

**SAUK COUNTY BOARD OF SUPERVISORS
MEETING NOTICE/AGENDA**

COMMITTEE: SAUK COUNTY BOARD OF SUPERVISORS – REGULAR MEETING
DATE: TUESDAY, JULY 17, 2018
TIME: 6:00 PM
PLACE: ROOM 326, WEST SQUARE BUILDING, 505 BROADWAY, BARABOO, WI

5:30 PM: MEET AND GREET

Stop in prior to the County Board meeting to meet new Corporation Counsel, Daniel Olson.

REGULAR MEETING: SAUK COUNTY BOARD OF SUPERVISORS

- 1) Call to Order and Certify Compliance with Open Meeting Law.
- 2) Roll Call.
- 3) Invocation and Pledge of Allegiance.
- 4) Adopt Agenda.
- 5) Adopt Minutes of Previous Meeting.
- 6) Consent Agenda.

HUMAN SERVICES BOARD:

Resolution 97-2018 Commending Cindy Jones For Over 17 Years Of Service To The People Of Sauk County. (Page 4)

LAW ENFORCEMENT & JUDICIARY COMMITTEE:

Resolution 98-2018 Honoring Denise Kasper For Over 28 Years Of Service. (Page 5)

- 7) Scheduled Appearances:
 - a. Ed Janairo, Campus Dean, UW-Baraboo/Sauk County, re: Introduction and updates on merger with UW-Platteville.
- 8) Public Comment – 3 minute limit: Registration form located on the table in gallery of County Board Room 326 – turn in to the County Board Chair.
- 9) Communications.
- 10) Bills & Referrals.
- 11) Claims.
- 12) Appointments.

SAUK COUNTY HOUSING AUTHORITY:

Joan Fordham – Citizen Member, New appointment
5-Year term: 07/17/2018 to 07/18/2023

- 13) Proclamations.
- 14) Unfinished Business.
- 15) Reports – informational, no action required.
 - a. Rebecca C. Evert, Sauk County Clerk – Rezoning petitions filed with the office of the Sauk County Clerk as a requirement of Wisconsin State Statutes 59.69(5)(e):
 - **Petition 14-2018, Applicant:** Penny & Randy Schlieckau; **Project Location:** Town of Honey Creek; **Current Zoning:** Exclusive Ag; **Proposed Zoning:** Agriculture. (Pages 6-9)
 - b. Peter Vedro, County Board Chair
 - c. Alene Kleczek Bolin, Administrative Coordinator
 - Budget Update
 - Crane Viewing Tour

16) Resolutions & Ordinances:

BOARD OF HEALTH:

Ordinance 10-2018 Amending Sauk Co. Code § 27.7 To Bring The Animal Control Ordinance Into Conformity With State Statutes. (Pages 10-22)

CONSERVATION, PLANNING AND ZONING COMMITTEE:

Ordinance 11-2018 An Ordinance Approving A Map Amendment (Rezoning) Of Lands In The Town Of LaValle From Agriculture To A Recreation Commercial Zoning District Filed Upon Dennis & Diane Plantenberg, Property Owner. (Page 23)

EXECUTIVE & LEGISLATIVE COMMITTEE:

Ordinance 12-2018 Amending Sauk Co. Code, Chapter 1, Supervisory District Plan, Changing The Supervisory District Boundary Between District 31 And District 30 Resulting From Village Of Sauk City Annexation. (Page 24)

Resolution 99-2018 Adopting Standards For The Provision Of Committee Meeting Documents. (Page 25)

Resolution 100-2018 Approving An Addendum To The Contract Between Jesse Crawford Recovery, LLC. And Sauk County. (Page 26)

EXECUTIVE & LEGISLATIVE COMMITTEE, LAW ENFORCEMENT & JUDICIARY COMMITTEE, AND FINANCE COMMITTEE:

Resolution 101-2018 Authorizing The Purchase Of A Replacement Electronic Law Enforcement And Public Safety System And Amending The 2018 Budget. (Pages 27-28)

HIGHWAY & PARKS COMMITTEE:

Resolution 102-2018 Accept Proposal For One (1) Roadside Mower From Mid-State Equipment. (Pages 29-30)

HUMAN SERVICES BOARD:

Resolution 103-2018 Authorizing Purchase Of Two Vehicles For The Sauk County Department Of Human Services. (Page 31)

PERSONNEL COMMITTEE:

Resolution 104-2018 Ratifying The 2018-2019 Collective Bargaining Agreement Between Sauk County And The Wisconsin Professional Police Association (WPPA) L241-Sheriff's Department Sworn Unit. (Pages 32-38)

Ordinance 13-2018 Repealing And Recreating Chapter 13, Sauk County Code Of Ordinances, Personnel Ordinance. (Pages 39-62)

EXECUTIVE & LEGISLATIVE COMMITTEE:

Resolution 105-2018 To Create Legislation Changing Property Tax Assessment And Valuation For Large Commercial Retailers. (Page 63)

Resolution 106-2018 To Conduct Countywide Advisory Referendum On Legalization Of Medically Prescribed Marijuana. (Page 64)

17) Adjournment to a date certain.

Respectfully,



Peter Vedro
County Board Chair

County Board Members, County staff & the public – Provide the County Clerk a copy of:

1. Informational handouts distributed to Board Members
2. Original letters and communications presented to the Board.

County Board Members:

Stop by the Office of the County Clerk prior to each Board Meeting to sign original resolutions and ordinances.

Any person who has a qualifying disability that requires the meeting or materials at the meetings to be in an accessible location or format should or format should contact Sauk County at 608-355-3269, or TTY at 608-355-3490, between the hours of 8:00 AM and 4:30 PM, Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

www.co.sauk.wi.us

Agenda mail date via United States Postal Service: July 12, 2018.

Agenda Preparation: Peter Vedro, County Board Chair.

s:/admin/Co Bd Agendas/2018/ctybdagendaJULY2018

RESOLUTION NO. 97 - 2018

COMMENDING CINDY JONES FOR OVER 17 YEARS OF SERVICE
TO THE PEOPLE OF SAUK COUNTY

Background: It is the custom of the Sauk County Board of Supervisors to recognize individuals who have served the people of Sauk County with distinction. Cindy faithfully served the people of Sauk County as a Social Worker in the Community Support Program. As a Social Worker in various areas of the Department throughout her career, she served others for over 17 years of devotion to her chosen profession. Cindy provided exceptional service which contributed greatly to the safety, stability, and overall wellbeing of children and families of Sauk County. Cindy maintained professional and ethical integrity while serving in a stressful career. Cindy greatly assisted the citizens of Sauk County and the Department of Human Services in the delivery of high quality services to County residents in need.

Fiscal Impact: [x] None [] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Board of Supervisors expresses its sincere appreciation and admiration for Cindy Jones' 17 faithful years of service to the people of Sauk County; and,

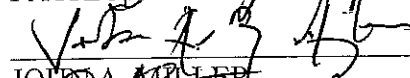
BE IT FURTHER RESOLVED, that the Chairman of the Sauk County Board of Supervisors is hereby directed on behalf of the Sauk County Board of Supervisors to present Cindy Jones with an appropriate certificate and commendation to express our highest esteem for her extraordinary contributions to our community.

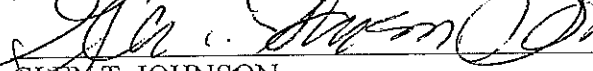
For consideration by the Sauk County Board of Supervisors on July 17, 2018.

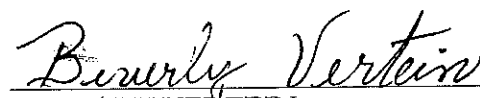
Respectfully submitted,


SAUK COUNTY HUMAN SERVICES BOARD


PATRICIA REGO, CHAIRPERSON

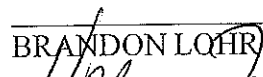

JOHN A. MILLER



GLEN T. JOHNSON



BEVERLY VERTEN


JAMES BOWERS


JULIE FLEMING


BRANDON LOHR


VALERIE MCAULIFFE


TIM MCCUMBER

Fiscal Note: No fiscal impact.

MIS Note: No information systems impact.

RESOLUTION NO. 98 - 2018

RESOLUTION HONORING DENISE KASPER FOR OVER 28 YEARS OF SERVICE

Background: It is the custom of the Sauk County Board of Supervisors to recognize individuals who have served the people of Sauk County with distinction. Denise Kasper faithfully served the people of Sauk County for over 28 years, first with 6 years of service with the Clerk of Courts, followed by over 22 years of service with the Sauk County Child Support Agency. Denise has been an integral part of the Sauk County Child Support Agency and her exceptional expertise and dedication will be greatly missed.

Fiscal Note: ☒ Not Required ☐ Budget Expenditure ☐ Not Budgeted
Comments:

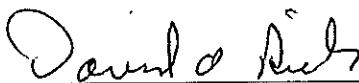
NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, met in regular session, hereby expresses its appreciation and commends Denise Kasper for over 28 years of faithful service to the people of Sauk County; and,

BE IT FURTHER RESOLVED, that the Chairperson of the Sauk County Board of Supervisors is hereby directed to present Denise Kasper an appropriate certificate and commendation as a token of our esteem.

