

**REGULAR SESSION
of the
JACKSON COUNTY BOARD OF SUPERVISORS**

March 16, 2020

The Regular Session of the Jackson County Board of Supervisors was called to order at 5:30 P.M., on Monday, March 16, 2020, at the Jackson County Courthouse in the County Board Room by Chairman Ransom.

County Clerk, Kyle Deno, took roll call with 16 members present, 2 excused (Supervisor Greendeer-Rave and Supervisor Schmidt) and 1 absent (Supervisor Redbird).

The Pledge of Allegiance was given.

Chairman Ransom asked if there were any corrections or additions to the minutes of the previous meeting. Supervisor Staff made a motion to approve the minutes. This was seconded by Supervisor Chamberlain. Voice vote was taken with 16 present voting Aye.

At this time Chairman Ransom, and County Clerk, Kyle Deno recognized employees who have given 5, 10, and 15 years of service to the County by presenting them with certificates. Those who have 20, 25, 30 and 45 years were awarded plaques recognizing their service.

Chairman Ransom asked Ellen Moldenhauer, Public Health Officer to give an update on Coronavirus for Jackson County.

RESOLUTION # 5-3-2020

Re: UW-Extension Funding Reimbursement Check Expenditure

To The Honorable County Board of Supervisors:

WHEREAS, UW-Madison Division of Extension Jackson County had significant salary savings because of openings in the Health and Well Being Position and the 4-H Program Coordinator positions; and

WHEREAS, these monies were originally budgeted to support educational programs for the benefit of Jackson County residents; and

WHEREAS, this money was put in the county's general fund at the end of the year according to county policy; and

WHEREAS, it would be beneficial to invest this money in on-going Extension programs;
and

WHEREAS, the funds are proposed to pay for the following efforts to expand UW-Extension programming in Jackson County;

- Coordinate and assist with summer agriculture programs including on-farm field days, pasture walks, horticulture education series for Jackson County Boys and Girls Club at community garden, and local food promotion efforts.
- Promote, market, and deliver “Summer of Science” program, including assistance and support for the summer camp program. Without this assistance, the Summer of Science program will be greatly reduced.
- Assist the 4-H Project Coordinator in youth camp.
- Work with local educators on needs assessment including data entry and analysis.
- Other projects identified by local educators and oversight committee members.

Now therefore be it resolved by the Jackson County Board of Supervisors, that the Jackson County Board approves using \$7,500 in 2019 salary savings to hire an intern to assist in those programs; and

Be it further resolved by the Jackson County Board of Supervisors, that the Jackson County Board authorizes the County Clerk to make appropriate budget entries to transfer the salary savings to the 2020 UW-Extension budget.

Dated this 16th day of March 2020.

Respectfully submitted:

Extension Education Committee

s/Karen Thayer, Chairperson
s/Isaiah Funmaker
s/Larry Blaken
Thomas Clark
s/Max Hart

Executive and Finance Committee:

s/Ray Ransom, Chairperson
s/Jeff Amo
s/Ron Carney
s/Roger Stevens
s/Karen Thayer

Supervisor Thayer made a motion to adopt this resolution. This was seconded by Supervisor Hart. Voice vote was taken with 16 present voting Aye.

RESOLUTION 6-3-2020

TO: The Honorable Jackson County Board of Supervisors

RE: Addition of one (.5) FTE Facilities Management Maintenance Worker

WHEREAS, Jackson County Facilities Management Department currently provides safety, cleaning, security, and maintenance to any and all properties within Jackson County, and;

WHEREAS, Jackson County DHHS recently added 11,000 square feet to their existing building, and;

WHEREAS, the changes to the DHHS building and the increased demand for Facilities services has created the need for additional part-time employee to keep up with these demands, and;

WHEREAS, after review of the needs of Department, the Facilities Department Manager and the Human Resources Manager have determined the need to add a .5 FTE to assist in the upkeep of the Department of Health and Human Services Building and elsewhere as needed, and;

WHEREAS, this position will be placed on the County Wage Scale within Pay Group 16 - \$13.04-\$16.30, and;

WHEREAS, the job description for this position, as well as the wage range and fiscal analysis for this resolution are attached, and;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Supervisors hereby authorizes the addition of one .5 FTE Facilities Management Maintenance Worker, and;

BE IT FURTHER RESOLVED that the resolution will become effective upon passage by the Jackson County Board of Supervisors and is subject to the recruitment process outlined in the County's Personnel Policy – Chapter 4.

