

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

November 13, 2023

The Annual Session of the Jackson County Board of Supervisors was called to order at 9:00 A.M., on Monday, November 13, 2023, at the Jackson County Courthouse in the County Board Room by Chairman Amo.

County Clerk, Cindy Altman, took roll call with 16 members present 1 member excused (Supervisor Jensen) and 2 absent (Supervisor Hart and Supervisor Schmidt).

The Pledge of Allegiance was given.

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

Supervisor Hart arrived at 9:03 A.M.

RESOLUTION NO. 35-11-2023

RE: TO HONOR CHRISTINE HOVELL FOR HER SERVICE TO JACKSON COUNTY

WHEREAS, the Jackson County Board of Supervisors have come together on this 13th day of November in the year of our Lord 2023, and

WHEREAS, the Jackson County Board of Supervisors acknowledge and honor the 16 years of distinguished service from Christine Hovell; and

WHEREAS, it is acknowledged by those who worked with Christine Hovell, that she served the citizens of Jackson County with a consistent level of honor and distinction for the duration of her employment.

THEREFORE BE IT RESOLVED, that the Jackson County Board of Supervisors hereby extend its deepest thanks for the 16 years of dedicated service that Christine Hovell has given to the citizens of Jackson County.

BE IT FURTHER RESOLVED, that the Jackson County Board of Supervisors does extend a collective hand of thanks to Christine Hovell for the dedication and service she gave to Jackson County and wish her happiness and good health in her retirement years.

RESPECTFULLY SUBMITTED:

JACKSON COUNTY BOARD OF SUPERVISORS

s/Jeff Amo	s/Adrian Swanson	s/Alton Staff
s/Hoyt Strandberg	s/Daryl Boe	s/Thomas Clark
s/Mike Kunes	s/Charles Jensen	s/Max Hart
s/Michelle Greendeer Rave	s/Sarah Peloquin	s/Ron Carney
s/Dale Hoff	s/John Higgins	s/Desiree Gearing-Lancaster
s/Bill Laurent	s/Jerry Schmidt	s/Ed Chamberlain
s/Garth Rolbiecki		

Supervisor Carney made a motion to adopt this resolution. This was seconded by Supervisor Greendeer-Rave. DHHS Board Chairman Carney presented the resolution to Christine Hovell. Voice vote was taken with 17 present voting Aye.

Chairman Amo called the Budget Public Hearing to order at 9:06 a.m. No public comment. Hearing closed at 9:07 a.m.

RESOLUTION 36-11-2023

BE IT RESOLVED by the Jackson County Board of Supervisors that there be and is hereby levied as assessed upon the several districts and upon the taxable property of Jackson County the following taxes for the year 2023 the same to be apportioned by the County Clerk by law provided, and in accordance with the report on equalization and further that no part of this levy be duplicated.

General Fund	5,193,333
Economic Support	99,588
Public Health Nurse Fund	511,460
Child Support	0
Children and Family Fund	1,670,508
Behavioral Health	275,689
Commission on Aging Fund	263,284
Animal Control Fund	90,000
Winding Rivers Fund	1,500
Principal on Debt Service Fund	490,000
Interest on Debt Service Fund	90,748
County Conservation Cost Share Fund	20,000
County Conservation Aid	1,000
Co Building Repair & Remodeling Fund	66,808
Highway Commission Fund	2,568,651
Communication Replacement	100,000
Family Mediation Fund	5,400
NET TAX LEVY	11,447,969
State Tax	0
Illegal Real Estate Charge Back	0

Special Charges

81.80

GRAND TOTAL OF ALL TAXES

\$11,448,050.80

Respectfully Submitted:

Executive and Finance Committee:

s/Jeff Amo

s/John Higgins

s/Ron Carney

s/Michelle Greendeer-Rave

s/Alton Staff

Supervisor Hart made a motion to adopt this resolution. This was seconded by Supervisor Chamberlain. Discussion took place. Roll call vote was taken with 17 present voting Aye.

RESOLUTION 37-11-2023

WHEREAS, it is estimated that the expenditures in the Funds of the County of Jackson will amount to approximately \$37,078,265 and the revenues in the Funds of the County of Jackson will amount to approximately \$22,520,401 and a net of \$3,109,895 of fund balance will be applied as outlined below,

THEREFORE, BE IT RESOLVED by the County Board of Jackson County that the sum of \$11,447,969 be and the same is hereby levied upon all taxable property of the County as equalized for the year 2023 for the purpose of allotting to each Department of the County the amounts specified below, and,

BE IT FURTHER RESOLVED, that any unexpended balance at the end of the year shall revert to the fund balance of that respective fund unless otherwise stated.

GENERAL FUND

County Board	141,600
Clerk of Courts	477,971
Probate – Judge	536,727
Jury & Witness	34,700
Law Library	200
Medical Examiner	107,950
Specialty Court	0
District Attorney	268,455
Victim Witness	95,422
Family Court Commissioner	20,100
CJCC	24,935
TAD Grant	63,307
County Clerk	362,019
Human Resources	245,019

Elections	85,250
Computer	1,149,882
Central Telephone	40,000
Central Duplicating	24,550
Postage	10,000
Corporation Counsel	121,500
Independent Accounting	47,000
County Treasurer	168,368
GIS Coordinator	213,738
Tax Deed Expense	2,350
Cost Allocation	3,730
Courthouse	421,315
Jail Maintenance	177,471
Register of Deeds	234,488
County Surveyor	233,204
Property & Liability	185,250
Non-Departmental Expense	15,000
Fire Expense	500
LE Contracted Services	92,169
School Resource Officer	105,020
Recreation Law Enforcement	79,085
State Tribal Law Grant	74,161
Sheriff	2,433,510
Traffic	605,190
Communication/Radio	885,962
Teletype	10,200
Canine Program	1,000
Electronic Monitoring	26,000
Emergency Government	135,593
Emergency Mgmt Grants	10,000
Bailiff	255,159
Jail	1,821,096
Emergency Medical Jail	191,928
Airport	12,500
Recycling Grant	175,976
Veterans Service	180,667
Veterans Relief	1,000
Care of Veterans Graves	1,000
Winding Rivers Library	10,818
Library	310,722
Fair & Exhibits	4,000
Cooperative Extension	183,190
Wildlife Damage	76,000
Land Conservation	238,150
Zoning	360,572
Planning Development	2,500