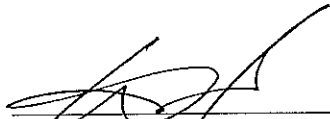
For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted:

LAW ENFORCEMENT & JUDICIARY COMMITTEE

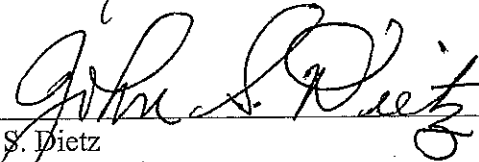


David A. Rick, Chairperson



William F. Wenzel

Thomas Kriegl



John S. Dietz



Tim Reppen

Fiscal Note: No impact. *KPB*
MIS Note: No information systems impact.



Conservation, Planning, and Zoning
Department
505 Broadway, Ste. 248
Baraboo, Wisconsin 53913
Phone: (608) 355-3245 Fax: (608) 355-3292
www.co.sauk.wi.us

Application Accepted: 6/8/18
Accepted By: BC
Petition Number: 14-2018
Hearing Date: 7/24/18

RECEIVED

JUN 12 2018

Zoning Map Amendment (Rezone) Application SAUK COUNTY CLERK
BARABOO, WISCONSIN

General Information

Property Owner Name: Randy Schlieckau Randy Cell
Mailing Address: E6910 Leland Rd. Loganville WI Home Phone: 608 393 7410
E-mail Address: pschlieckau@gmail.com Cell Phone: 608-415-0965
Agent/Applicant Name: Penny and Randy Schlieckau Home Phone:
Mailing Address: same as above Cell Phone:
E-mail Address: u u u

Site Information

Site Address: E6910 Leland Rd Loganville, WI 53943
Parcel ID: 020-0104-00000
Property Description: SW 1/4 NW 1/4 Section 13, T10 N, R 4 E, 46.5
Town of: Honey Creek Current Zoning: EA
Overlay District: ☐ Shoreland ☐ Floodplain ☐ Airport
Current Use: Single Family Dwelling

Existing Structures/Improvements: House, Shed, and wood cover

Proposed Zoning

Applicable Ordinance Section	Description
7.039(5)(i)	Dog Grooming and Kennel
7.039(1)(i)	Dog Grooming

Describe specifically the nature of the request (be sure to list all proposed uses of the property). What do you plan to do? Please attach additional sheets, if necessary.

I plan to groom dogs out of my garage and raise 2 or 3 litters of EB puppies in my home. These are family dogs kept in my home. They are extremely heat/cold sensitive, so they have temperature controlled living quarters. These dogs are also brachycephalic and there is minimal barking and running for long periods is not a characteristic of this breed. They are couch potatoes!

General Application Requirements

Applications will not be accepted until the applicant has met with department staff to review the application and determine if all the necessary information has been provided. All information from the checklist must be provided to the Department to be considered a complete application. Only complete applications submitted by the deadline will be noticed for a specific hearing date/time.

☒ Completed Zoning Map Amendment Application Form.

☒ \$500 application fee (non-refundable), payable to Sauk County CPZ.

☒ A scaled map of the proposed rezone area (if the property is not vacant the location of buildings, driveways, etc. must be shown).

☒ Legal description of the area to be rezoned (CSM, Metes & Bounds description) *surveyor draw/leg.desc*

☒ Any other information as required by the zoning administrator to explain the request.

Zoning Map Amendment Standards

Explain how the proposed rezone is consistent with the overall purpose and intent of the zoning ordinance.

The rezone will ~~remain~~ be consistent to policies and ordinances will be followed-

If rezoning out of an Exclusive Agriculture Zoning District explain how the land is better suited for a use not allowed in the Exclusive Agriculture Zoning District and how the rezoning will not substantially impair or limit future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

My Business is all out of ^{my} home and I will have ~~no effect~~ no effect on our land use - It will be the same as the last 20 years.

Certification

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Sauk County Conservation, Planning, and Zoning Department to enter my property for the purpose of collecting information to be used as part of the public hearing process. I understand that the rezone fee is a non-refundable, regardless if the rezone is approved or denied. I understand that the fee for this application is only for the rezone request and if permits are required for the project that those will require separate application(s) and/or fee(s). I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda and the submittal deadlines will restart. I further agree to withdraw this application if substantive false or incorrect information has been included.

Applicant/Agent: _____

Date: _____

Property Owner Signature: _____

Date: _____

At the public hearing, the applicant may appear in person or through an agent or an attorney of their choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application. All site plans, pictures, etc. become the property of the Conservation, Planning, and Zoning Department; will remain in the file; and will be public record.

Zoning Map Amendment Procedures and Requirements

What is a Zoning Map Amendment?

The purpose of a zoning map amendment is to alter, enlarge, or reduce a geographic extent of any zoning district, or to enact a new zoning designation for any particular parcel or real property. A change in zoning allows for different land uses and in some instances, different densities of development. The Conservation, Planning, and Zoning Committee will recommend approval or disapproval of a rezone to the Sauk County Board of Supervisors in accordance with the standards and criteria set by the zoning ordinance.

Standards and Criteria

In reviewing a Zoning Map Amendment request, the CPZ Committee must follow four standards:

- a) The proposed map amendment is consistent with the overall purpose and intent of the zoning ordinance.
- b) The proposed map amendment is consistent with the Sauk County Comprehensive Plan and the Farmland Preservation Plan, if applicable.
- c) Factors have changed from the time of initial ordinance adoption that warrant the map change, or an error, inconsistency, or technical problem administering the zoning ordinance as currently depicted has been observed.
- d) In rezoning land out of any exclusive agriculture district, the agency shall find all of the following, after a public hearing:
 1. The land is better suited for a use not allowed in the exclusive agriculture district.
 2. The rezoning is consistent with the Sauk County Comprehensive Plan.
 3. The rezoning is substantially consistent with the Sauk County Farmland Preservation Plan.
 4. The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

Note: Pursuant to Wis. Stat § 91.48(1) A political subdivision (Sauk County) with a certified farmland preservation zoning ordinance may not rezone land out of a farmland preservation zoning district (Exclusive Agriculture) without having the rezoning certified under Wis. Stat § 91.36 and provided that the standards (a) through (d) above are met.

Process

1. Contact the CPZ Department to schedule a meeting to review your potential request.
2. Complete the Zoning Map Amendment Application and provide all the supplemental items to the CPZ Department by the filing deadline.
3. Review such application with the appropriate staff member to determine completeness.
4. If the application is complete, CPZ staff will publish notice of your request for a zoning map amendment in the County's official newspaper noting the location and time of the required public hearing before the CPZ Committee. Neighbors, town officials, and affected state agencies will be notified as well.
5. If the Town chooses to review the zoning map amendment request at the Town Planning Commission and Town Board level, you will need to attend such meetings to provide information regarding the request. Please request that copies of minutes/proceedings outlining the Town's recommendation be provided to the CPZ Department for the file.
6. A public hearing will be held before the CPZ Committee. Either the property owner or designated agent will need to be present at the hearing to provide testimony regarding the request. The CPZ Committee must make a decision based only on the evidence that is submitted to it at the time of the hearing. Failure to provide representation may result in denial or postponement of your request.
7. The CPZ Committee and Sauk County Board of Supervisors may approve, disapprove, or modify and approve the zoning map amendment request.

Please Note: If a zoning map amendment application is dis approved by the CPZ Committee and no appeal is filed, no new zoning map amendment application can be re-submitted for a period of 365 days from the date of the CPZ Committee's decision, except on grounds of new evidence or proof of changes of factors found valid by the CPZ Committee.

ORDINANCE NO. 10 - 2018

AMENDING SAUK CO. CODE § 27.07 TO BRING THE ANIMAL CONTROL ORDINANCE
INTO CONFORMITY WITH STATE STATUTES

Background: Wis. Stat. §95.21(5)(b) states if a dog or cat is ordered to be quarantined because there is reason to believe that the animal bit a person, the custodian of an isolation facility or the owner shall keep the animal under strict isolation under the supervision of a veterinarian for at least 10 days after the incident occurred. Sauk Co. Code §27.07(6) requires any animal involved in a bite incident whose owner resides outside Sauk County, shall be impounded at the Sauk County Animal Shelter or at the office of a local veterinarian if space is available. This requirement, requiring the animal to remain in Sauk County, is overly broad and more expansive than the State statute, which allows for a dog or cat to be quarantined, and does not reflect the characterization of the animals that are being quarantined in Sauk County (only dogs and cats). Additionally, the requirement that the animal shall be impounded at the Sauk County Animal Shelter or at the office of a local veterinarian, if space is available, has become onerous and untenable for Sauk County Animal Shelter to effectuate.

The proposed language provides the Sauk County Sheriff's Department or the Animal Control Officer the discretion to transfer the quarantined animal back to its residence. The Sauk County Health Department would be responsible for forwarding all bite case information to the responsible jurisdiction completing the quarantine. This proposed change would place Sauk County in line with other surrounding counties.