Respectfully Submitted,

Property Committee
s/Roger Stevens, Chairman
s/Ed Chamberlain
s/John Higgins
s/Grady Gutknecht

Personnel & Bargaining
Committee
s/Ray Ransom, Chairman
s/Alton Staff
s/Ron Carney
s/Karen Thayer
s/Jeff Amo
s/Roger Stevens

s/Chuck Jensen

Executive and Finance
Committee

s/Ray Ransom, Chairman

s/Jeff Amo

s/Roger Stevens

s/Karen Thayer

s/Ron Carney

Supervisor Stevens made a motion to adopt this resolution. This was seconded by Supervisor Chamberlain. Rick Poff, Maintenance Supervisor was present for questions. Voice vote was taken with 16 present voting Aye.

RESOLUTION 7-3-2020

TO: The Honorable Jackson County Board of Supervisors

RE: Addition of one (1) FTE Children and Family Services Supervisor

WHEREAS, changes within the Children and Family Service Division in the Department of Health and Human Services have continued to change, creating the need for restructure and,

WHEREAS, this restructure includes creating a supervisory position in order to increase opportunities for efficiencies with training, supervision and,

WHEREAS, this restructure will create increased collaboration and cohesion between the Children and Family Services Manager, DHHS Director and Children and Family employees and,

WHEREAS, after thorough review of the needs of the Children and Family Services Division, the Children and Family Services Manager, the DHHS Director, Human Resources Manager, have determined the need to add a Children and Family Services Supervisor to the Children and Family Services Division and not fill the vacated Social Worker III,

WHEREAS, it has been determined that the Children and Family Services Supervisor be placed on the Jackson County Wage Scale within wage range Grade 7 by the Jackson County DHHS Director, Jackson County Children and Family Services Manager and the Jackson County Human Resources Director and,

WHEREAS, the job description for the newly created position as well as the wage ranges and the financial analysis for this resolution are attached; and,

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Supervisors hereby authorizes the addition of a Children and Family Services Supervisor Position,

BE IT FURTHER RESOLVED that the resolution will become effective upon passage by the Jackson County Board of Supervisors and is subject to the recruitment process outlined in the County's Personnel Policy – Chapter 4.

Respectfully Submitted,

DHHS Committee

s/Ron Carney, Chairman
s/Grady Gutknecht
s/Lori Chown
s/Terri Boardman
s/Roger Stevens
s/Tom Clark
s/Michelle Greendeer-Rave

Personnel & Bargaining
Committee

s/Ray Ransom, Chairman
s/Alton Staff
s/Ron Carney
s/Karen Thayer
s/Jeff Amo
s/Roger Stevens
s/Chuck Jensen

Executive & Finance
Committee

s/Ray Ransom, Chairman
s/Jeff Amo
s/Roger Stevens
s/ Karen Thayer
s/Ron Carney

Supervisor Carney made a motion to adopt this resolution. This was seconded by Supervisor Gutknecht. Voice vote was taken with 16 present voting Aye.

RESOLUTION NO. 8-3-2020

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: DHHS Children and Families Interim Manager Wages

WHEREAS, the Department of Health & Human Services Children and Families Unit is currently functioning with an Interim Children and Families Manager as of January 27, 2020 and,

WHEREAS, an Interim Manager is needed for continuity, consistency, creating efficiencies, assuring program requirements are completed and in providing support for personnel and clients and,

WHEREAS, the Lead Children and Families Worker has been acting as Interim Children and Families Manager upon resignation of the Children's and Families Manager since January 27, 2020 and,

WHEREAS, the Lead Social Worker is currently fulfilling both current duties as well as the Interim Children and Families Manager duties; and

WHEREAS, the DHHS Director and the Human Resources Manager are in agreement in recommending wage reassignment in accordance with the exceptions found in the Jackson County Compensation Administrative Guide, and

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors authorizes a temporary wage reassignment to 90% of mid-point of 2020 salary range 6; for the Children and Families Lead Social Worker until such a time that a Children and Families Manager is hired and begins working in their role and,

NOW THEREFORE BE IT RESOLVED, that this wage reassignment will be retroactive for the Children and Families Lead Social Worker to January 27, 2020.

Respectfully submitted by,

Jackson County DHHS Board	Jackson County Personnel & Bargaining Committee	Jackson County Executive and Finance Committee
s/Ron Carney	s/Ray Ransom	s/Ray Ransom
s/Terri Boardman	s/Alton Staff	s/Jeff Amo
s/Lori Chown	s/Ron Carney	s/Roger Stevens
s/Michelle Clark Forsting	s/Karen Thayer	s/Karen Thayer
s/Roger Stevens	s/Jeff Amo	s/Ron Carney
s/Tom Clark	s/Roger Stevens	
s/Grady Gutknecht	s/Chuck Jensen	

Supervisor Gutknecht made a motion to adopt this resolution. This was seconded by Supervisor Stevens. Discussion took place. Voice vote was taken with 16 present voting Aye.