Paying Agent	1,425
TOTAL GENERAL GOVERNMENT	13,796,594
ECONOMIC SUPPORT FUND	488,935
WILDLIFE MANAGEMENT FUND	5,725
STATE AIDED FORESTRY FUND	75,000
PUBLIC HEALTH NURSE FUND	1,238,725
CHILD SUPPORT AGENCY FUND	581,099
CHILDREN AND FAMILY FUND	3,554,377
FORESTRY & PARKS FUND	1,875,539
LAND ACQUISITION FUND	5,000
BEHAVIORAL HEALTH	4,793,950
COMMISSION ON AGING FUND	1,728,461
ANIMAL CONTROL FUND	149,664
CONSERVATION AID	1,000
WINDING RIVER VEHICLE FUND	1,500
JAIL ASSESSMENT FUND	50,000
PRINCIPAL ON DEBT SERVICE FUND	490,000
INTEREST ON DEBT SERVICE FUND	90,748
COUNTY CONSERVATION COST SHARE	20,000
MULTI DISCHARGE VARIANCE	52,000
CO BUILDINGS REPAIR FUND	274,934
JC PROJECTS	61,000
COUNTY RENTAL PROPERTIES	36,292
COUNTY HIGHWAY FUND	7,578,242
COMMUNICATION REPLACEMENT	100,000
RECERTIFICATION TRAINING	8,480
FAMILY MEDIATION	11,500
DOG LICENSE	7,500
SECTION 125 EXPENSE	2,000

TOTAL EXPENDITURES IN ALL FUNDS **37,078,265**

LESS REVENUES

GENERAL FUND	5,295,015
COUNTY SALES TAX	2,000,000
ECONOMIC SUPPORT	365,169
PUBLIC HEALTH NURSE FUND	520,409
CHILD SUPPORT AGENCY FUND	581,099
CHILDREN AND FAMILY FUND	1,709,497
WILDLIFE MANAGEMENT FUND	5,725
STATE AIDED FORESTRY FUND	63,000
FORESTRY & COUNTY PARKS FUND	1,793,726
LAND ACQUISITION	5,000

BEHAVIORAL HEALTH	4,423,261
COMMISSION ON AGING FUND	1,387,461
ANIMAL CONTROL FUND	46,500
JAIL ASSESSMENT FUND	20,000
COUNTY BUILDINGS	102,327
JC LAND & WATER RES	61,000
COUNTY RENTAL PROPERTY	5,477
MULTI-DISCHARGER VARIANCE PROG	52,000
COUNTY HIGHWAY FUND	4,060,255
RECERTIFICATION TRAINING	8,480
DOG LICENSE	7,500
FAMILY MEDIATION	5,500
SECTION 125 EXPENSES	2,000
TOTAL REVENUES IN ALL FUNDS	22,520,401
 NET EXPENDITURES OVER REVENUES	 14,557,864
 LESS FUND BALANCES APPLIED OR EXCESS REVENUES ADDED ()	
 GENERAL FUND	 1,308,246
ECONOMIC SUPPORT	24,178
WILDLIFE MANAGEMENT	0
PUBLIC HEALTH	206,856
CHILD SUPPORT	0
CHILDREN AND FAMILY	174,372
STATE AID FORESTRY	12,000
FORESTRY & COUNTY PARKS	81,813
BEHAVIORAL HEALTH	95,000
COMM ON AGING	77,716
ANIMAL CONTROL	13,164
JAIL ASSESSMENT	30,000
COUNTY BUILDINGS	105,799
COUNTY RENTAL PROPERTIES	30,815
HIGHWAY	949,336
FAMILY MEDIATION	600
SECTION 125	0
 NET COUNTY TAX LEVY	 11,447,969

Respectfully Submitted:
Executive and Finance Committee:
s/Jeff Amo
s/John Higgins
s/Ron Carney
s/Michelle Greendeer-Rave

s/Alton Staff

Supervisor Peloquin made a motion to adopt this resolution. This was seconded by Supervisor Rolbiecki. Voice vote was taken with 17 present voting Aye.

Resolution #: 38-11-2023

RE: County Aid for Bridge or Culvert Construction or Repair under Section 82.08 of the Statutes, Jackson County

TO: The Honorable Board of Supervisors, Jackson County, WI

WHEREAS the various municipalities hereinafter named have filed petitions for County Aid in the construction or repair of bridges or culverts under Section 82.08 of the Statutes said petitions are hereby granted and the County's share is appropriated as follows:

<u>Township</u>	<u>Location</u>	<u>Total Est. Costs</u>	<u>Comments</u>	<u>Aid Amount</u>
Adams	Kenyon Road/Hoffman Creek	\$ 32,586	Bridge/Box Culvert	\$ 16,293
Bear Bluff	Big Lake - Cranberry Road (Div/4)	\$ 219,683	60" x 50' and 112" x 75" x 50' culverts	\$ 54,920
City Point	Steponik Road	\$ 2,920	(1) 60" culvert	\$ 1,460
City Point	Old 54 - White Creek	\$ 2,920	(2) 48" culverts	\$ 1,460
Cleveland	Branch of Halls Creek - Scholze Road	\$ 30,000	(1) 60" culvert - round	\$ 15,000
Garden Valley	Burton Road	\$ 8,000	(1) 48" culvert	\$ 4,000
Northfield	Ellingson Flowage - Section One Road	\$ 7,427	(1) 48" culvert	\$ 3,714
Total				<u>\$ 96,847</u>

The County Board does hereby levy a tax to meet said appropriation on all of the property in the County which is taxable for such purposes. **WARNING:** It is directed that provision for this levy shall be made in the County budget, but that this levy shall not be duplicated.

By: Jackson County Highway Committee
s/Alton Staff, Chairman
s/Ed Chamberlain, Vice-Chairman
s/Charles Jensen, Secretary
s/Michael Kunes, Member
s/Adrian Swanson, Member

By: Executive & Finance Committee
s/Jeff Amo, Chair
s/Ron Carney, 1st Vice-Chair
s/Michelle Greendeer-Rave, 2nd Vice-Chair
s/John Higgins, Member
s/Alton Staff, Member

Supervisor Chamberlain made a motion to adopt this resolution. This was seconded by Supervisor Staff. Jay Borek, Highway Commissioner was present for questions. Voice vote was taken with 17 present voting Aye.