Additionally, other non-substantive changes have been made to the attached Appendix to improve the clarity of the ordinance and to comport with the standard formatting currently in use, and your undersigned Committee has considered these amendments and believes that adoption of these amendments is in the best interest of Sauk County.

The County Board of Supervisors of the County of Sauk does ordain as follows:

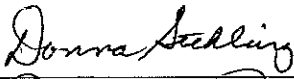
NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors, met in regular session, that Sauk Co. Code Ch. 27 is hereby amended to read as contained in the attached Appendix and shall be effective upon passage.

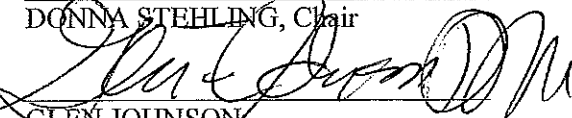
For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted:

BOARD OF HEALTH COMMITTEE:

Supervisor Members


DONNA STEHLING, Chair


GLEN JOHNSON


JOHN A. MILLER


SCOTT VON ASTEN

Citizen Members


AMY DELONG, MD

KENNETH R. CARLSON


DIANE REINFELDT

FISCAL NOTE: No fiscal impact.

KPB

ORDINANCE NO. 10 - 2018

AMENDING SAUK CO. CODE § 27.07 TO BRING THE ANIMAL CONTROL ORDINANCE INTO CONFORMITY WITH STATE STATUTES BY ALLOWING IMPOUNDED ANIMALS TO BE ADOPTED AFTER FOUR DAYS RATHER THAN SEVEN, AND TO AMEND SAUK COUNTY'S AGREEMENT WITH THE SAUK COUNTY HUMANE SOCIETY TO BRING THE AGREEMENT INTO CONFORMITY WITH STATE STATUTES

Page 2

MIS NOTE: No MIS impact.

APPENDIX

CHAPTER 27

ANIMAL CONTROL ORDINANCE

27.001	Purpose and intent.	27.008	Animal care.
27.002	Definitions.	27.009	Animal waste.
27.003	Severability.	27.010	Word usage.
27.004	State laws adopted.	27.011	Keeping of certain restricted animals.
27.005	Licensing and rabies vaccination required.	27.012	Abatement orders.
27.006	Restraint.	27.013	Penalties.
27.007	Impound, quarantine and violation notices.		

27.001 Purpose and intent. The purpose of this ordinance is to promote health, safety and general welfare of animals and the people around them by requiring that animals be cared for in such a manner that they will not become a public nuisance, requiring animals be properly fed, sheltered and cared for, requiring the removal of animal defecation from public property and to ensure licensing and rabies vaccination of all dogs in Sauk County.

27.002 Definitions. ~~As used in this ordinance, the following terms mean:~~ For the purposes of this chapter, certain words and terms are defined as follows:

- (1) "Adult dog" means a dog over 5 months of age.
- (2) "Animal" means any mammal, bird, reptile, amphibian, mollusk, or arthropod or any egg of any bird, reptile, amphibian, mollusk, or arthropod.
- (3) "Animal-at-large" means an animal shall be deemed to be at large when off the property of the owner and not under restraint or control.
- (4) "Animal control officer" means any person designated by the Sauk County Sheriff's Department to enforce county ordinances and state statutes, adopted by reference, as they pertain to animal control.
- (5) "Animal shelter" means any facility operated by a humane society, Sauk County or an authorized agent, for the purpose of impounding and caring for animals held under the authority of this ordinance and/or state law, or both.

(6) "Confined" means restriction of an animal at all times to an escape proof building or other enclosure.

(7) "County pound" means a shelter where stray, impounded, lost or abandoned animals are kept and administered by Sauk County or its authorized agent.

(8) "Domestic animal" means any animal which normally can be considered tame and converted to home life.

(9) "Dwelling unit" means a building, or portion thereof, designed or used exclusively for residential purposes.

(10) "Exotic domestic animal" means any wild animal which is not native to Wisconsin and may have been domesticated, such as ferrets and primates.

(11) "Health officer" means the Sauk County Director of Health or a duly designated representative of the Sauk County ~~Department of Public Health~~ Department.

(12) "Kennel" means (a) Any premise where a person owns or engages in the business, service or hobby of boarding, breeding, buying, selling, letting for hire or trading more than 12 adult dogs per year solely on one premise or a combination of premises; or,

(b) the breeding or selling of more than one litter per owner or business, per premise per year.

(13) "Licensing authority" means ~~The licensing authority shall be the municipality; township, village, or city treasurer, or its delegated collecting agent.~~ the collecting official, the county treasurer or other tax collecting officer or any person deputized by the treasurer or tax collecting official, unless the county board provides, by ordinance or resolution, for the

appointment of a different person. Veterinarians and humane societies may voluntarily become collecting officials for the county if the governing body of the county, by resolution or ordinance, provides that veterinarians and humane societies may be collecting officials.

(14) "Owner" means any person who owns, harbors, controls, or keeps an animal. Where an animal is kept by a family, the adult owner shall be responsible for the requirements of this ordinance. Any animal shall be deemed to be harbored if it is fed and sheltered.

(15) "Public nuisances" means any animal or animals which:

(a) Attacks, harasses, or molests persons or vehicles.

(b) Attacks persons or animals without provocation.

(c) Trespasses on school grounds, parks, or cemeteries.

(d) Is repeatedly at-large.

(e) Damages private or public property.

(f) Barks, whines, or howls in an excessive, continuous or untimely fashion.

(16) "Render sterile" means a surgical procedure – neutering or spaying, that has been performed on an animal that renders it incapable of siring or bearing offspring.

(17) "Restraint" means securing an animal by a leash or lead, having an animal under the control of a responsible person and obedient to that person's command, or having the animal within the real property limits of his owner.

(18) "Shelter" means an enclosure to protect animals from the elements and a structure that provides a clean, healthy living environment.

(19) "Trained individual" means the meaning as defined in Wis. Admin. Code ATCP § 13.01(5).

(20) "Veterinarian" means either a person who is licensed in this state to practice veterinary medicine under Wis. Stat. ch. 453 89 or a person who is licensed by another state to practice veterinary medicine and is duly licensed by the examining board.

(21) "Veterinary hospital or clinic" means any establishment maintained and operated by a veterinarian for surgery, diagnosis, and treatment of disease and injuries of animals.

(22) "Vicious animal" means any animal that, when unprovoked, bites, injures, kills, or attacks a human being or domestic animal.

Notwithstanding the definition of a "Vicious Animal" as stated above:

(a) No animal may be declared vicious if death, injury or damage is sustained by a human being who, at the time of such was sustained, was committing a trespass of the land or criminal trespass of the dwelling upon premises occupied by the owner of the animal, or was teasing, tormenting, abusing or assaulting the animal or was committing or attempting to commit a crime or violating or attempting to violate an ordinance which protects persons or property.

(b) No animal may be declared vicious if death, injury or damage was sustained by a domestic animal which, at the time such was sustained, was teasing, tormenting, abusing or assaulting the animal.

(c) No animal may be declared vicious if the animal was protecting or defending a human being within immediate vicinity of the animal from an unjustified attack or assault.

(d) No animal may be declared vicious for acts committed by said animal while being utilized by a law enforcement agency for law enforcement purposes while under the control and direction of a law enforcement officer.

(23) "Wild animal" means any animal of a wild nature that is normally found in the wild and that is not a domestic animal.

27.003 Severability. If any section, provision or portion of this ordinance is adjudged invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

27.004 State laws adopted. The provisions of Wis. Stat. § 95.21, Wis. Stat. chs. 173, and 174, and Wis. Admin. Code ATCP ch. 13, exclusive of penalties, are adopted by reference and are made part of this Code, so far as applicable. This ordinance meets the criteria of adoption sets forth the requirements for the control of rabies and adopts, by reference, the rabies control provisions of Wis. Stat. § 95.21 for participation in the rabies control program as approved by the Wisconsin Department of Agriculture, Trade and Consumer Protection.

27.005 Licensing and rabies vaccination required. ~~(4) LICENSE REQUIRED. This section is effective January 1, 1998. Until such effective date, the rates and terms then in effect shall remain effective.~~ **(1) DOG LICENSE.** (a) Any person owning, keeping, harboring or having custody of any dog over 5 months of age, within the County of Sauk, must obtain a license as herein provided.

(b) Written application for licenses shall be made to the licensing authority, which shall include the name and address of the applicant, description of the animal, the appropriate fee and rabies certificate issued by a veterinarian, and, if applicable, written proof that the animal has been rendered sterile. Only a veterinarian may administer a rabies vaccination and sign a rabies certificate.

(c) Licenses for the keeping of dogs shall be for a period of one calendar year.

(d) Application for license must be made within 30 days after obtaining a dog over 4 months of age, except that this requirement will not apply to a nonresident keeping a dog within Sauk County for not longer than 30 days.

(e) Licensing fees shall not be required for companion dogs that have been certified to assist physically impaired persons. Every person owning such a dog shall receive, annually, a free dog license upon application.

(f) Upon acceptance of the license application, fee and rabies certification, the licensing authority shall issue a paper license along with a durable tag, stamped with an identifying number and the year of issuance. Tags should be designed so they may be conveniently fastened or riveted to the animal's collar or harness.

