEREAS, due to the ever-changing needs of the County Highway Department, it is necessary that this Addendum be amended from time to time, and

WHEREAS the Finance and Personnel Committee has carefully considered several proposed amendments to the Addendum and the Committee 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 to the following amendments to the County Highway Department's Addendum to the Handbook of Personnel Policies and Work Rules dated January 17, 2012:

1. The following is hereby added under section E 1 entitled "Hours of Work":

"c. The Commissioner is authorized to temporarily reduce the number of regularly-scheduled work hours of a full-time employee if it is in the best interests of the Department."

2. The following crossed-out language is deleted and the following underlined language is added to section J 3 a under the heading "Probationary Period":

"a. New employees shall be on a probationary status for a period of ~~nine (9)~~ six (6) months. An employee who successfully completes his/her probationary period shall receive sick leave, ~~holiday~~ and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.", 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
Tom Crofton	X
Lewis G. Van Vliet	X
Gaylord L. Deets	X
Robert J. Holets	X
Robert L. Bellman	X

Krista Ross, the Director of the Southwest Wisconsin Library System, Fennimore, addressed the Board and gave an update on services and programs provided by the System. Rita Magno, Librarian for the Lone Rock Community Library, addressed the Board and gave an update on events, programs and services provided by the Lone Rock Community Library.



Resolution No. 12-87 Amending The Pine Valley Healthcare and Rehabilitation Center's Addendum To The Handbook of Personnel Policies And Work Rules was presented to the Board. Motion by Van Vliet, second by Crofton that Resolution No. 12-87 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 12-87**

A Resolution Amending The Pine Valley Healthcare and Rehabilitation Center's Addendum To The Handbook of Personnel Policies And Work Rules.

WHEREAS the County Board has approved Pine Valley Healthcare and Rehabilitation Center's (Pine Valley) Addendum to the Handbook of Personnel Policies and Work Rules dated January 17, 2012, and

WHEREAS, due to the ever-changing needs of Pine Valley, it is necessary from this Addendum to be amended from time to time, and

WHEREAS the Finance and Personnel Committee has carefully considered several proposed amendments to the Addendum and the Committee 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 to the following changes in Pine Valley's Addendum to the Handbook of Personnel Policies and Work Rules dated January 17, 2012:

1. The following crossed out word is deleted and the following underlined word is added to the first sentence of section E 11 entitled "Performance Evaluations":

"All staff ~~will~~ shall be evaluated 3 months after hire and prior to completing their probationary period (this is usually reached around 6 months after hire for full time employees). Staff must accrue 936 hours of actual work or be employed for six months to pass probation, whichever is greater."

2. The following crossed-out language is deleted and the following underlined words are added to section F 12 entitled "Family and Medical Leave":

"~~Refer to Handbook of Personnel Policies.~~ Pine Valley will administer Family and Medical Leave in accordance with the County policy."

3. The following crossed-out language is deleted and the following underlined words are added to section F 14 entitled "Military Leave":

"~~Refer to Handbook of Personnel Policies.~~ Pine Valley will administer Military Leave in accordance with the County policy."

4. The following sentence is added at the beginning of the second-from-the-last paragraph of section H 3:

"Successful completion of the probationary period will be determined by the department head with the Administrator's approval".

5. The next-to-the-last paragraph of section H 3, in which the following is stated, is deleted:

~~“Employees who disagree with their evaluation and recommendation shall be entitled to a hearing before the Finance and Personnel Committee, with notice to be given in accordance with the Open Meetings Law.”~~

6. The following underlined words are added to the second sentence of paragraph H 5 a:

“In all cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice, if possible, of the nature of the problem relative to the County employee’s job performance.”