RESOLUTION 39-11-2023

TO: The Honorable Jackson County Board of Supervisors

RE: Addition of a Land Use Specialist I/II position in the Planning, POWTS, Recycling & Zoning Department

WHEREAS, the workload in the Zoning Department has increased in regards to processing permit applications, completing site visits, responding to complaints, and investigating violations and non-compliance activities. In addition, there is a need for extra coverage in the office to assist the public over the phone or in person, and;

WHEREAS, the additional Land Use Specialist I/II position was budgeted for in the 2024 budget cycle, and;

WHEREAS this position will be placed on the Jackson County Wage Scale within Pay Group 10 (Land Use Specialist I) and Pay Group 12 (Land Use Specialist II) \$24.23 – \$29.75 based on the recommendation of Carlson Dettmann Consulting, and;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Supervisors hereby authorizes the addition of the Land Use Specialist I/II position in the Zoning Department, and;

BE IT FURTHER RESOLVED that the resolution will become effective as of January 1, 2024 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,

Zoning & Land Information
Committee
s/Hoyt Strandberg, Chairman
s/Alton Staff
s/Jerry Schmidt
s/Adrian Swanson
s/Ed Chamberlain

Personnel & Bargaining
Committee
s/Jeff Amo, Chairman
s/John Higgins
s/Chuck Jensen
s/Ron Carney
s/Garth Rolbiecki
s/Alton Staff
s/Ed Chamberlain

Executive & Finance
Committee
s/Jeff Amo, Chairman
s/John Higgins
s/Ron Carney
s/Michelle Greendeer-Rave
s/Alton Staff

Supervisor Staff made a motion to adopt this resolution. This was seconded by Supervisor Higgins. Jon Hemp, Zoning Administrator was present for questions. Voice vote was taken with 17 present voting Aye.

RESOLUTION NO. 40-11-2023

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: Jackson County Sheriff's Office – Administrative Assistant (FTE) position

WHEREAS, the Sheriff's Office continues to experience an increased demand for administrative resources, more specifically public records requests, digital records requests, court discovery requests, and;

WHEREAS, *"It is declared to be the public policy on this state that all persons are entitled to the greatest possible information regarding the affairs of the government and the official acts of those officers and employees who represent them, and "...except as otherwise provided by law, any requester has a right to inspect any record,"* and

WHEREAS, Wisconsin public records statutes 19.31 to 19.39; the Sheriff as an elected official and is the legal custodian of his or her records and the records of his or her office, but the Sheriff may designate an employee of his or her staff to act as the legal custodian, [SS 19.33 (1)], and;

WHEREAS, Wisconsin public records law mandates that the records custodian must respond to a public record request and the response must be provided as soon as practical and without delay. Requests for public records should be given high priority, and;

WHEREAS, one of the duties assigned to the Administrative Assistant–Records is a custodian of records and is responsible for processing public record requests, and;

WHEREAS, public records law encourages assertion of the right to access, if the authority withholds a record or part of a record, or delays granting access to a record or part of a record, a Mandamus proceeding can be initiated by the requester and legal action and penalties may be imposed and a judgement order may be awarded to the requester, and

WHEREAS, to reduce potential liability to the county and to maintain consistency and continuity of services, the Sheriff is recommending to hire a full-time Administrative Assistant to assist with completing the required administrative job duties and responsibilities of the office, and;

WHEREAS, the Administrative Assistant job description and financial impact analysis is attached, and;

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors hereby approves to hire one (1) full-time Administrative Assistant, which is under the supervision of the Sheriff’s Office, and;

BE IT FURTHER RESOLVED, the recruitment for said position may occur prior to 2024, but the start date will not be effective until on or after January 1, 2024.

Resolution dated, November 13, 2023.

Respectfully submitted,

LAW ENFORCEMENT

s/Chuck Jensen
s/Garth Rolbiecki
s/Max Hart
s/William Laurent
s/Ron Carney

PERSONNEL & BARGAINING

s/Jeff Amo
s/Garth Rolbiecki
s/Alton Staff
s/Ed Chamberlain
s/Chuck Jensen
s/Ron Carney
s/John Higgins

EXECUTIVE & FINANCE

s/Jeff Amo
s/John Higgins
s/Ron Carney
s/Michelle Greendeer-Rave
s/Alton Staff

JACKSON COUNTY JOB DESCRIPTION

Job Title:	Administrative Assistant - Records	Department:	Law Enforcement
Immediate Supervisor:	Sheriff / Chief Deputy	FLSA Category:	Non-Exempt
Position Type:	Full-time	Pay Group:	13

Position Overview

This position is under the supervision of the Sheriff and Chief Deputy. The Administrative Assistant – Records serves as a liaison between the general public and the Sheriff’s Office by providing clerical services at the main office. This position performs confidential and complex administrative duties for the Sheriff’s Office. This position requires initiative, independent judgment, discretion and needs to interaction with the public on a regular basis.

Duties and Responsibilities

GENERAL

- Answers and directs telephone calls; take messages as needed
- Provides counter service to the public as needed
- Prepares records and documents for mailing
- Stamps, sorts, and distributes mail and correspondence to proper agency/department

- Records Management System (RMS) Specialist; enters data into records management system
- Files bonds / court documents with the Clerk of Court's Office in a timely manner
- Maintains and purges records/documents in accordance with county policy
- Works in coordination with law enforcement staff to ensure accurate and efficient data entry process is followed
- Perform other duties in the absence of other administrative personnel; may need to be cross trained to assist with performing said duties
- Maintain social media accounts
- Deputized with limited powers
- Perform other duties as assigned by Command Staff

PRIMARY

- Prepares and routes reports / documents to various departments and agencies
- Receive and process open records request; distribute records request to appropriate staff, agencies, etc.
- Maintain proficiency and training in open records law
- Assists with in scanning bonds for the jail, attach file / upload information into the Records Management System
- Perform Incident Based Reporting (IBR) requirements
- Assists with performing background checks for military reasons, foster care, etc. as requested
- Organizes, removes and transports records from Sheriff's Office to other off sight storage location
- Liaison to media outlets
- Prepares and mails agenda for Traffic Highway Safety Commission
- Attends and records the minutes for the quarterly Traffic Highway Safety Commission meeting