(g) Dogs must wear license and rabies vaccination tags at all times when off the premises of the owner with the following exceptions:

1. During competition.
2. During training.
3. While securely confined indoors.
4. While hunting
5. While securely confined in a fenced area.
6. While herding or controlling livestock.

(h) The licensing authority shall maintain a record of the identifying numbers of all tags and shall make this record available to the public.

(i) The license year commences on January 1st and ends on the following December 31st. Applications for license may be made 30 days prior to the license year. Persons applying for a license during the license year shall be required to pay 50% of the fee stipulated in this section if the animal becomes 5 months of age after July 1st of the licensing year.

(j) The licensing authority, or agent, shall assess and collect a late fee of \$5.00 if the owner fails to obtain a license prior to April 1st of each year, or within 30 days of acquiring ownership of a licensable animal, or if the owner fails to obtain a license on, or before, the date the animal reaches 5 months of age. The \$5.00 late fee collected shall be paid into the local treasury as revenue of the township, village or city in which the license was issued.

(k) A license shall be issued after showing evidence of current rabies vaccination and payment of the applicable fee. Evidence of neutering, spaying or other method of rendering the animal sterile, from a veterinarian, shall be required.

1. For each dog not rendered sterile: \$10.00.
2. For each dog rendered sterile: \$5.00.

(l) A duplicate license may be obtained upon payment of a \$2.00 replacement fee.

(m) No person may use any license for any animal other than the animal for which it was issued.

(n) Reimbursement. The collecting official may retain 50¢ for each tag issued including each kennel tag issued as compensation for the service, if not a full-time, salaried municipal employee. If the collecting official is a full-time salaried municipal employee, this compensation shall be paid into the treasury of the township, village or city.

(2) KENNEL LICENSE. (a) Every operator of a kennel, as defined by this ordinance, shall, by April 1st of each year, or upon commencement of operation, pay to the licensing authority, or agent, the established kennel license fee and obtains a license therefore. Kennel operators must have dogs vaccinated for rabies. Kennel operators are not required to license individual animals. No kennel fees are required for any veterinary hospital or clinic or animal shelter. Kennel location is subject to applicable zoning and other county regulations.

(b) No kennel fees are required for kennels keeping dogs for scientific or educational purposes where the actual scientific or educational testing takes place on-site. This exemption does not apply to a kennel which raises or keeps animals to sell to such a facility.

(c) Any Class A federally licensed kennel which was in business prior to this ordinance being adopted and maintains such federal license in good standing during the licensing year shall be exempt from obtaining a kennel license for that year.

(d) An annual license shall be issued upon payment of the applicable fee:

1. For each kennel housing 12 or less dogs, the fee is \$100.00 for 12 dogs.

2. For each kennel housing more than 12 dogs, \$100.00 for the first 12 dogs plus an additional \$10.00 for each additional dog.

(3) RABIES VACCINATIONS REQUIRED.

(a) The owner of a dog shall have the animal vaccinated by a veterinarian within 30 days after the animal has reached 4 months of age. An owner who imports an animal into Sauk county that has reached 4 months of age must have the animal vaccinated by a veterinarian, as evidenced by a current certificate of rabies vaccination from Wisconsin or another state.

(b) The owner of an animal shall have the animal re-vaccinated:

1. Within one year after initial vaccination.

2. Before the date that the immunization expires as stated on the certificate.

3. If no date is specified, within one year after the previous vaccination.

27.006 Restraint. (1) All animals shall be kept under restraint and shall not be permitted to run at large.

(2) All owners shall exercise proper care and control of their animals to prevent them from becoming a public nuisance.

(3) Every female dog in heat shall be confined in a building or secure enclosure in such manner that the female dog cannot come in contact with another animal, except for planned breeding.

(4) Any animal declared "vicious" as defined in Section 27.02 of this ordinance shall comply with the following requirements:

(a) While on the owner's property, a vicious animal must be:

1. Securely confined indoors.

2. Kept in a securely enclosed and locked pen or structure suitable to prevent the entry of young children and designed to prevent the animal from escaping.

(b) While off the owner's premises, the vicious animal must be muzzled and restrained by a substantial chain or leash not exceeding 4 feet in length and under the control of a responsible adult person. The muzzle must be made in a manner that will not cause injury to the animal or interfere with its vision or respiration, but must prevent it from biting or injuring any person or animal.

(c) The animal control officer or any law enforcement officer, after conducting an investigation into the circumstances surrounding an unprovoked animal attack, is hereby empowered to declare the animal in question vicious. The owner of the animal declared vicious shall be served personally or by certified mail return receipt, with an order declaring the animal vicious. Any animal owner aggrieved by said order may petition the Sauk County Sheriff's Department for a review of the order in accordance with the procedure set forth herein.

Upon receipt of the petition of the aggrieved owner, the Sauk County Sheriff's Department shall schedule and conduct a hearing. The hearing shall be conducted in conformance with Sauk Co. Code Ch. 33. After the hearing the owner shall be notified in writing of the determination. If the owner contests the determination, he/she the owner may, within 30 days, petition for review of the decision by the Sauk County Circuit Court.

(d) In the event the animal control officer, or any law enforcement officer, has probable cause to believe that an animal has caused serious injury by attacking a person without provocation, the officer may proceed under Wis. Stat. chs. 173 and 174.

27.007 Impound , quarantine and violation notices.

(1) Unrestrained animals and animals running at large shall be taken by the Sauk County Sheriff's Department or animal control officer and impounded in a temporary or permanent animal shelter and confined in a humane manner.

(2) An owner reclaiming an impounded animal shall pay the impoundment fee and expenses to the animal shelter, or any other authorized agent, and comply with provisions of Section 27.005 of this ordinance, prior to the release of the animal. The animal must either be vaccinated by a veterinarian approved by Sauk County or a prepaid rabies certificate from a veterinarian must be presented at the animal shelter before an impounded animal will be released. Follow-up will be done by the Sauk County Sheriff's Department to insure that the vaccination indeed was administered and the licensing requirements were met. If the owner does not pay fees, expenses, license and reclaim the animal within 4 days of being notified of the impoundment, the animal will be put up for adoption without further notification, at the owner's expense. If the animal is adopted, the expenses and fees may be paid for by the new owner.

(3) Any animal not reclaimed by its owner within 4 days becomes the property of Sauk County or authorized agent, and may be placed for adoption or, after at least 7 days if not adopted or reclaimed, be humanely euthanized.

(4) If any animal with a current rabies certificate is involved in a bite incident, the owner shall isolate and confine the animal under the supervision of a veterinarian for at least 10 days from the date of the incident.

Supervision by a veterinarian includes, at a minimum:

(a) Examination of the animal on the first day by a veterinarian.

(b) Examination of the animal on any day between day 2 and day 9 by a veterinarian.

(c) Examination of the animal on day 10 by a veterinarian.

(5) Any animal involved in a bite incident that has not been vaccinated, or has not been re-vaccinated within the prescribed times, must be confined at a place designated by the Sauk County Sheriff's Department and put under the supervision of veterinarian.

Any animal bite or scratch which is treated by a physician or physician's assistant shall be reported to the Sauk County Sheriff's Department within 24 hours of the incident. The incident shall be reported by the animal's owner or the victim, or the victim's guardian.

(6) Any animal dog or cat involved in a bite incident whose owner resides outside of Sauk County, shall be ~~impounded at the Sauk County Animal Shelter or, as an option, at the office of a local veterinarian if the space is available.~~ This impoundment will be at the owner's expense and will be mandatory regardless of the status of current vaccination(s) of the animal. This provision is for public safety and the effective management of animal quarantine as set forth in this ordinance; quarantined in Sauk County and one bite check shall be performed, if possible. If the animal is impounded at the Sauk County Animal Shelter or at the office of a local veterinarian, the impoundment will occur at the owner's expense. The Sauk County Sheriff's Department or animal control officer will determine if the quarantine shall be completed in Sauk County or transferred to another jurisdiction. The Sauk County Health Department is responsible for forwarding all bite case information to the responsible jurisdiction where the cat or dog will be quarantined.

(7) Any law enforcement officer, trained individual, health officer or animal control officer with reasonable cause to believe an animal has bitten a person or been in contact with a rabid animal shall issue a quarantine order. A quarantine order may be delivered by personal service, registered mail or by posting a quarantine sign in 2 conspicuous places on the property.

(8) If quarantine cannot be imposed because the animal cannot be captured, the officer may kill the animal. The officer may kill the animal only as a last resort, or if the owner agrees. The officer shall attempt to kill the animal in a humane manner and in a manner which avoids damage to the animal's head.

An officer may order killed, or may kill, an animal other than a dog or cat if the officer has reason to believe that the animal bit a person and may be infected with rabies. Except as provided in Wis. Stat. § 95.36, if an animal that is raised as livestock as defined under Wis. Stat. § 95.31(3), is killed, the owner is eligible for an indemnity payment in an amount equal to the indemnity provided under Wis. Stat. § 95.31(3).