RESOLUTION NO. 9-3-2020

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: **Approval to Hire Internal Candidate for County Surveyor Vacancy**

WHEREAS, Jackson County is committed to providing opportunities for internal growth; and,

WHEREAS, it is the objective of Jackson County to retain fully qualified employees; and,

WHEREAS, the Zoning and Land Information Committee recommend hiring a qualified internal candidate to fill the County Surveyor vacancy; and,

WHEREAS, the proposed wage financial analysis is attached; and,

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors hereby approves the recommendation hiring the internal candidate for the County Surveyor vacancy in accordance with the internal recruitment guidelines set forth in the Jackson County Chapter 4 Personnel Policy;

BE IT FURTHER RESOLVED, this resolution will become effective the first full pay period after passage.

Respectfully submitted by,

Zoning and Land Information
Committee
s/Hoyt Strandberg
s/Norman Stoker
s/Alton Staff
s/Ed Chamberlain

Personnel & Bargaining
Committee
s/Ray Ransom
s/Ron Carney
s/Karen Thayer
s/Jeff Amo
s/Roger Stevens
s/Chuck Jensen

Executive and Finance
Committee
s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

Supervisor Chamberlain made a motion to adopt this resolution. This was seconded by Supervisor Staff. Discussion took place. Voice vote was taken with 16 present voting Aye.

RESOLUTION# 10-3-2020

TO: The Honorable Members of the Jackson County Board of Supervisors

RE: Establishing Total Annual Compensation for County Clerk, Register of Deeds, and Treasurer Pursuant to Wis. Stat. § 59.22

WHEREAS, Pursuant to Wis. Stat. § 59.22 (1), the Board must establish the total annual compensation for services to be paid to the County Clerk, Register of Deeds and Treasurer prior to the earliest time for filing nomination papers for the county elective office; and

WHEREAS, the Board desires to establish the total annual compensation for these elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law; and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to other Jackson County employees;

NOW, THEREFORE, BE IT RESOLVED by the Jackson County Board of Supervisors, that the total annual compensation for county elected officers under Wis. Stat. § 59.22 (1)

shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

<u>OFFICIALS</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Treasurer	\$60,819	\$62,035	\$63,276	\$64,541
Register of Deeds	\$60,819	\$62,035	\$63,276	\$64,541
County Clerk	\$63,786	\$65,061	\$66,363	\$67,690

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law; and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to other Jackson County employees.

Respectfully Submitted:

PERSONNEL AND BARGAINING COMMITTEE
s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

EXECUTIVE AND FINANCE COMMITTEE
s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

Supervisor Thayer made a motion to adopt this resolution. This was seconded by Supervisor Chamberlain. Discussion took place. Voice vote was taken with 16 present voting Aye.

Resolution 11-3-2020

RE: Support of a Regional Transit Authority

WHEREAS, In 2009 the Wisconsin Legislature passed legislation included in Act 28, enabling the formation of Regional Transit Authorities, complete with the power of taxation necessary to fund their start-up and operations;

WHEREAS, In 2011, as part of Act 32, the Wisconsin Legislature passed legislation disabling the same Regional Transit Authorities, with no rational explanation or narrative for undoing what had been done two years earlier;

WHEREAS, the Wisconsin Association of Mobility Managers (WAMM) said, introducing their 2016 Legislative Priorities, "Wisconsin is the only Midwest state without enabling legislation to create these authorities. Regional Transit Authorities (RTAs) are a quasi-

governmental entity that provides a governance structure for a unified transportation system and has taxing authority, therefore offering a funding alternative to property taxes;”

WHEREAS, WAMM added, “Regional Transit Authorities allow for a regional and comprehensive look at transportation. They encourage connectivity and multimodal approaches since the planning takes place with one body for the whole region. A multimodal and coordinated system improves the mobility, connectedness, and quality of life for those who are unable to drive themselves, particularly older adults, individuals with disabilities and those with low incomes;”

WHEREAS, WAMM further noted that “Medical centers, employers, job centers, educational facilities are very often regional in nature; why should transportation be any different? Developing transportation systems requires flexibility to create innovated services that can cross municipal and county borders and account for communities of different sizes. RTAs enable this to be done in a more efficient, effective and sustainable manner;”