SECONDARY

- Assist with budget management; general bookkeeping duties, process accounts receivable and payable
- Performs financial deposits
- Prepares and manages civil process procedure; paper service for restraining orders, subpoenas and other related duties
- Schedules and processes Sheriff Sales
- Completes purchase orders; act as direct liaison between the person filling out the order to the completion of receiving the product or service
- Maintain Training and Standards documentation requirements; enters information as needed
- Assist with new employment process, orientation and maintain necessary documentation
- Assists with preparing information and documents for traffic court
- Enters traffic citations, warnings, accident reports, and other related duties as needed

- Prepares agenda and meeting packets for Law Enforcement Committee
- Attends and records minutes at the Law Enforcement Committee meeting

KNOWLEDGE

- Knowledge of personal computer operation with word processor and spreadsheet software; working knowledge of Records Management Systems and Microsoft Office Software package
- Knowledge of the criminal justice system and its procedures
- Knowledge and use of office concepts and procedures including general business and office functions, reading comprehension, typing and keyboarding
- Knowledge and follow through with open records requests
- Knowledge of all policies, procedures, rules, orders, and directives pertaining specifically and generally to members of a specific division and/or the department
- Knowledge and proficient use of law enforcement data entry software, system and procedures
- Knowledge of office practices and procedures, terminology and equipment
- Knowledge of business math and English

SKILLS

- Excellent interpersonal skills in dealing with the public
- Utilize effective communication skills; be polite, courteous and professional in manner
- Speech skills – talking to others to effectively convey information
- Typing/keyboarding, dictation, transcription and data entry skills

ABILITY

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral or electronic data format
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Establishing and Maintaining Relationships – developing constructive and cooperative working relations among the county and municipal public safety departments
- Ability to read, analyze, and interpret general law enforcement periodicals, professional journals, technical procedures, or governmental regulations
- Ability to learn specialized software applications and programs as required
- Ability to plan, organize and schedule priorities effectively
- Ability to establish and maintain good public and working relationships to attain goals of the department
- Ability to read, analyze, and interpret general law enforcement periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports and business correspondence in the English language

- Ability to effectively present information and respond to questions from co-workers, clients and the general public
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to calculate figures and amounts such as discounts, interest, ratios and percentages
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral or schedule form

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Associate's Degree in administrative assistant or related field
- Minimum of two (2) years' work experience and/or training to include, but not limited to administrative, clerical, bookkeeping, record keeping, data entry
- Experience in law enforcement environment preferred
- Equivalent combination of education and experience may be considered

CERTIFICATIONS, LICENSES, etc.

- Possess and maintain a valid driver's license and have access to transportation suitable to complete necessary work out of the office

HIPAA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

JACKSON COUNTY LAW ENFORCEMENT SALARY 10/12/23	TOTAL SALARY & BENEFITS	2024 HR/WAGE	2024 SALARY	ANNUAL RETIREMENT	ANNUAL DENTAL	ANNUAL HEALTH INS
FTE ADMIN ASSISTANT	82,574	23.74	49,759	3,433	471	21,739
TOTAL	82,574		49,759	3,433	471	21,739

	HRA	ALLSTATE	ANNUAL INCOME CONT	ANNUAL LIFE INS	ANNUAL MEDICARE	ANNUAL SOCIAL SECURITY	ANNUAL WORKER'S COMP
	3,195	120	0	50	722	3,085	0
TOTAL	3,195	120	0	50	722	3,085	0
				25,575			

Supervisor Hart made a motion to adopt this resolution. This was seconded by Supervisor Greendeer-Rave. Sheriff Waldera was present for questions. Voice vote was taken with 17 present voting Aye.

RESOLUTION NO. 41-11-2023

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: Jackson County Sheriff's Office – Assistant Jail Administrator (FTE) position

WHEREAS, Wisconsin State Statute 59.27 indicates that one of the Sheriff's primary statutory duties is to take charge and custody of the jail maintained by the county and the persons in the jail, and;

WHEREAS, the Sheriff is legally responsible for any such prisoner's confinement, maintenance, care including medical and hospital care, release prior to an initial appearance or appearance before a court, and;

WHEREAS, in 2023 the Jackson County annual jail inspection reported that housing requirements were not being met in accordance with DOC 350/WI 302.36, the Sheriff's Office recognized that this requirement for housing is a high liability issue for Jackson County, and;

WHEREAS, the current number of full-time correctional officers and sergeants is designed to cover minimum staffing levels for daily operations, but does not allow time to complete other mandated tasks such as approving booking files, reviewing jail incidents and events, reviewing inmate classification and housing assignment. Many of these tasks are delayed and not getting completed in a timely fashion, and

WHEREAS, an Assistant Jail Administrator is needed to relieve work assignments for the Sergeants and other correctional staff and would assist the Jail Administrator as needed, and;

WHEREAS, the Assistant Jail Administrator would be responsible for classification to determine prisoner housing assignments and managing staff, and;

WHEREAS, to maintain consistency and continuity of service, the Sheriff is recommending to hire a full-time Assistant Jail Administrator to assist in providing a safe and secured jail and to reduce liability to the County, and;

WHEREAS, the Assistant Jail Administrator job description and financial impact analysis is attached, and;

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors hereby approves to hire one (1) full-time Assistant Jail Administrator with the rank of Lieutenant, which will be under the supervision of the Sheriff's Office, and;

BE IT FURTHER RESOLVED, the recruitment for said position may occur prior to 2024, but the start date will not be effective until on or after January 1, 2024.

Resolution dated, November 13, 2023.