(9) Failure of the owner to deliver an animal to a veterinarian or place of quarantine, as directed by the Sauk County Sheriff's Department or any authorized law enforcement officer within

Sauk County, within 24 hours after notice, shall be sufficient cause for a judge to issue an order authorizing the animal control officer or responsible agency to seize said animal and make such delivery as intended, at the owner's expense. The officer may order the animal to be quarantined on the premises of the owner if the animal is immunized currently against rabies as evidenced by a valid certificate of rabies vaccination or other evidence, pursuant to subsection (4) above.

(10) If an animal is ordered to be quarantined because there is reason to believe that the animal has been exposed to a rabid animal, and if the animal is not currently immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 180 days. The owner shall have the animal vaccinated against rabies between 155 and 165 days after the exposure to a rabid animal.

(11) If an animal is ordered to be quarantined because there is reason to believe that the animal has been exposed to a rabid animal but the animal is immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 60 days. The owner shall have the animal re-vaccinated against rabies as soon as possible after exposure to a rabid animal.

(12) Any animal owner aggrieved by such order for quarantine may, within 30 days of issuance of the order, petition the Sauk County Sheriff's Department for a hearing. The agency shall conduct a hearing to determine if the quarantine shall remain in effect or be withdrawn. The quarantine remains in effect until after the hearing, unless properly released.

(13) If a veterinarian determines that an animal exhibits symptoms of rabies during the original or extended observation period, the veterinarian shall notify the owner and the officer who ordered the animal quarantined and the officer or veterinarian shall kill the animal in a humane manner and in a manner which avoids damage to the animal's head. If the animal is suspected to have bitten a person, the veterinarian shall notify that person or that person's physician.

(14) An officer who kills an animal shall deliver the carcass to a veterinarian or health officer. The veterinarian or health officer shall

prepare the carcass, properly prepare and package the head of the animal in a manner to minimize deterioration, arrange for delivery by the most expeditious means feasible of the head of the animal to the Wisconsin State Laboratory of Hygiene and dispose of or arrange for the disposal of the remainder of the carcass in a manner which minimizes the risk of exposure to any rabies virus. The State Laboratory of Hygiene shall examine the specimen and determine if the animal was infected with rabies. The State Laboratory of Hygiene shall notify the Sauk County Sheriff's Department, the veterinarian or local health department which prepared the carcass and, if the animal is suspected to have bitten a person, that person or that person's physician, of its determination.

(15) Any veterinarian who is requested to be involved in the rabies control program by a law enforcement officer is encouraged to cooperate in a professional capacity with the Sauk County Sheriff's Department, the Wisconsin State Laboratory of Hygiene, the health officer, the officer involved, and if the animal is suspected to have bitten a person, that person's physician.

(16) The owner of any animal involved in a bite incident is responsible for any expenses incurred by the animal to include, but not limited to, fees for the transportation of, boarding of, supervision by a licensed veterinarian of and, if applicable, the disposal of the animal. If the owner is unknown, the county is responsible for these expenses.

27.008 Animal care. (1) No person owning, harboring or having custody of an animal shall fail to provide it with good and wholesome food at least once daily and provide a constant supply of potable water to sustain the animal in good health.

(2) No person shall fail to provide any animal that the person owns, harbors, or has custody of with shelter from inclement weather or to ensure the protection and comfort of the animal. In the case of dogs and cats which are kept outdoors or in an unheated enclosure, shelter and bedding shall be provided as set forth in this section as a minimum.

(a) *Outdoor standards.* When sunlight is likely to cause overheating or stress to any animal, shade shall be provided by natural or

artificial means to allow protection from the direct rays of the sun. Dogs and cats kept outdoors shall be provided with moisture resistant and wind resistant shelter of a size which allows the dog or cat to turn around freely and to easily sit, stand and lie in a normal position and to keep the dog or cat clean, dry and comfortable. Whenever the outdoor temperature falls below 40 degrees Fahrenheit, clean bedding material shall be provided in such shelters for insulation and to retain body heat of the dog or cat. Feces shall be removed as specified in Section 27.009 below.

(b) *Indoor standards.* All animals confined to a cage, kennel run or secure enclosure of any kind, shall be provided with quarters in a clean condition and in good state of repair. Each animal shall have sufficient space to turn around freely and to easily sit, stand and lie in a normal position. The temperature and ventilation of the quarters shall be compatible with the health of the animal. There shall be sufficient clean, dry bedding to meet the needs of each individual animal and feces shall be removed as specified in Section 27.009 below.

(c) In the case of livestock, nothing in this section shall be construed as imposing shelter requirements or standards more stringent than normally accepted husbandry practices.

(3) Chains, ropes or leashes shall be so placed or attached that they cannot become entangled with another animal or object, and shall be of sufficient length to allow the animal proper exercise and convenient access to food, water and shelter. Such chains, ropes or leashes shall be located so as not to allow such animal to trespass on public or private property belonging to others or in such a manner as to cause harm or danger to persons or other animals.

(4) No person shall fail to provide any animal that the person owns, harbors or has custody of with veterinary care when needed to prevent suffering.

(5) No person shall beat, cruelly ill-treat, torment, overload, overwork or otherwise abuse an animal, or use any device or chemical substance whereby pain, suffering or death may be caused, whether belonging to that person or another, except that reasonable force may be used to drive off vicious or trespassing animals. This provision does not prohibit training techniques or

husbandry practices which are acceptable under Wisconsin law.

(6) No person shall abandon any animal that the person owns, harbors or of which the person has custody.

(7) No person shall transport any animal in their possession in a manner which could cause injury, pain, undue stress or death to the animal.

(8) No person shall give away any live animal, fish, reptile or bird as a prize for or as an inducement to enter any contest, game or other competition, or as an inducement to enter a place of amusement or offer such vertebrate as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

(9) No person shall cause, instigate or permit any dogfight, cockfight or other combat between animals or between animals and humans.

(10) Chickens or ducklings or other fowl, younger than 8 weeks of age may not be given away, bartered or sold in quantities of less than 6 to a single purchase with the exception that ratites may be sold in any quantity and at any age.

(11) No person shall expose any poisonous substances, whether mixed with food or not, so that the same shall be liable to be eaten by any animal, provided that it shall not be unlawful for a person to expose, on his property, poisons designed for the purpose of rodent or pest elimination. This provision shall not prohibit health department personnel or licensed pest-control operators from providing rodent or pest-control services.

(12) Any person who, as the operator of a motor vehicle, strikes a domestic animal shall stop at once and shall attempt to report such injury or death to the animal's owner or the Sauk County Sheriff's Department.

27.009 Animal waste. (1) The owner or person having immediate control of an animal shall immediately remove and dispose of, in a sanitary manner, any excreta left or deposited by the animal, upon public or non-animal owner private property. This section shall not be applicable to cases where a person is physically unable or is legally blind and is being assisted by a certified companion dog.

(2) All pens, yards, structures or areas where animals are kept shall be maintained in a nuisance free manner. Droppings and manure shall be removed regularly and disposed of properly so not to attract insects or rodents, become unsightly or cause objectionable odors.

27.010 Keeping of certain restricted animals.

(1) Pursuant to the authority contained in Wis. Stat. § 169.43, no person within the unincorporated areas of Sauk County shall own, keep, maintain, harbor, or have in his or her possession, or under his or her control, any harmful wild animal, animal with vicious or dangerous propensities such as large, wild animals, poisonous or venomous reptiles, insects, snakes, crocodilians, spiders, and including, but not limited to, any of the following animals and creatures except as otherwise provided herein:

(a) Poisonous or venomous animals and reptiles, including snakes, that is capable of causing serious injury to humans or other animals;

(b) Apes: Chimpanzees (*Pan*); Gibbons (*Hylobates*); Gorillas (*Gorilla*); Orangutans (*Pongo*); and Siamangs (*Symphalangus*);

(c) Baboons (*Papoi*, *Mandrillus*);

(d) Bears (*Ursidae*);

(e) Cheetahs (*Acinonyx jubatus*);

(f) Crocodilians (*Crocodylia*);

(g) Constrictor snakes 3 feet or more in length, except a ball python snake up to 4 feet in length shall be allowed or a boa constrictor snake up to 8 feet in length shall be allowed; snakes not indigenous to Wisconsin, and any other snake exceeding 3 feet in length;

(h) Coyotes (*Canis latrans*);

(i) Elephants (*Elephas* and *Loxodonta*);

(j) Game cocks and other fighting birds;

(k) Hippopotami (*Hippopotamidae*);

(l) Hyenas (*Hyaenidae*);

(m) Jaguars (*Panthera onca*);

(n) Leopards (*Panthera pardus*);

(o) Lions (*Panthera leo*);

(p) Lynxes (*Lynx*);

(q) Monkeys, old world (*Ceropithecidae*);

(r) Piranha fish (*Characidae*) exceeding 6 inches in length;

(s) Pumas (*Felis concolor*); also known as cougars, mountain lions, and panthers;

(t) Rhinoceroses (*Rhinocero tidae*);

(u) Sharks (class *Chondrichthyes*) exceeding 6 inches in length;

(v) Snow leopards (*Panthera unicia*);

(w) Tigers (*Panthera tigris*);

(x) Wolves (*Canis lupus*);

(y) Wolf-dog hybrids;

(z) Poisonous or venomous biting insects;

(aa) Poisonous tarantula and poisonous or venomous biting spiders.