WHEREAS, WAMM concluded the 2016 documents, “Transportation systems are a part of the infrastructure that helps people get to jobs, medical appointments, and remain active and engaged members of the community and local economy. Where there are strong systems and meaningful mobility choices, there are strong communities. People want to live and work in these communities and are seeking them out;”

WHEREAS, Our County places great importance on our system of mobility for the populations most in need of services that a Regional Transit Authority could provide our residents, and residents of lower-income counties in our immediate region; and

WHEREAS, our County places high value on the principles of “sustainability,” and

WHEREAS, lack of mobility of low-income workers and retired person is a factor contributing to their lack of “sustainability”, while Regional Transit would allow easier access to jobs, schools, health care and basic needs.

NOW THEREFORE BE RESOLVED, Jackson County calls upon the Wisconsin Legislature to quickly craft and pass Legislation once again enabling Regional Transit Authorities in Wisconsin and “making an appropriation” to fund such;

FURTHER, that there be no limitations place on the number of such Authorities, barring duplication of services or geographic overlap;

FURTHER, that Legislative obstacles to proceeding with near-100% renewable energy power for such RTAs be removed, keeping in mind future tightening of petroleum and natural gas supplies; and

FURTHER, that agencies and Legislative Committees charged with overseeing transportation needs, make the creation and link-up of these RTAs into one seamless working statewide system a top priority.

Respectfully Submitted:

Executive and Finance Committee

s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

Supervisor Amo made a motion to adopt this resolution. This was seconded by Supervisor Hart. Discussion took place. Voice vote was taken with 16 present voting Aye

RESOLUTION: 12-3-2020

RE: Approve Issuance of Tax Deed

WHEREAS, Wisconsin State Statutes 75.14 (1) requires the county board to pass a resolution to order issuance of deeds for tax delinquent properties; and

WHEREAS, all procedures were executed to provide proper notice to the land owner and creditors.

NOW THEREFORE BE IT RESOLVED that the Jackson County Board of Supervisors orders issuance of deeds for:

Municipality	Parcel #	Name	Legal Description
Town of Adams	002-0138.0020	Cleo Littlegeorge	Part of the SW NW located in Sec 10-T21N-R4W
Tax Years	2015 – 2019	\$11,783.17	1.40 Acres

Village of Alma Center	101-0084.0000	Jeffrey P Bowman Elaine E Bowman	West Forty-five feet of Outlot Forty-Nine of the Revised Plat of the Village of Alma Center
Tax Years	2014 – 2019	\$5,034.23	117 W Main Street-Full Moon Saloon

Village of Alma Center	101-0163.0000	Jeffrey P Bowman Elaine E Bowman	Lot Four, Block One of Buckley's Addition to the Village of Alma Center
Tax Years	2014- 2019	\$1,904.62	126 W Lawn Street

Respectfully Submitted:
Jackson County Clerk
s/Kyle Deno

BY: s/Ray Ransom, Jackson County Board Chairman

DATE: March 16, 2020

Supervisor Chamberlain made a motion to adopt this resolution. This was seconded by Supervisor Hart. Discussion took place. Voice vote was taken with 16 present voting Aye.

Supervisor Strandberg made a motion to temporarily suspend the rules and read the following Ordinance and Zone Petition changes only one time. This was seconded by Supervisor Carney. Voice vote was taken with 16 present voting Aye.

RESOLUTION NO. 13-3-2020

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: **Overtime Pay under Mutual Aid, Assist Another Agency, or Grant Reimbursement**

WHEREAS, Chapter 4 currently has language that restricts exempt, salaried law enforcement personnel from receiving overtime pay at time and one half; and,

WHEREAS, the Sheriff's Office is not able to allow exempt or salaried law enforcement personnel to accept compensation at one and one half pay for working under mutual aid, assist another agency or grant reimbursement; and,

WHEREAS, there will be no expense or cost for overtime pay and it does not fall upon Jackson County or create hardship to the Sheriff's Office. Overtime pay shall be reimbursed by requesting agency or jurisdiction and this should not conflict and will be in compliance with employee labor agreements; and,

WHEREAS, the Jackson County Law Enforcement Committee and Sheriff recommend adding a subsection to Chapter 4.03 Wages and Payroll (1)(C), to allow exempt or salaried law enforcement personnel to earn overtime pay by working mutual aid, assist another agency, or grant reimbursement; and,

WHEREAS, the proposed addition to Chapter 4 would state:

Overtime Pay Under Mutual Aid, Assist Another Agency or Grant Reimbursement

Under mutual aid, assist another agency and/or grant reimbursement, sworn law enforcement personnel who are classified as exempt or salaried employees of the County, may receive overtime compensation pay at a rate of one and one-half times the normal pay for each overtime hour worked, in lieu of compensatory time. Overtime worked must be approved by the Sheriff or his designee before it is performed. The cost of the overtime pay shall be reimbursed by the grant, or requesting agency/jurisdiction.