Respectfully submitted,

LAW ENFORCEMENT
s/Chuck Jensen

PERSONNEL & BARGAINING
s/Jeff Amo

EXECUTIVE & FINANCE
s/Jeff Amo

s/Garth Rolbiecki
s/Max Hart
s/William Laurent
s/Ron Carney

s/Garth Rolbiecki
s/Alton Staff
s/Ed Chamberlain
s/Chuck Jensen
s/John Higgins
s/Ron Carney

s/John Higgins
s/Ron Carney
s/Michelle Greendeer-Rave
s/Alton Staff

JACKSON COUNTY JOB DESCRIPTION

Job Title:	Assistant Jail Administrator	Department:	Law Enforcement
Immediate Supervisor:	Jail Administrator	FLSA Category:	Exempt
Position Type:	Full-time	Pay Group:	15

Position Overview

This is mid-management position that will assist the Jail Administrator when needed and assume responsibility for the jail in the absence of the Jail Administrator. This position will manage and supervise the correctional Sergeants and other subordinate staff. In addition, this position will oversee inmate housing, classification and assist with coordinating transportation of inmates.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the daily operations of the Jackson County Jail facility, classification, programs, activities, EMP, and Huber; implements and evaluates all services and operations provided by the jail to ensure operational efficiency and effectiveness and compliance with federal, state and County regulations and codes
- Provides support and guidance to Correctional Sergeants regarding jail operations and coordinates operations between all shifts
- Supervises and oversees the inmate classification system, administers and reviews the inmate electronic monitoring program
- Conduct annual performance evaluations on correctional staff
- Monitor employee performance, maintain conformity with policy and procedures, and participates in disciplinary matters
- Participate in recruitment and retention of employees
- Create work schedules, authorize leave, vacation and overtime
- Incident, case management, use of force reviews
- Approves reports, and assist with quality control
- Work with transport needs in the jail and out of county housing of inmates
- Oversees the records retention activities of the jail division, including proper completion, filing, release and destruction of records

- Oversee equipment and items assigned to correctional division, perform inventory checks
- Identifies department training needs; coordinates and documents training
- Assures minimum staffing needs are met
- Handles citizen complaint as assigned regarding individual officers
- Performs correctional duties as needed
- Command and control of major investigations
- Conduct internal investigation as assigned by the Captain and/or Chief Deputy
- Provides leadership to subordinate employees by providing purpose, direction, and motivation
- Fosters positive attitudes among all employees
- Provides positive working relationships between the Jackson County Sheriff's Office and all other municipal, county, state, and federal agencies as needed
- Serves as head of the jail division in the absence of the Jail Administrator
- Other duties as assigned by the Captain, Chief Deputy, or the Sheriff

KNOWLEDGE

- Knowledge of police communication methods and techniques
- Knowledge of weaponry, public safety, and security operations, rules, regulations precautions, prevention, and the protection of people, data and property
- Knowledge of laws, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Knowledge of state statutes, county ordinances and other regulations which apply to county lands and facilities
- Knowledge of DOC 350
- Knowledge of DOC 302
- Knowledge of Inmate Civil Rights
- Knowledge of Safety and Security in confinement settings

SKILLS

- Excellent interpersonal skills in dealing with the public in enforcement situations required
- Utilize effective communication skills; be polite, courteous and professional in manner
- Problem Identification skills – identifying the nature of problems
- Social Perceptiveness skills – being aware of other' reactions and understanding why they react the way they do
- Critical Thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active Listening skills – listening to what other people are saying and asking questions as appropriate
- Judgment and Decision-Making skills – weighing the relative risks and benefits

of a potential action

- Information Gathering skills – knowing how to find information and identifying essential information
- Active Learning skills – working with new material or information to grasp its implications
- Information Organization skills – finding ways to structure to classify multiple pieces of information
- Writing skills – communicating effectively with others in writing as indicated by the needs of the situation

ABILITY

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral or electronic data format
- Resolving Conflict, Negotiating with Others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating Vehicles or Equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Performing General Physical Activities – performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects
- Establish and Maintain Relationships – developing constructive and cooperative working relations among the county and other agencies
- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Associate's Degree or a minimum of 60 college credits preferred

- Three (3) to five (5) years' experience as a certified law enforcement officer or Correctional Officer experience
- A combination of education and experience may be considered
- Management/supervisory experience preferred

CERTIFICATIONS, LICENSES, etc.

- Possess and maintain valid Wisconsin Driver's license
- Wisconsin Law Enforcement Training and Standards Certification or Certifiable

HIPAA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee is required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to lift and/or move up to 50 pounds. May be required to restrain and control recalcitrant prisoners; may be required to wear self-air breathing apparatus; may be required to drag or assist in removal of person(s) in event of evacuation.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a secured controlled access jail facility with a moderate amount of time spent working outside of the facility, which includes exposure to environmental conditions and the use of protective clothing.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

JACKSON COUNTY LAW ENFORCEMENT SALARY 10/12/23	TOTAL SALARY & BENEFITS	2024 HR/WAGE	2024 SALARY	ANNUAL RETIREMENT	ANNUAL DENTAL	ANNUAL HEALTH INS
Assistant Jail Administrator	109,058	34.76	72,857	5,027	471	21,739
TOTAL	109,058		72,857	5,027	471	21,739

	HRA	ALLSTATE	ANNUAL INCOME CONT	ANNUAL LIFE INS	ANNUAL MEDICARE	ANNUAL SOCIAL SECURITY	ANNUAL WORKER'S COMP
	3,195	120	0	75	1,056	4,517	0
TOTAL	3,195	120	0	75	1,056	4,517	0
				25,600			

Supervisor Rolbiecki made a motion to adopt this resolution. This was seconded by Supervisor Hart. Sheriff Waldera was present for questions. Discussion took place. Supervisor Hart called for question. This was seconded by Supervisor Greendeer-Rave. Voice vote was taken with 16 present voting Aye and 1 voting No (Supervisor Hoff). Roll call vote was taken on the Resolution with 15 present voting Aye, 1 voting No (Supervisor Higgins and 1 abstaining (Supervisor Clark).

RESOLUTION NO. 42-11-2023

TO: **HONORABLE COUNTY BOARD OF SUPERVISORS**

RE: Jackson County Sheriff's Office – Transport Deputy (FTE) position

WHEREAS, Wisconsin State Statute 59.27 indicates that the Sheriff's statutory duties is to take charge and custody of the jail maintained by the county and the persons in the jail; and,

WHEREAS, in 2023 the Jackson County annual jail inspection reported that housing requirements were not being met in accordance with DOC 350. The Sheriff's Office has contracted with Clark County to assist in the housing of our inmates; and,

WHEREAS, the limitation of housing in Jackson County has created a hardship on the part-time transportation unit of the Sheriff's Office. The Sheriff's Office is required to provide secure transportation to other counties, medical facilities, mental health facilities, prisons and court hearings.