(2) Animals listed in subsection (1) may be kept if the person keeping such animal or animals obtains a permit from the Department of Public Health Sauk County Health Department as provided herein.

(a) Applicants for a permit to possess a restricted animal shall meet the following minimum qualifications. If the applicant is a corporation, partnership, or other legal entity, the applicant must designate an individual who represents the organization and meets the following minimum qualifications:

1. The applicant or designee must be at least 18 years of age.

2. The applicant or designee must have at least 2 years of verifiable experience in the care and handling of animals from the same animal family for which the applicant is applying.

3. The applicant or designee shall not have been convicted of any violation of any state or federal wildlife regulations within 3 years of the date of application, or any offense involving cruelty to animals.

(b) With regard to any permit granted pursuant to this Chapter, the minimum requirements contained in 7 U.S.C. ch. 54; 9 C.F.R. ch. 1, sub. ch. A; Wis. Stat. ch. 169, Wis. Admin. Code ch. NR 16 and any other applicable standards prescribed by the United States Government or the State of Wisconsin shall apply. No permit shall be issued without evidence of compliance with all federal and state laws and regulations.

(3) For each permit, permit amendment, or permit renewal, the applicant shall submit to the Department of Public Health Sauk County Health Department the following:

(a) The applicant's name, complete street address, and telephone number. If the applicant is a corporation, partnership, or other legal entity, the individual designated to represent the organization must also provide this information.

The applicant, or designee must notify ~~Public Health~~ the Sauk County Health Department in writing of any change of address or name 14 days prior to the change.

(b) Location where the restricted animals will be housed, and a statement that the keeping of these animals is permitted by applicable zoning ordinances and other local ordinances or regulations.

(c) Facilities for holding permitted restricted animals must be located on the premises on which the permittee resides, or shall have a full-time caretaker to supervise the care and security of the facilities. Facilities for maintaining these animals must comply with the standards provided in Wis. Stat. ch. 169 and any administrative code provisions adopted by the State of Wisconsin.

(d) Current animal inventory, including the common and scientific name, sex, age and source of each animal, any permanent identification on the animal, and identification of animals that have injured or killed a human being. The permittee must notify ~~Public Health~~ the Sauk County Health Department within 24 hours of the addition or death of a restricted animal listed on the inventory.

(e) A copy of current permits issued by the United States Government or the State of Wisconsin, and any other local permits if applicable, approving the possession of species listed on the animal inventory.

(f) A signed statement by a veterinarian accredited by the United States Department of Agriculture ("USDA") that the veterinarian is the veterinarian of record and which includes the veterinarian's printed name, address, phone number, and license number. The veterinarian shall certify that the veterinarian has observed each of the applicant's animals at least once during the prior year and that they have been appropriately immunized, housed, and cared for.

(g) A plan for the quick and safe recapture of the animal, or if recapture is impossible, for the destruction of any animal held under the permit.

(h) A plan for the emergency evacuation of the facility holding the restricted animals, to be updated within 30 days of any structural changes to the facility.

(i) A letter of recommendation on letterhead stationary by the owner of a facility in good standing where the applicant gained his/her

experience. The letter must include the printed name and address of the owner and detailed information regarding the applicant's knowledge and experience related to the species listed on the permit application.

(4) Applicants desiring to breed restricted animals shall include with their application a written plan detailing the reason for breeding, why the progeny are necessary, and the proposed lawful disposition of any offspring. Approval for breeding may be granted only if the breeding will not result in unneeded or uncared for restricted animals. Unintended breeding may be the basis for denial or revocation, or both, of a permit. Persons or facilities accredited by the American Association of Zoos and Aquariums (AZA), the Species Survival Program (SSP), or in possession of a valid USDA permit are exempt from this subsection. Animals housed at a rehabilitation or sanctuary facility shall not be allowed to breed or produce offspring.

(5) The permit application and renewal fee shall be established by the Sauk County Board of Health subject to approval by the County Board.

(6) Permits issued by the Sauk County Department of ~~Public Health~~ Department under the provisions of this section shall be valid for a term of one year from the date of issue unless the permit has been revoked for violations of this chapter.

(7) Any false statements made by an applicant on an initial permit application, amendment or renewal will constitute cause to deny an application or revoke any permit issued under this section, and subject applicant to the penalties provided by law. The ~~department of public health~~ Sauk County Health Department reserves the right to deny any applicant if granting such a permit would present a substantial threat to public health or safety, or constitute cruelty to any animal.

(8) Before any permit is issued or renewed under this section, an inspection shall be conducted of all facilities intended for holding these animals and of all records pertaining to the animals by the ~~Department of Public Health~~ Sauk County Health Department for the purpose of ensuring compliance with the regulations of this chapter and to ensure that the possession of the animal does not pose a risk to public health or a

substantial threat to public safety. In determining whether to grant or deny any permit under this Chapter, the ~~Department of Public Health~~ Sauk County Health Department shall consider all relevant factors including the health, safety and welfare of the public, the potential injury, expense or inconvenience to members of the public, the possible cost to local units of government, the possible impact of introducing nonnative species within close proximity to indigenous wild animals or commercial livestock herds, and the health, safety and welfare of the captive animal species. If the ~~Department of Public Health~~ Sauk County Health Department finds that the applicant cannot comply with the provisions of this Chapter, or any applicable provisions of state or federal law or local ordinance, the ~~Department of Public Health~~ Sauk County Health Department shall deny the application.

(9) An applicant who legally possessed a restricted animal within the unincorporated area of Sauk County prior to the adoption of this section, and who provides proof of any and all required approvals from federal, state or local agencies to maintain the animals, ~~shall have until April 1, 2005, to~~ must also meet all of the conditions required above for a new permit.

(10) Any restricted animal owned, possessed, harbored, kept, or maintained in violation of this section may be impounded and destroyed by the Sauk County, or its agents, at the expense of the violator.

(a) Any law enforcement, humane or public health officer shall have the authority to enforce the provisions of this section, including, but not limited to, seizing any animal or creature that the officer reasonably believes is being possessed, harbored, owned, kept, or maintained in violation of this section.

(b) Any such animal or creature seized pursuant to this section shall be held in a facility designated by the ~~Department of Public Health~~ Sauk County Health Department until the animal or creature is identified as to genus and species to ascertain if the animal or creature is an endangered species identified as such in the Wisconsin Statutes. At any time after such identification, the county may destroy the animal or creature as provided herein.

(c) Any person aggrieved by the decision may appeal the decision pursuant to the provisions contained in Chapter 33, Sauk Co. Code. The animal shall be impounded, but not destroyed, until the appeal time has expired and until any timely filed appeal has been heard. The county may require the appealing party to post a bond in an amount sufficient to satisfy the cost of holding and identifying the animal. If it is determined that the animal or creature has been owned, possessed, harbored, kept, or maintained in violation of this section, the costs incurred by the county for impounding, holding, and identifying the animal shall be paid by the violator. Anyone found to be in violation of this section shall, in addition to the penalties provided in Sauk Co. Code ~~§ 25.04~~ § 25.23, forfeit the prohibited animal to the ~~Department of Public Health~~ Sauk County Health Department for destruction or disposition as deemed proper. Prior to such forfeiture, the County may direct a transfer of the animal to a qualified zoological, educational, or scientific institution or qualified private propagator for safe keeping, with the cost thereof being assessed and paid by the violator.

(11) This section shall not apply where the creatures are in the care, custody, or control of: a veterinarian for treatment; agricultural fairs; shows or projects of the 4-H Clubs; a display for judging purposes; an itinerant or transient carnival, circus or other show; dog or cat shows or trials; public or private educational or medical institutions; Wisconsin Department of Natural Resources Licensed Animal Rehabilitation Facility; licensed pet shops; or property owned by the Circus World Museum; provided that:

(a) The location conforms to the provisions of the zoning ordinance of the county or town in which the property is located;

(b) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors;

(c) Animals are maintained in quarters so constructed as to prevent their escape.

27.011 Abatement orders. (1) The Sauk County ~~Public Health Department~~ Director, or ~~his or her~~ designee, is hereby designated and authorized, pursuant to Wis. Stat. § 173.03, to affirm, modify, or withdraw abatement orders

issued under Wis. Stat. § 173.11 by any humane officer or law enforcement officer.

(2) Any person who is issued an abatement order has the right to appeal the order within 10 days of the issuance of the order. The request must be delivered to the Sauk County ~~Public Health Office~~ Health Department, Room 372, 505 Broadway, Baraboo, WI 53913.

(3) Any hearing under this section shall be held within 10 days of such request. The conducting official shall affirm the order, modify and affirm the order, or withdraw the order. Any person adversely affected by a decision of the conducting official may seek judicial review of the abatement order by commencing an action within 30 days after date of the decision.