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors hereby authorizes the addition to Chapter 4.03 Wages and Payroll (1)(C) Overtime Pay under Mutual Aid, Assist Another Agency, or Grant Reimbursement that is stated in aforementioned language indicated within this resolution; and,

THEREFORE, BE IT FURTHER RESOLVED, the resolution will become effective the first full pay period upon passage by the Jackson County Board of Supervisors.

Resolution dated, March 16, 2020.

Respectfully submitted,

Law Enforcement Committee	Personnel and Bargaining Committee	Executive and Finance Committee
s/Chuck Jensen	s/Ray Ransom	s/Ray Ransom
s/Jeff Amo	s/Chuck Jensen	s/Jeff Amo
s/Ray Ransom	s/Ron Carney	s/Roger Stevens
s/Isaiah Funmaker	s/Roger Stevens	s/Karen Thayer
s/Ron Carney	s/Karen Thayer	s/Ron Carney
	s/Jeff Amo	

Supervisor Amo made a motion to adopt this resolution. This was seconded by Supervisor Carney. The Sheriff was present for questions. Discussion took place. Voice vote was taken with 16 present voting Aye.

RESOLUTION NO. 14-3-2020

TO: THE HONORABLE COUNTY BOARD OF SUPERVISORS

RE: REVISE AND UPDATE ORDINANCE 5.08 PROCESS OF SERVICE FEE SCHEDULE

WHEREAS, Wisconsin Statute § 814.70 titled "Fees of Sheriffs", authorizes the Jackson County Sheriff's Office to collect necessary expenses under this section, unless a maximum fee is established under Wis. Stat. § 814.705, and

WHEREAS, Wisconsin Statute § 814.705(1)(a) authorizes the Jackson County Board of Supervisors to establish a higher fee for collection by the Sheriff, and

WHEREAS, the previous revision of Ordinance 5.08 occurred by Resolution 54-9-08, and

WHEREAS, it is appropriate to revise the fee schedule for service of process by the Sheriff's Office so that it more closely reflects the actual cost of providing the service.

NOW, THEREFORE, BE IT RESOLVED, by the Jackson County Board of Supervisors that Jackson County Ordinance § 5.08 “PROCESS OF SERVICE FEES” be amended to read as follows:

- 5.08 PROCESS OF SERVICE FEE SCHEDULE:** (1) It is the responsibility of the Sheriff’s Office to serve or execute according to law, all processes, writs, precepts, and orders issued or made by lawful authority according to Wisconsin Statute § 59.27(4). The Sheriff’s Office shall charge for the service of Civil Process, legal notices, and other actions except where prohibited by law.

The following list of fees may require prepayment and shall be charged for the designated services performed by the Jackson County Sheriff’s Office:

Type	Service or Good	Fee
Sheriff Sales	Processing sale	\$150.00
Civil Process Service	3 attempts, Fee includes mileage	\$75.00
Additional defendant/same address	3 attempts, Fee includes mileage	\$55.00
Additional defendant/different address	3 attempts, Fee includes mileage	\$55.00
Additional service attempts	Per attempt	\$25.00
Stand by time	Deputy hourly rate of pay	Depends on Deputy assigned
Mileage	On rare instances, mileage may be included as an additional cost.	Established by County Code
Evictions	All parties at one address, includes mileage and one hour of standby cost	\$150.00 or the actual costs incurred in performing the eviction, whichever is less.
Writs of Assistance	All parties at one address, includes mileage and one hour of standby cost	\$150.00
Writ of Replevin	All parties at one address, includes mileage and one hour of standby cost	\$150.00 or the actual costs incurred in performing the seizure of property, whichever is less.
Execution of Judgment	All parties at one address, includes mileage and one hour of standby cost	\$150.00

This ordinance shall be effective upon passage and publication as required by law. This ordinance supersedes and replace any conflicting or previous ordinances related to this matter.

On this date March 16, 2020

Respectfully submitted,

Law Enforcement Committee
s/Chuck Jensen
s/Jeff Amo
s/Isaiah Funmaker
s/Ron Carney
s/Ray Ransom

Executive and Finance Committee
s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

Supervisor Jensen made a motion to adopt this resolution. This was seconded by Supervisor Amo. The Sheriff was present for questions. Discussion took place. Voice vote was taken with 16 present voting Aye.