7. All of section H 5 a after the first two sentences, is deleted and replaced with the following language:

“b. All employee concerns shall be presented to the employee’s Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head’s written response may then present their concern in writing to the Administrator who shall have five (5) working days from receipt of the concern to act upon the concern.

c. Employees who are dissatisfied with the Administrator’s written response shall have two weeks from the date of receipt of the Administrator’s response to appeal to Pine Valley Healthcare & Rehabilitation Center’s Board of Trustees, by filing a written statement of the concern and the Board will act on it at its next meeting, with notice to the concerned employee. Concerns by employees against the Department Head shall be presented in writing by the employee, directly to the Administrator and then the process shall proceed as outlined above.”, 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
Gaylord L. Deets	X
Tom Crofton	X
Lewis G. Van Vliet	X
Robert J. Holets	X
Robert L. Bellman	X

Resolution No. 12-88 Amending The County’s Handbook Of Personnel Policies And Work Rules was presented to the Board. Motion by Holets, second by Bellman that Resolution No. 12-88 be adopted. Supervisors were each given a copy of the current Handbook of Personnel Policies and Work Rules showing the underlined words which will be added and the crossed out words which will be deleted. Chairman Kirkpatrick went through the handout and explained each change. Chairman Kirkpatrick noted that the Finance and Personnel Committee will review the Handbook of Personnel Policies and Work Rules and Addendum every January. Motion carried and resolution declared adopted.

**RESOLUTION NO. 12 – 88**

A Resolution Amending The County’s Handbook Of Personnel Policies And Work Rules.

WHEREAS the County maintains a Handbook of Personnel Policies and Work Rules for the purpose of making the terms and conditions of employment as clear as possible to all County employees, and

WHEREAS, due to the ever-changing needs of County government, it is necessary from time to time for the County Board to amend the Handbook, and

WHEREAS the Finance and Personnel Committee has considered various suggested amendments to the Handbook dated January 17, 2012, which has been approved by the County Board, and the Committee 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 Handbook of Personnel Policies and Work Rules dated January 17, 2012, as amended to date, is hereby amended by adding the following underlined words and deleting the crossed out words:

1. Under the heading “Definitions”:

COURTHOUSE MAINTENANCE

**Maintenance Supervisor**

Custodian

FAIRGROUNDS / RECYCLING

**Fair and Recycling Coordinator**

Groundskeeper

UW-RICHLAND ~~U.W. CENTER~~ FOOD SERVICE

**Food Services Supervisor\***

Food Service Worker

Food Service Worker (part-time)

2. The first sentence of the 3<sup>rd</sup> paragraph under the heading “EXTENT OF HANDBOOK”:

All other personnel policies relating to County employees ~~who~~ which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved.

3. Paragraph h of section 1 entitled “Office Hours” under the heading “TERMS AND CONDITIONS OF EMPLOYMENT”:

~~h. UW-Richland Food Service Campus Employees:~~ The normal ~~office~~ hours for ~~regular, full-time County employees~~ the cafeteria are ~~8:30~~ 7:15 a.m. to ~~4:30~~ 7:15 p.m. Monday ~~through~~ – Thursday; 7:15 a.m. to 2:00 p.m. Friday, every day except holidays set forth in this Handbook.

4. Paragraph j of section 1 entitled “Office Hours” under the heading “TERMS AND CONDITIONS OF EMPLOYMENT”:

j. Symons Natatorium: The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this

Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

5. The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> paragraphs of section 1 entitled “Health Insurance” under the heading COMPENSATION AND FRINGE BENEFITS”:

A copy of the health insurance policy will be given to the County employee by the insurance agent. 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. In the case of such a leave of absence, the employee’s premium payment is to be calculated by dividing the total annual premium in effect at the start of the employee’s leave of absence by the number of hours which the employee works per year and then multiply that figure by the number of hours in the employee’s leave of absence. ~~This is available immediately upon employment. Group Health Insurance Continuation Coverage~~ COBRA coverage will be provided as determined by Federal law. ~~for 18 months or 36 months depending on the event that triggered the loss of coverage.~~ (See County Clerk’s Office). ~~Elected officials who have completed five terms and other county employees with at least ten years of service may continue enrollment with the county group health insurance plan (upon retirement) by paying the full premium.~~

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.