27.012 Enforcement. (1) The civil and criminal provisions of this ordinance shall be enforced by employees of the Sauk County Sheriff's Department, the Sauk County ~~Department of Public Health~~ Department, or other persons authorized by the Sauk County Sheriff's Department or the Sauk County Board of Supervisors. This ordinance may be enforced by citation, injunction or civil forfeiture.

(2) The Sauk County Sheriff's Department personnel are authorized to catch and impound animals at large with such authorization to include the pursuit of animals upon non-animal owner private property. It shall be a violation of this ordinance to interfere with the animal control officer, law enforcement officer, public health officer or designee, trained individual or Sauk County Sheriff's Department employee in the performance of their duties.

27.013 Penalties. Any person violating any provisions of this ordinance shall be punished by forfeiture. If any violation be continuing, each day's violation shall be deemed a separate violation. The cash deposit shall be the amount of forfeiture, plus any fee or assessment imposed by Wisconsin State Statutes and as provided by Chapter 20 of the Sauk County Code of Ordinances.

(1) First violation in one year: forfeiture will be \$25.00.

(2) Second violation in one year: forfeiture will be ~~fifty dollars~~ \$50.00.

(3) Third violation within 2 years: forfeiture will be ~~seventy-five dollars~~ \$75.00.

(4) Fourth violation within 3 years and subsequent violations: forfeiture will be ~~one hundred dollars~~ \$100.00.

(5) Notwithstanding the above provisions, violations of Sauk Co. Code § 27.010 shall be punished by a forfeiture of not less than ~~fifty~~ \$50.00 nor more than ~~two hundred and fifty dollars~~ \$250.00. If the violation is continuing, each day's violation shall be deemed a separate violation.

Repealed and recreated by the Sauk County Board of Supervisors on August 19, 1997. Amended by the Sauk County Board of Supervisors on June 19, 2001 - Ordinance No. 48-01. Amended by the Sauk County Board of Supervisors on December 21, 2004 - Ordinance No. 190-04. Amended by the Sauk County Board of Supervisors on October 19, 2010 - Ordinance No. 119-10. Amended by the Sauk County Board of Supervisors on October 17, 2017 - Ordinance No. 13-17. Amended by the Sauk County Board of Supervisors on July 17, 2018 - Ordinance No. ____ -18.

ORDINANCE NO. 11 - 2018

AN ORDINANCE APPROVING A MAP AMENDMENT (REZONING) OF LANDS IN
THE TOWN OF LAVALLE FROM AGRICULTURE TO A RECREATION
COMMERCIAL ZONING DISTRICT FILLED UPON DENNIS & DIANE
PLANTENBERG, PROPERTY OWNER

Background: Dennis and Diane Plantenberg own property in the SW1/4, NE1/4, Section 6, T13N, R3E in the Town of LaValle and have requested a map amendment (rezoning) of property legally described pursuant to petition 11-2018 from Agriculture to Recreation Commercial zoning. The intent of the map amendment (rezoning) being to establish a broad range of outdoor recreational and retail uses on the property. Both uses would require subsequent approval of a conditional use permit prior to establishment on the property.

Pursuant to Wis. Stat §59.69(5) Sauk County has the authority to develop, adopt, and amend a zoning ordinance. At a public hearing held by the Conservation, Planning, and Zoning (CPZ) Committee on June 26, 2018; the CPZ Committee made findings pursuant to Sauk County Zoning s. 7.150(9) and recommended approval of the map amendment (rezoning).

Fiscal Impact: ☒ None | ☐ Budgeted Expenditure | ☐ Not Budgeted

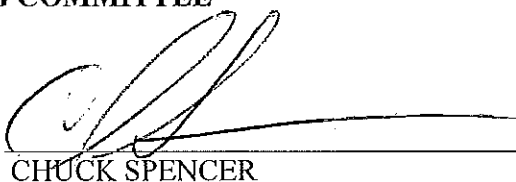
NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors met in regular session, that the map amendment (rezoning) of the aforementioned lands, more specifically described in petition 11-2018, as filed with the Sauk County Clerk, under the Sauk County Zoning Ordinance, Chapter 7 SCCO, be approved.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

CONSERVATION, PLANNING, AND ZONING COMMITTEE

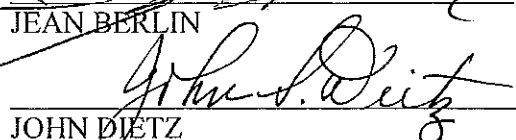

WILLIAM WENZEL, CHAIR


CHUCK SPENCER

GLEN JOHNSON


JEAN BERLIN


MARTIN KRUEGER


JOHN DIETZ


ROBERT NEWPORT

Fiscal Note: No Impact
MIS Note: No Impact



ORDINANCE NO. 12 - 2018

**AMENDING SAUK CO. CODE, CHAPTER 1, SUPERVISORY DISTRICT PLAN,
CHANGING THE SUPERVISORY DISTRICT BOUNDARY BETWEEN DISTRICT 31
AND DISTRICT 30 RESULTING FROM VILLAGE OF SAUK CITY ANNEXATION.**

Background: The Village of Sauk City, by Ordinance No. 2018-1, on May 29, 2018, annexed property located in Town of Prairie du Sac, and in County Supervisory District 31, to Village of Sauk City, which is in County Supervisory District 30. The County Board is authorized by Wis. Stat. 59.10(3)(c) to amend its supervisory district plan to reflect an annexation that alters district boundary lines occurring after passage of the 10-year county redistricting plan in order to administer elections. Said boundary changes are allowed by law if the total number of supervisory districts is left unchanged. This boundary change does not change the number of supervisory districts. The Supervisory District boundary should be amended to reflect this annexation, thereby locating this property from County Supervisory District 31 to County Supervisory District 30. An exact map of the parcel, along with a certified copy of the Village of Sauk City Ordinance has been filed with the Clerk of Sauk County Court. The population of the annexed territory is zero.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

The County Board of Supervisors of the County of Sauk does hereby ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors, met in regular session, that the above-described duly annexed property, now within the Village of Sauk City, is hereby included in Supervisory District 30 as enumerated above; and,

BE IT FURTHER ORDAINED, that the Sauk County Board Chairperson is hereby directed to forward all notices required under Wis. Stat. Ch. 59, Wisconsin Statutes, to the Secretary of State for the purpose of advising that office of said boundary changes.

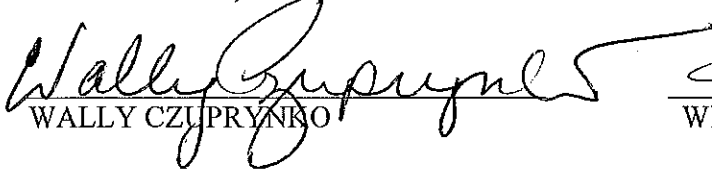
For consideration by the Sauk County Board of Supervisors on July 17, 2018.


Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE


PETER VEDRO, Chairperson


WILLIAM HAMBRECHT


WALLY CZUPRYNKO


WILLIAM WENZEL

THOMAS KRIEGL

Fiscal Note: No fiscal impact. *KPB*
MIS Note: No information systems impact.

RESOLUTION NO. 99 -2018

ADOPTING STANDARDS FOR THE PROVISION OF
COMMITTEE MEETING DOCUMENTS

Background: Over the past several years, Sauk County has implemented a number of technology solutions aimed at improving the committee meeting process and providing better access to information for the public. These technologies provide the capability to manage and deliver electronic documentation quickly and effectively while providing improved public access to committee meeting information.

The adoption and utilization of these technology tools has been inconsistent among the various committees, making the development of a consistent internal procedure and training program difficult, if not impossible. The purpose of this resolution is to establish standards to support a consistent internal process. By setting forth these standards, to be utilized by all standing committees of the Sauk County Board of Supervisors, Sauk County will be better able to realize the benefits of the available technology.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the following standards be and are hereby adopted for use by all Standing Committees of the County Board Supervisors for the provision of meeting documentation to Committee members and the Public in a timely manner:

1. All required meeting materials are to be made available electronically, to the committee members and the public, through the Granicus system and on the website
2. All committee meetings will utilize this electronic documentation, when feasible
3. Approved committee meeting agendas are to be emailed to the committee members and posted to the website
4. Paper meeting materials will be provided at the request of the individual committee members to the agenda preparer.


For consideration by the Sauk County Board of Supervisors on July 17, 2018.

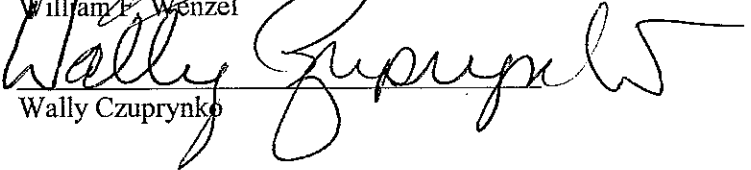
EXECUTIVE AND LEGISLATIVE COMMITTEE


Peter Vedro, Chair


William Hambrecht, Vice Chair

Thomas Kriegl


William F. Wenzel


Wally Czuprynski

Fiscal Note: Limited fiscal impact. *KPB*

MIS Note: No MIS impact.