WHEREAS, the necessary deputies needed to transport such inmates can range from one (1) deputy to three (3) deputies depending on the security risk.

WHEREAS, the current trend for recruiting and subsequently hiring part-time LTE law enforcement personnel has been difficult due to low applicant numbers, unqualified applicants, and applicants that are not able to complete the necessary pre-employment exams or requirements for said position, and;

WHEREAS, to maintain consistency and continuity of service, the Sheriff is recommending to hire a full-time deputy sheriff and utilize current LTE staff to provide secured transportation of inmates, and;

WHEREAS, the Deputy Sheriff – Transport job description and financial impact analysis is attached, and;

NOW THEREFORE BE IT RESOLVED, the Honorable Jackson County Board of Supervisors hereby approves to hire one (1) full-time certified law enforcement deputy, under the supervision of the Sheriff’s Office to attend the Circuit Court of Jackson County, and;

BE IT FURTHER RESOLVED, the recruitment for said position may occur prior to 2024, but the start date will not be effective until on or after January 1, 2024.

Resolution dated, November 13, 2023.

Respectfully submitted,

LAW ENFORCEMENT

s/Chuck Jensen
s/Garth Rolbiecki
s/Max Hart
s/William Laurent
s/Ron Carney

PERSONNEL & BARGAINING

s/Jeff Amo
s/Garth Rolbiecki
s/Alton Staff
s/Ed Chamberlain
s/Chuck Jensen
s/John Higgins
s/Ron Carney

EXECUTIVE & FINANCE

s/Jeff Amo
s/Ron Carney
s/Michelle Greendeer-Rave
s/John Higgins
s/Alton Staff

JACKSON COUNTY JOB DESCRIPTION

Job Title:	Deputy Sheriff - Transport	Department:	Law Enforcement
Immediate Supervisor:	Sergeants	FLSA Category:	Non-Exempt
Position Type:	Full-time (FTE)	Pay Group:	WPPA LEER – Deputy Sheriff’s Union

Position Overview

The purpose of this position is to provide secured transportation services to include, but not limited to; persons in custody or detained by law enforcement, incarcerated inmates that need to be transported to and from detention facilities, execution of writs, extradition of court orders, and incarcerated inmates needing to attend court proceedings. In addition, this position performs federal duty law enforcement activities, court security, process services and assists in jail operations as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate with the Sheriff's Office Administration, Judges, District Attorney, Juvenile Intake and Corporation Counsel for transports and housing
- Transport and/or escort inmates to and from facilities, courts, and medical/mental health treatment facilities
- Communicate and coordinate alternative housing arrangement for inmates with other facilities
- Serves arrest warrants, search warrants and other court documents
- Assist the Jackson County Jail with duties as requested
- Perform court security as needed
- Enforces the law; arrests and takes persons to jail; receives and supervises prisoners; escorts detainees to and from the courtroom and jail as needed by the court
- Answer and respond to all emergency and non-emergency calls
- Enforce State Laws and County Ordinances
- Perform criminal investigations, take appropriate measures to preserve potential evidence, interview victims, witnesses, and suspects
- When transportation related duties and responsibilities are not needed, deputy will perform patrol related functions as needed; i.e., process services; sector or special assignments
- Render first aid to persons in need
- Conducts searches on individuals and of their items prior to court proceedings
- Appears and testifies in court when summoned
- Maintain a police vehicle which is clean and in good operating order.
- Other duties as assigned by the Sergeants, Lieutenant, Captain, Chief Deputy, or the Sheriff

KNOWLEDGE

- Knowledge of police communication methods and techniques
- Knowledge of weaponry, public safety and security operations, rules, regulations, precautions, prevention, and the protection of people, data and property
- Knowledge of laws, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Knowledge of state statutes, county ordinances and other regulations which apply to county lands and facilities

SKILLS

- Excellent interpersonal skills in dealing with the public in enforcement situations required
- Utilize effective communication skills; be polite, courteous and professional in manner
- Problem Identification skills – identifying the nature of problems
- Social Perceptiveness skills – being aware of other' reactions and understanding why they react the way they do
- Critical Thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active Listening skills – listening to what other people are saying and asking questions as appropriate
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ABILITY

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral or electronic data format
- Resolving Conflict, Negotiating with Others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating Vehicles or Equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Performing General Physical Activities – performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects
- Establish and Maintain Relationships – developing constructive and cooperative working relations among the county and other agencies

- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Associate's Degree or a minimum of 60 college credits
- LESB Certified law enforcement officer

CERTIFICATIONS, LICENSES, etc.

- Possess and maintain valid Wisconsin Driver's license
- Wisconsin Law Enforcement Training and Standards Certification or Certifiable

HIPAA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands and fingers, handle or feel objects; reach with hands and arms, hear and talk. The employee is required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to lift and/or move up to 50 pounds. May be required to restrain and control recalcitrant prisoners; may be required to wear self-air breathing apparatus; may be required to drag or assist in removal of person(s) in event of evacuation.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a secured controlled access jail facility with a moderate amount of time spent working

outside of the facility, which includes exposure to environmental conditions and the use of protective clothing.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

JACKSON COUNTY LAW ENFORCEMENT SALARY 10/12/23	TOTAL SALARY & BENEFITS	2024 HR/WAGE	2024 SALARY	ANNUAL RETIREMENT	ANNUAL DENTAL	ANNUAL HEALTH INS
FTE DEPUTY POSITION	91,437	25.90	54,286	7,774	471	21,398
TOTAL	91,437		54,286	7,774	471	21,398

	HRA	ALLSTATE	ANNUAL INCOME CONT	ANNUAL LIFE INS	ANNUAL MEDICARE	ANNUAL SOCIAL SECURITY	ANNUAL WORKER'S COMP
	3,195	120	0	40	787	3,366	0
TOTAL	3,195	120	0	40	787	3,366	0
				25,224			

Supervisor Higgins made a motion to adopt this resolution. This was seconded by Supervisor Rolbiecki. Sheriff Waldera was present for questions. Discussion took place. Voice vote was taken with 17 present voting Aye.