~~Any employee who retires with at least ten (10) years of continuous service immediately prior to retirement and who is eligible for retirement under the Wisconsin Retirement System shall be eligible to participate in the Richland County group health insurance program provided the employee pays the cost of such participation directly to the County and in advance of the due date established by the County. Failure to pay the premium cost when due shall be cause to discontinue the employee from this option.~~

6. Section 3 is added after section 2 under the heading “COMPENSATION AND FRINGE BENEFITS”:

3. Loss of Time Insurance: A loss of time policy is available to County employees at the employee’s expense.

7. Amend the chart at the beginning of section 7 entitled “PAID HOLIDAYS” under the heading “COMPENSATION AND FRINGE BENEFITS” is amended to eliminate the floating holiday for the Sheriff’s Department.

8. Paragraph b of section 7 entitled “Paid Holidays” under the heading “COMPENSATION AND FRINGE BENEFITS”:

- b. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the ~~afternoon~~ of Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a

Saturday, the Christmas holiday shall be observed on the following Monday.

9. The second paragraph of section 9 entitled “Compensatory Time” under the heading “COMPENSATION AND FRINGE BENEFITS”:

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 whether to treat it as overtime. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken within 30 days of the end 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 ~~as overtime~~. Notice of all accumulated compensatory time shall be reported to the County Clerk’s Office.

10. The 4<sup>th</sup> and 5<sup>th</sup> paragraphs of section 10 entitled “Sick Leave” under the heading “COMPENSATION AND FRINGE BENEFITS”:

Sick leave accrues at the rate of one day per month on the staff person’s anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or ~~75~~ 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees. In order to qualify for sick leave, an employee must have completed a satisfactory probationary period. Every full-time employee will have accumulated six (6) sick days and every part-time employee will have accumulated three (3) sick days upon completion of the probationary period. Up to 126 days of sick leave may be accrued.

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.

~~All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service, including the probationary period, provided the employee has worked at least fifty percent (50%) of his/her scheduled hours. Sick leave shall accumulate for not more than one-hundred twenty six (126) days. Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment towards health insurance premiums.~~

11. Sections 3-16 under the heading “COMPENSATION AND FRINGE BENEFITS” are renumbered 4-17.

12. The 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> paragraphs of section 3 entitled “Probation Period” under the heading “HIRING AND EMPLOYMENT CONSIDERATIONS”:

~~Department heads shall submit to the Finance and Personnel Committee a written evaluation of the performance of each employee on probation in that Department and also a recommendation~~

~~as to whether or not that employee merits the continuation of regular status as a County employee. A recommendation shall be given to the County employee at the time it is submitted to the Finance and Personnel Committee only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. Department Heads shall also immediately notify the County Clerk's Office as to the employment status of their probationary employees as soon as that status has been determined by the Finance and Personnel Committee.~~

~~All decisions concerning whether County employees at the end of their probation period shall be:~~

- ~~• Terminated from County employment or~~
- ~~• Continue in regular employment status with the County or~~
- ~~• Have their probation period extended, shall be made in all instances by the Finance and Personnel Committee.~~

Department heads shall submit to the supervising committee of the department a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Clerk's Office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

The Personnel and Finance Committee shall be notified in Closed Session of any employee who has been terminated or had his or her probation period extended. This notification shall be provided at a regularly scheduled Finance and Personnel Committee meeting immediately following the termination or placement on extended probation.

13. Section 5 entitled "Dismissal or Suspension of an Employee" under the heading "HIRING AND EMPLOYMENT CONSIDERATIONS":

a. 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 suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.

14. Paragraph of section 5 entitled "Dismissal of Suspension of an Employee" under the heading "HIRING AND EMPLOYMENT CONSIDERATIONS":

g. In the case of a department head, the supervising committee will follow the above procedure.

15. Paragraph c of section 6 entitled "Non-Disciplinary Termination/Layoff" under the heading "HIRING AND EMPLOYMENT CONSIDERATIONS":

c. Recall: Recall will be at the discretion of the ~~County Board~~ department head unless the County Board initiated the layoff.

16. Paragraph 4 under the heading “MISCELLANEOUS PERSONNEL PROVISIONS”:

4. **Equipment:** Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. ~~If authorized to use County vehicles for their personal use.~~ If supplies are low, employees should notify their Department Head.

17. Paragraph 7 under the heading “MISCELLANEOUS PERSONNEL PROVISIONS”:

**Weather Conditions:** Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Board Chairman. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.