RESOLUTION NO. 15-3-2020

TO: HONORABLE COUNTY BOARD OF SUPRVISORS

RE: Ordinance Revision to Chapter 4 Personnel Policy

WHEREAS, language in Chapter 4 needs to be amended to accommodate the necessary changes to Chapter 4 (see attachment); and

THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors approves the changes to Chapter 4 (see attachment); and

BE IT FURTHER RESOLVED this ordinance change will become effective upon publication.

Respectfully submitted by,

Jackson County Personnel &
Bargaining Committee
s/Ray Ransom
s/Alton Staff
s/Ron Carney
s/Karen Thayer
s/Roger Stevens
s/Jeff Amo
s/Chuck Jensen

Jackson County Executive and
Finance Committee
s/Ray Ransom
s/Jeff Amo
s/Roger Stevens
s/Karen Thayer
s/Ron Carney

Edits to Chapter 4:

1. 4.02 2. Recruitment. A. Authorization to Hire; Page 6
2. 4.02.2. Recruitment. D. Nepotism; Page 6-7
3. 4.02.2. Recruitment. E. Internal Selection Page 7

4. 4.02.2. Recruitment. F. External Selection (1) Step 3; Page 8
5. 4.02.2. Recruitment. J. CDL (Commercial Drivers License) ; Page 9
6. 4.02.2. Recruitment. 7. Hours of Work. Breaks & lunch Period; Page 14
7. 4.04.4. Benefit Policies. Vacation; Page 27
8. 4.04.5. Benefit Policies. Holiday Compensation; Page 28
9. 4.06.4. County Policies and Programs. Travel, Meal Allowance; page 38

Recruitment –

(A) Authorization to Hire

Department Heads wishing to fill existing budgeted positions and to initiate internal or external recruitment shall obtain the approval from the Chair of the appropriate oversight committee. ~~The request for recruitment shall be submitted, with documented meeting minutes, to the Human Resources Department.~~ The Chair of the appropriate oversight committee has the authority to initiate internal or external recruitment. ~~subject to full committee approval.~~

(D) Nepotism

The Jackson County Job Application inquires if an applicant is a relative of an employee presently working in the Department they are applying to. The County consists of Departments (which some are part of a larger Division of the County such as the Sheriff's Office, DHHS and Forestry and Parks). For the purpose of this nepotism policy, a Department is identified as an area that has its own budget. ~~If the applicant applies for a position where there is relative within the department the applicant has applied for, the applicant will not be considered for the position.~~ In addition, If an applicant applies for a supervisory position and there is an immediate relative working in that department/division, the applicant will not be considered for the position. Relative in this case is considered to be the following: husband, wife, mother, ~~mother-in-law~~, father, ~~father-in-law~~, ~~step-parent~~, ~~step-child~~, son, ~~son-in-law~~, daughter, ~~daughter-in-law~~, brother, ~~brother-in-law~~, sister, ~~sister-in-law~~, ~~aunt~~, ~~uncle~~, **and the various combinations of step or in-law**, or domestic partner. Present employees who become married to each other are permitted to continue their employment, although, should one of the married persons leave employment, the employee leaving becomes the subject to nepotism policy for the purposes of re-hire. Note: For purposes of this section "Applicant" is defined as an individual who is an external applicant or an internal applicant. "Domestic Partner" is as defined by Sec. 770.01(1) of the Wisconsin Statutes or by an applicable section of the Wisconsin Administrative Code. Union employees are not eligible to post or bump into a situation that is defined as nepotism under this policy.

(E) Internal Selection

An existing regular full-time County employee may fill a vacancy subject to position qualifications and the County interview and selection process. The oversight committee shall approve the vacant position be filled internally. The Human Resources Department will send a County-wide email to all County employees notifying them of the vacancy. The Human Resources Department will notify highway

employees with a paper copy of the notice to be posted. The notice will be similar to an external recruitment advertisement. ~~Interested candidates will be required to fill out an application and complete the interview and selection process.~~ Interested candidates will be required to follow the application instructions set forth by the Human Resources Department. Records shall be maintained demonstrating that such selections are based on the same criteria and qualifications that would have been used for external selection procedures. Such records shall be included but not be limited to: education requirements, previous work experience, on the job training, and other qualifications specified on the vacant position's job description. See the Compensation Guide for wage procedures. Any internal selected employee filling Department Head positions will require a resolution of approval to hire through the Oversight Committee, County Personnel and Bargaining Committee, Executive and Finance Committee and Full County Board. The resolution will contain the wage impact and job description.