RESOLUTION # 43-11-2023

RE: UW-Madison Division of Extension Jackson County 136 Contract

TO: The Honorable Jackson County Board of Supervisors

WHEREAS: Jackson County and the Board of Regents of the University of Wisconsin System on behalf of the UW-Madison Division of Extension Jackson County enter into a contract for Extension programs; and

WHEREAS: these programs are conducted in agriculture; horticulture; positive youth development; 4-H; and health and well-being; and

WHEREAS: under this contract the county agrees to pay to Extension the county's share of salary and fringe benefits for each Extension educator for the fiscal period; and

WHEREAS: this contract is signed annually; and

WHEREAS: for the fiscal period of this contract, January 1, 2024 to December 31, 2024 the county agrees to pay Extension not more than \$157,606 in two installments of \$78,803.

Now therefore be it resolved by the Jackson County Board of Supervisors that Jackson County support the contract account #JACK2024A between Jackson County and the Board of Regents of the University of Wisconsin System.³

Dated this 11th day of October, 2023.

Respectfully submitted:

Extension Education Committee

s/Max Hart, Chair

s/Thomas Clark, Vice Chair

Mike Kunes

Michelle Greendeer-Rave (verbal)

Desiree Gearing-Lancaster

Executive and Finance Committee

s/Jeff Amo

s/John Higgins

s/Ron Carney

s/Michelle Greendeer-Rave

s/Alton Staff

Supervisor Hart made a motion to adopt this resolution. This was seconded by Supervisor Greendeer-Rave. Susie Meinerz, Human Resources Director was present for questions. Voice vote was taken with 17 present voting Aye.

RESOLUTION 44-11-2023

RE: Corporation Counsel Contract Extension

WHEREAS, since 2000, Jackson County has retained outside counsel to provide corporation counsel services, pursuant to § 59.42(3), Wis. Stats; and

WHEREAS, Weld Riley, S.C. (herein "Weld Riley") has served as corporation counsel for Jackson County since Laabs, Skolos, & Millis, LLP merged with Weld, Riley, Prenn & Ricci, S.C., which subsequently changed its name to Weld Riley, S.C.; and

WHEREAS, the term of the current agreement for corporation counsel services expires on December 31, 2023; and

WHEREAS, Jackson County and Weld Riley desire to continue their business relationship and recognize the value of maintaining the same, and therefore, wish to extend the agreement for an additional three (3) year term; and

WHEREAS, the compensation under the agreement for corporation counsel services has not changed since 2018 and Weld Riley, S.C. has requested that the compensation rate be amended for a three year term; and

WHEREAS, Jackson County and Weld Riley S.C. desire to continue their business relationship and recognizes the value of maintaining the same.

NOW, THEREFORE, Resolution 107-12-00 Agreement for Legal Services as Corporation Counsel, as amended by Resolutions 75-12-05, 17-4-14, 45-11-2017 and 57-12-2020 is amended as follows:

A. Section 2 of Resolution 107-12-00 is repealed and recreated as follows:

“Term. The Term of this Agreement shall be for three (3) years, commencing January 1, 2024 and terminating December 31, 2026, unless sooner as terminated as provided herein.

Either Party may provide the other with a minimum of 120 days of advance notice if either Party desires to amend the terms of the Agreement or terminate the Agreement. The parties will then have 30 days to work out such proposed amendments. If no agreement is reached, written notice must be given of the terminating party’s intent to terminate the Agreement and the Agreement shall terminate 90 days after notice of termination is provided.”

B. Section 3 of Resolution 107-12-00 is repealed and recreated as follows:

Compensation. Attorney shall be paid the sum of \$130,000 per annum, payable in 12 equal installments.

C. Except as modified herein, the terms and conditions of Resolution 107-12-00, as amended by Resolution 75-12-05, 17-4-14, 45-11-2017 and 57-12-2020, remain in full force and effect and are ratified by signature below.

Dated this 13th day of November, 2023.

Jackson County

By: s/Jeff Amo

Weld Riley, S.C.

By: _____

Supervisor Peloquin made a motion to adopt this resolution. This was seconded by Supervisor Carney. Sam Bach-Hanson, Corporation Counsel was present for questions. Discussion took place. Voice vote was taken with 17 present voting Aye.

Supervisor Hart left at 9:50 a.m.

Supervisor Staff made a motion to read the following ordinance change only one time. This was seconded by Supervisor Strandberg. Voice vote was taken with 16 present voting Aye.

Resolution No. 45-11-2023

RE: Ordinance Revision to Chapter 3.01 and 3.02

WHEREAS, language in Chapter 3.01 and 3.02 need to be updated to accommodate changes to how supplies and products are purchased as well as Tax Deeded properties are sold as indicated in the attached document.

NOW THEREFORE BE IT RESOLVED by the Jackson County Board of Supervisors that the changes to Chapter 3.01 and 3.02 as indicated in the attached are hereby approved and shall become effective upon publication.

Executive and Finance Committee
s/Jeff Amo
s/Ron Carney
s/John Higgins
s/Michelle Greendeer-Rave
s/Alton Staff

3.01 PURCHASING POLICY AND PROCEDURE

(4) PROCEDURES:

A. BUDGETED EXPENDITURES.

4. For an expenditure in which competitive quotes have been obtained, but the goods or service, after receiving a quote, is no longer available or if no competitive quotes were able to be obtained on the goods or services, or if the good or service can be obtained cheaper by not going through the quote process, the department's oversight committee may authorize the purchase of said good or service, at an "up to" amount, and allow the department to make said purchase outright.

3.02 SALE OF TAX DEEDED LAND.

(4) POWERS AND DUTIES.