18. Paragraph 11 under the heading “MISCELLANEOUS PERSONNEL PROVISIONS”:

**Credit Union:** Employees may authorize money to be deducted from their paycheck to go to the Credit Union for a savings plan ~~or for a Deferred Compensation Plan~~ upon the filing of appropriate forms with the County Clerk’s Office. ~~The anniversary date for employees participating in that program may change their level of participation in the program only once a month, although they can drop out of the program at any time.~~

19. Paragraph 12 under the heading “MISCELLANEOUS PERSONNEL PROVISIONS”:

12. **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.

20. Sections 13-17 are renumbered 14-18.

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	
Tom Crofton	X	
Lewis G. Van Vliet	X	
Gaylord L. Deets	X	
Robert J. Holets	X	
Robert L. Bellman	X	

Resolution No. 12-89 Authorizing The Sale Of Two Old Squad Cars was read by County Clerk Vlasak. Motion by Kinney, second by Deets that Resolution No. 12-89 be adopted. Motion by Clary, second by Wiedenfeld to amend the resolution to state that the mileage on the 2008 car is "154,795". Motion carried. Motion by Crofton to amend the resolution to state that the proceeds from the sale be deposited in the "General Fund". Motion died due to the lack of a second. Supervisor Clary noted that only one bid was received for the vehicles. Questions were raised regarding the method used to determine the sale price and the method used to offer the vehicles for sale. Supervisor Seep noted that, in the past, the big market for used squad cars was for use as taxi cabs. Municipalities no longer allow the use of high mileage vehicles as taxi cabs. Motion carried and resolution, as amended, declared adopted.

**RESOLUTION NO. 12 -89 (Amended)**

A Resolution Authorizing The Sale Of Two Old Squad Cars.

WHEREAS, at last month's session, the County adopted Resolution No. 12-77 authorizing the Sheriff's Department to purchase two new squad cars and the Sheriff's Department now proposes to sell two old squad cars, and

WHEREAS Rule 17 of the Rules of the Board requires County Board approval for the disposal of any County property having a value of more than \$500, and

WHEREAS the Law Enforcement and Judiciary 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 Sheriff's Department to sell the following old squad cars to Cheyka Motors of Schofield, Wisconsin for the following prices:

1. A 2007 Ford Crown Victoria Police Interceptor squad car with 188,509 miles on the odometer, at a sale price of \$1,200;
2. A 2008 Ford Crown Victoria Police Interceptor squad car with 154,795 miles on the odometer, at a sale price of \$2,100, and

BE IT FURTHER RESOLVED that the proceeds from the sales in the amount of \$3,300 shall be deposited in the New Car Outlay Account of the Sheriff Department's account in the 2012 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
Fred Clary	X
Richard Rasmussen	X
Paul Kinney	X
Donald Seep	X



Chairman Kirkpatrick noted the “Working Group Meeting” held on May 9, 2012, by the Wisconsin Department of Transportation regarding possible intersection safety improvements to the USH 14/Starlight Drive intersection. Two options were presented at that meeting for that location, either a round-about or stop lights. The DOT favors a round-about because it is the less expensive option. It was noted that with the stop light option, more pavement is replaced and a lift station for city sewer would also have to be moved. While it was reported that the DOT is still receiving and reviewing questionnaires, the ultimate decision remains with the DOT.

Motion by Kinney, second by Clausius to approve the appointment of David Scribbins to the Transportation Coordinating Committee to fill the vacant position on the Committee for the term April 2012 – April 2015. Motion carried.

Chairman Kirkpatrick noted the August 3<sup>rd</sup> registration deadline for Supervisors who will be attending the Wisconsin Counties Association Annual Conference in La Crosse.

Supervisor Holets reported the finalization of the 2011 audit for the Health and Human Services Department.

Chairman Kirkpatrick reported the receipt of a thank you note from Devin Kepler, the recipient of the Fred and Hazel Pauls Scholarship.

Motion by Williams second by M. Marshall to adjourn to Tuesday, August 21, 2012, at 7:00 p.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 July session held on July 17, 2012.

Victor V. Vlasak  
Richland County Clerk