(F) External Selection –

(1) Screening, Selection, Appointment

Step 3: Regular interviews are to be conducted by **at least one oversight committee member**, ~~3 oversight committee members (two of which must be regular County Board members), or their designee~~, the Department Head and the Human Resources Director, **or their designee(s)**. ~~The oversight committee may elect not to participate in non-department head position interviews.~~ Up to three County Board members, the Human Resources Director or designee, and the County Board Chairman shall conduct interviews for Department Head positions.

(J) CDL (Commercial Driver's License)

~~All positions in Jackson County Highway Department and Certain positions in Jackson County Highway Department and Forestry and Parks Department require a Commercial Driver's License (CDL). For these positions, the CDL must be obtained upon hire. The following provisions apply~~ **ies** to a CDL.

- ~~1. If an employee loses their CDL due to disqualification for any reason that do not arise out of or during the course of employment or are unrelated to criminal activity, the employee may be placed into an open position within that department.,~~ **the employee will be placed on non-paid administrative leave or may be terminated.**
- ~~2. The employee may be scheduled to work within the department for a period up to and not to exceed 13 months. This is subject to availability of work as determined by management. Availability of work may fluctuate based on factors such as: time of year, workload, and budget constraints. Job placement within the respective department will also be determined by management. If there is not work available, the employee will be placed on lay off status.~~
- ~~3. It is understood that if a job assignment is in a classification that pays less than the employee's assigned position, the employee's wage will be adjusted accordingly.~~

- ~~4. If the CDL is not reinstated within 13 months, the employee will be terminated. Additional CDL disqualifications are grounds for termination of employment.~~
- ~~5. No more than two employees at any one time may be reassigned under the provisions.~~

Breaks and Lunch Period:

Employees shall receive ~~are encouraged to take~~ a 30-minute unpaid lunch break as near as practical to the center of the work period ~~and away from their work stations. Shifts of more than 6 consecutive hours without a meal period should be avoided. Any meal period where the employee is not free to leave the premises of the employer, will be considered an on-duty meal period. Employees are not allowed to work through the lunch period to make up lost work time or in order to leave work early without Department Head approval.~~ A 30-minute lunch period shall be deducted from the normal eight (8) hour workday. ~~Forfeiting the lunch period does not constitute overtime or compensatory time accrual.~~ Full-time employees may receive two (2) ten (10) minute breaks, one in each half of the shift. ~~to be taken on the job site.~~

Vacation

The following scale represents the vacation schedule of ~~the County Bookkeeper, Human Resources Assistant, DHHS Confidential Administrative Assistant,~~ as well as all managerial staff as designated by the County. ~~hired prior to January 16, 2018. After January 16, 2018 the following scale represents the vacation schedule of managerial staff, and will not include the County Bookkeeper, Human Resources Assistant and DHHS Confidential Administrative Assistant hired after January 16, 2018:~~ All employees hired after January 16, 2018 will have vacation accrue as it is earned.

b. Termination of Vacation Benefits

~~Payroll credits vacation time for County Bookkeeper, Human Resources Assistant, DHHS Confidential Administrative Assistant as well as all managerial staff as designated by the County, at the beginning of each calendar year before the vacation leave is actually earned.~~ If an employee (~~hired prior to January 16, 2018~~) terminates employment, having taken unearned vacation time, the employee will be liable to Jackson County for repayment of used but unearned vacation time.

Personal Holiday Provisions

a. Jailers/Dispatchers

Personal Days are recognized in exchange for Holidays. Regular full-time employees are entitled to ten (10), eight (8) hour personal days commencing January 1 and ending December 31 of each year. Personal days may be requested at the discretion of the employee with prior approval of the immediate supervisor. No employee may use Personal Days for the purpose of achieving any overtime pay. **Personal Days can be used in one-hour increments.**

D. Meal Allowance

Maximum allowances are as follows, including tax and tip, excluding alcoholic beverages:
Breakfast - \$ 7.00 **8.00**

Lunch - ~~\$10.00~~ 12.00
Dinner - ~~\$15.00~~ 20.00
Daily Maximum - ~~\$32.00~~ 40.00

Supervisor Stevens made a motion to adopt this resolution. This was seconded by Supervisor Staff. Susie Meinerz, Human Resources Director was present for questions. Discussion took place. Voice vote was taken with 16 present voting Aye.