- A. The Committee shall meet as often as the needs of the position dictate but no less than 4 times per year ~~and the Committee shall submit a written report of its activities prior to each County board meeting.~~
- B. The Committee shall have full and complete authority to manage and sell all lands obtained by the County by tax deed, foreclosure of tax certificate or deed in lieu of tax deed. As set forth above, the Committee shall report all of its activities to the County Board, but this provision is not to be interpreted so as to indicate that the County Board has the power or responsibility to approve or disapprove of any of the terms of an actual sale or management policy made or implemented by the Committee.
- C. The Committee shall be provided with a complete list by the County Clerk of all properties acquired by the County by tax deed, foreclosure of tax certificate or deed in lieu of tax deed. The list shall be prepared as follows:
 - 1. Such properties shall be appropriately separated into townships, villages and cities.
 - 2. The name of the last property owner shall be set forth and the date of the acquisition by the County shall be indicated.
 - 3. The amount of delinquent taxes prior to the County's acquisition and the year of delinquency shall be shown.
 - 4. ~~A brief description of the type of properties and current use of such properties shall be indicated.~~
 - 5. ~~An indication shall be made if a previous tax deed has been taken on such properties and if a quit claim deed has been executed in favor of a previous owner within the last 20 years.~~
 - 6. An indication shall be made of the fair market value established by appraisers for such properties.
- D. Referring to the list in par. (c) above, the Committee shall make a decision in relation to each property based upon the best interest of all citizens of the County. An attempt shall be made to sell all properties and return them to the County tax roll, unless such sale would be detrimental to the County's interests. Furthermore, the Committee shall determine a course of action and management of each parcel of land until such land is, in fact sold.
- E. The Committee shall have the power to hire a staff to assist it in its operations, subject to the approval of the County Board. With this in mind, the Committee shall prepare and present a budgetary request for each year's activities and present it in a timely fashion to the County Board.
- F. ~~With Board approval,~~ the Committee may engage the services of a licensed real estate broker to assist in the sale of such lands and may contract to pay a commission for such services.
- G. The Committee shall ~~shall~~ **may** hire two appraisers to determine the fair market value of each parcel acquired by the County by the methods set forth above except as follows:

1. The Committee determines that a single certified appraisal will accurately set forth the fair market value of the property, in which a single appraiser may be hired; or
 2. The parcel has a valuation for tax purposes of less than \$20,000; the valuation appears to be accurate, and each Committee Member who votes on the resolution setting forth the fair market value of the property or the approval of the sale, shall have personally viewed the parcel prior to said vote, in which case the use of appraisers may be waived.
 3. **The committee determines it would be in the best interest of the County to sell said parcel for the minimum amount of taxes owed.**
- H. The Committee shall have the authority to direct its chairman to execute agreements of purchase and sale relating to such Committee and the County
- I. The Committee shall have authority to direct the County Clerk to execute quit claim deeds conveying such upon the County.
- J. Such Committee shall make recommendations to the County Board that the County purchase lands adjacent to tax deeded lands where the Committee determines that such purchase would improve the salability of such tax deeded lands or will create access to streets or highways for lands lacking such access.
- K. **The Committee may recommend to accept a bid lower than the minimum bid amount for the betterment of the County and if no other bids are received.**
- L. **The Committee may offer delinquent tax properties to adjacent land owners for the price of the recording fee, if the property has been placed out for bids with no bids being offered and if the piece of property is less than .25 acres.**

(6) SALE RESTRICTIONS.

- A. The Committee shall be subject to the provisions of 75.69, Wis. Stats., that no real estate acquired by the County by tax deed, foreclosure of tax deed or deed in lieu of tax deed shall be sold unless the sale and appraised value of such real estate has first been advertised by publication of a class 3 notice under Ch. 985, Wis. Stats. The Committee may accept the bid most advantageous to it, ~~but every bid less than appraised value of the property shall be rejected.~~ The Committee is authorized to sell for an amount equal to or above the appraised value of such land, without readvertising, any land previously advertised for sale. The above restrictions do not apply to preference sales described in sub. (5).
- B. No tax delinquent real estate shall be sold by the Committee, unless notice of such sale is ~~mailed~~ **provided** to the clerk of any municipality in which the real estate is located at least 3 weeks prior to the time of sale.

Supervisor Carney made a motion to adopt this resolution. This was seconded by Supervisor Greendeer-Rave. Cindy Altman, County Clerk spoke on the changes. Voice vote was taken with 16 present voting Aye.

Report Used for Apportionment of County Levy
JACKSON County
 2023 County Apportionment

District	Equalized Value Reduced By TID Value Increment	% to Total
Adams	237,784,500	.105476976
Albion	153,992,500	.068308335
Alma	137,213,700	.060865558
Bear Bluff	39,097,800	.017343089
Brockway	158,625,100	.070363274
City Point	46,601,500	.020671597
Cleveland	62,804,200	.027858826
Curran	101,384,200	.044972228
Franklin	55,277,300	.024520027
Garden Valley	52,469,800	.023274670
Garfield	90,063,200	.039950434
Hixton	67,539,900	.029959499
Irving	97,559,800	.043275793
Knapp	60,586,400	.026875050
Komensky	16,466,000	.007304025
Manchester	116,890,900	.051850725
Melrose	59,796,400	.026524620
Millston	26,152,500	.011600784
North Bend	57,916,300	.025690641
Northfield	86,701,800	.038459377
Springfield	76,751,700	.034045689
Town Total	1,801,675,500	.799191217
Alma Center	31,965,200	.014179194
Hixton	31,565,000	.014001673
Melrose	34,197,800	.015169536
Merrillan	32,158,100	.014264761
Taylor	19,018,700	.008436357
Village Total	148,904,800	.066051522
Black River Falls	303,793,200	.134757262
City Total	303,793,200	.134757262
County Total	2,254,373,500	1.000000000

TID Value Increments					
District	TID #	YEAR	Base Value	Current Value	Increment
V. Hixton	001	2007	1,557,000	13,184,900	11,627,900
V. Merrilan	001	2018	2,520,600	4,895,600	2,375,000
V. Taylor	004	1999	398,800	1,140,000	741,200
C. Black River Falls	003	2002	496,100	17,653,100	17,157,000
C. Black River Falls	004	2003	462,200	9,188,200	8,726,000
C. Black River Falls	005	2008	721,700	597,400	*
C. Black River Falls	006	2017	7,792,200	11,262,200	3,470,000
C. Black River Falls	007	2017	0	353,500	353,500
C. Black River Falls	008	2021	338,600	2,968,500	2,629,900
C. Black River Falls	009	2022	1,952,300	2,073,800	121,500

*THIS DISTRICT HAS A ZERO OR NEGATIVE INCREMENT, NO INCREMENT SHOWN

Chairman Amo asked for committee reports. Chairpersons of the various committees reported on the activities in their committees.

Supervisor Peloquin made a motion to adjourn. This was seconded by Supervisor Swanson. All present voted Aye by voice vote. Meeting adjourned at 10:04 A.M.