**PETITION #2020-06
TOWN OF FRANKLIN**

REPORT OF THE ZONING COMMITTEE

TO THE JACKSON COUNTY BOARD OF SUPERVISORS:

The Jackson County Zoning Committee, having considered Petition #2020-06 to amend the Jackson County Zoning Ordinance filed by John Jelen on the day of January 21, 2020 to change the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-4 (Residential) District on the following described lands:

On property located in the NW1/4-NW1/4 Section 3, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 4 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-4 (Residential) District for the placement of a manufactured home (2) (mobile home).

Located in the Town of Franklin, and having held public hearing thereon pursuant to Sec. 59.97(5)(e), Wis. Stats., notice thereof having been sent as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

That the zone change be Approved.

Dated this 17th day of February 2020.

JACKSON COUNTY ZONING COMMITTEE
BY: s/Hoyt Strandberg, Chairman

Supervisor Chamberlain made a motion to accept this zone change. This was seconded by Supervisor Staff. Voice Vote was taken with 16 present voting Aye.

**PETITION #2020-07
TOWN OF BROCKWAY**

REPORT OF THE ZONING COMMITTEE

TO THE JACKSON COUNTY BOARD OF SUPERVISORS:

The Jackson County Zoning Committee, having considered Petition #2020-07 to amend the Jackson County Zoning Ordinance filed by Dale Kundinger on the day of January 27, 2020 to change the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District on the following described lands:

On property known as Lot 13 of CSM 4093 located in the SW1/4-SE1/4 Section 2, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 2.53 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for a residential dwelling.

Located in the Town of Brockway, and having held public hearing thereon pursuant to Sec. 59.97(5)(e), Wis. Stats., notice thereof having been sent as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

That the zone change be Approved.

Dated this 16th day of March 2020

JACKSON COUNTY ZONING COMMITTEE
BY: s/Hoyt Strandberg, Chairman

Supervisor Chamberlain made a motion to accept this zone change. This was seconded by Supervisor Stoker. Voice Vote was taken with 16 present voting Aye.

**PETITION #2020-12
TOWN OF MANCHESTER**

REPORT OF THE ZONING COMMITTEE

TO THE JACKSON COUNTY BOARD OF SUPERVISORS:

The Jackson County Zoning Committee, having considered Petition #2020-12 to amend the Jackson County Zoning Ordinance filed by Thomas Guenther on the day of February 12, 2020 to change the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District on the following described lands:

On property located in the NW1/4-SW1/4 Section 10, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 1.5 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District.

Located in the Town of Manchester, and having held public hearing thereon pursuant to Sec. 59.97(5)(e), Wis. Stats., notice thereof having been sent as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

That the zone change be Approved.

Dated this 16th day of March 2020.

JACKSON COUNTY ZONING COMMITTEE
BY: s/Hoyt Strandberg, Chairman

Supervisor Staff made a motion to accept this zone change. This was seconded by Supervisor Funmaker. Voice Vote was taken with 16 present voting Aye.

**PETITION #2019-13
TOWN OF KNAPP**

REPORT OF THE ZONING COMMITTEE

TO THE JACKSON COUNTY BOARD OF SUPERVISORS:

The Jackson County Zoning Committee, having considered Petition #2020-13 to amend the Jackson County Zoning Ordinance filed by Linda Strobel, owner and Leland F. Rogers II, applicant on the day of February 18, 2020 to change the Official Zoning Map from the B-2 (Outlying Business) District to the R-2 (Residential) District on the following described lands:

On property located in the NW1/4-SW1/4 Section 17, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 15 acres of the Official Zoning Map from the B-2 (Outlying Business) District to the R-2 (Residential) District for a future home. The remaining five acres will remain in the B-2 (Outlying Business) District.

Located in the Town of Knapp, and having held public hearing thereon pursuant to Sec. 59.97(5)(e), Wis. Stats., notice thereof having been sent as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

That the zone change be Approved with Town of Knapp Approval.

Dated this 16th day of March 2020.

JACKSON COUNTY ZONING COMMITTEE
BY: s/Hoyt Strandberg, Chairman

Supervisor Funmaker made a motion to accept this zone change. This was seconded by Supervisor Chamberlain. Voice Vote was taken with 16 present voting Aye.

Chairman Ransom informed the board that Register of Deeds, Shari Marg and County Clerk, Kyle Deno were both present for questions regarding their annual reports.

Supervisor Hart made a motion to adjourn. This was seconded by Supervisor Jensen. All present voted Aye by voice vote. Meeting adjourned at 7:00 P.M.