RESOLUTION NO. 100 - 2018

APPROVING AN ADDENDUM TO THE CONTRACT BETWEEN JESSE CRAWFORD
RECOVERY, LLC. AND SAUK COUNTY

Background: Sauk County contracted with Jesse Crawford Recovery Center, Inc. to provide sober living housing services in Baraboo at a cost of \$450 per resident, per month. Beds at the female sober living house are utilized as an interim housing option for women struggling to recover from alcohol and drug addiction. The Sauk County Adult Treatment Court has connected several program participants with the sober living house for stabilization and views it as a vital resource for program operation and the community. In June, James Crawford, Founder & CEO of Jesse Crawford Recovery, Inc., communicated to CJCC an intent to close the female sober living house in Baraboo due to consistent financial loss associated with vacant beds. It is in the interest of Sauk County to revise the 2018 contract with Jesse Crawford Recovery, Inc. to include a minimum monthly invoice amount of \$0 (if they are booked from outside pay sources) to a maximum of \$2,200, which is sufficient to cover operating expenses of the female sober living house in order to preserve this resource.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Administrative Coordinator is hereby authorized to sign an addendum to the contract with Jesse Crawford Recovery, LLC. to cover the operating expenses of the female sober living house.

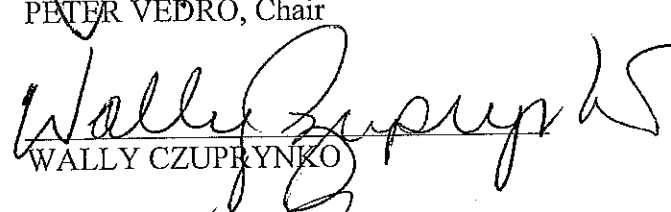
For consideration by the Sauk County Board of Supervisors on July 17, 2018.


Respectfully submitted,

EXECUTIVE AND LEGISLATIVE


PETER VEDRO, Chair


WILLIAM HAMBRECHT


WALLY CZUPRYNKO


THOMAS KRIEGL


WILLIAM F. WENZEL

Fiscal Note: The maximum total contract cost is \$13,200 (this includes rent, utilities, phone/cable/internet and a \$400 month stipend for the manager) which is budgeted for housing costs under the Adult Treatment Court.

MIS Note: No information systems impact.

KPB

RESOLUTION NO. 10 -2018

**AUTHORIZING THE PURCHASE OF A REPLACEMENT
ELECTRONIC LAW ENFORCEMENT AND PUBLIC SAFETY
SYSTEM AND AMENDING THE 2018 BUDGET**

Background: In 1999, the Sauk County Sheriff's Department purchased the current Visionair system which provides for records management, computer aided dispatch, in-car data and case management. Despite numerous updates and revisions over the years, the system has become outdated and does not fully meet the requirements of modern law enforcement activities.

Through the 2018 budget development process, funding was appropriated from fund balance to provide for the replacement of this system. At that time, a rough estimate was obtained from a system vendor and, as a result, \$344,000 was included in the 2018 MIS budget for the Sheriff's Department.

In the fall of 2017, the Sheriff's Department, in conjunction with MIS, began the process of evaluating possible replacements for the Visionair system. In March of 2018, proposals were obtained from five qualified vendors through an RFP process. These proposals were evaluated for compliance with a comprehensive set of business requirements and the top ranking vendors were invited to provide scripted demonstrations to allow end users to evaluate the usability of these systems. These evaluations were scored accordingly and the final scores were combined with the requirements compliance scores, derived from the proposals to arrive at a final recommendation.

Fiscal Impact: [] None [X] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the purchase of the Zuercher Suite, public safety software system, and related equipment and services, as set forth below, be and is hereby approved;

Zuercher Suite Public Safety Software System:	\$370,965
Drivers license scanners:	<u>\$ 8,973</u>
Total:	\$379,938

and,

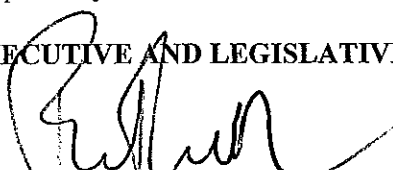
BE IT FURTHER RESOLVED, that the 2018 MIS and Sheriff's Department budgets be amended to appropriate up to an additional \$60,000 from Contingency Funds for this project; and,

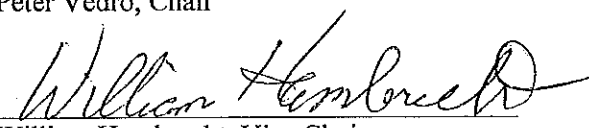
BE IT FURTHER RESOLVED, that the Sauk County Management Information Systems Director is hereby delegated the authority to sign any contracts related to the purchase, configuration and installation of said system, on behalf of Sauk County, including change orders, not to exceed a total cost of \$404,000.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.


Respectfully submitted,


EXECUTIVE AND LEGISLATIVE COMMITTEE:


Peter Védro, Chair



William Hambrecht, Vice Chair

Thomas Kriegl

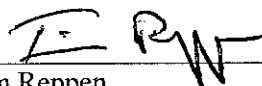

William F. Wenzel

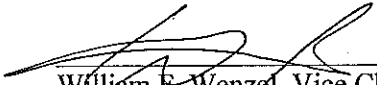

Wally Czuprynski

LAW ENFORCEMENT AND JUDICIARY COMMITTEE:


David A. Riek, Chair

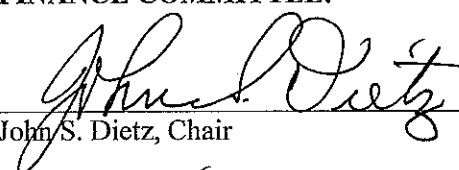
Thomas Kriegl


Tim Reppen



William F. Wenzel, Vice Chair


John S. Dietz

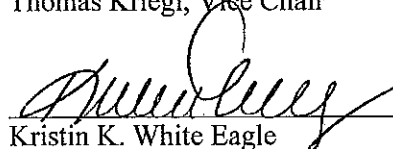
FINANCE COMMITTEE:


John S. Dietz, Chair


William F. Wenzel


Kevin Lins

Thomas Kriegl, Vice Chair


Kristin K. White Eagle

Fiscal Note: The 2018 budgets for MIS and the Sheriff's Department provide \$344,000 for this project. On-going maintenance and support costs will be set at \$84,970 annually for years two through five, with no fee in the first year. **KPB**

MIS Note: System will integrate with existing systems and complies with Sauk County's information system security requirements.

RESOLUTION NO. 102 - 2018

ACCEPT PROPOSAL FOR ONE (1) ROADSIDE MOWER
FROM MID-STATE EQUIPMENT

Background: The 2018 Sauk County Budget authorized \$650,000 for equipment replacement. As part of that equipment replacement, the Highway Department will be adding one roadside mower. Notice was printed in the Official Sauk County Newspaper and distributed to vendors requesting bids for a roadside mower to meet the Departments Specifications. Highway and Parks Committee has agreed to accept the following proposal, which met specifications subject to County Board approval.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

From: Mid-State Equipment
Prairie du Sac, WI 53578

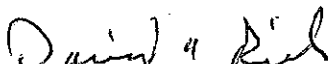
John Deere 6120E Tractor/Diamond Mower \$ 90,360.00

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the above bid be approved, it further being understood that this expenditure will be paid from Highway Department funds.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

SAUK COUNTY HIGHWAY AND PARKS COMMITTEE



DAVID A. RIEK, Chair

JEAN BERLIN



TOMMY LEE BYCHINSKI



BRIAN PEPER



KEVIN LINS

Fiscal Note: This Expenditure will be paid from Highway Fund Account #70-185010.
MIS Note: No information systems impact.

KPB

SUMMARY SHEET BID PROPOSAL

BID LETTING DATE: July 11, 2018 at 3:00 p.m.
FOR ONE (1) TRACTOR/ROADSIDE MOWER – OPTION #1

FIRM NAME	Simpson	Mid-State	Hennessey	Hillsboro	Hillsboro
MAKE & MODEL	New Holland TS6.110 Tiger TSF-75 TRF-90	JD 6120E Diamond DRF102-0F DSF075-C	NH TS6.110 Diamond DRF102-0F DSF075-C	JD6105 Diamond DRF 102-0F DSF 075-C	JD6120 Diamond DRF 102-0F DSF 075-C
TOTAL NET COST F.O.B. BARABOO	\$92,985.00	\$89,360.00	\$89,990.00	\$88,013.89	\$92,472.56
DELIVERY DATE	Nov-Dec. 2018	Approx. 10/26/2018 Or Sooner	10 weeks	January 2019	January 2019
REMARKS	Tractor Options -2 nd external Lift Ram +\$576.00 -3 rd rear remote valve +\$790.00 Mower Options -No Oil Cooler Deduct \$1,975.00 -Deduct Tractor Controls \$1,320 -96" rear vs 90" Add \$390 -102" rear vs 90" Add 780 -1300 LB Wheel weight in lieu of Fluid Add \$2440	Upgrade Transmission to 24F/12R \$1000	Bid sheet only no specs	Does not meet spec. 105HP not specified 110HP	

RESOLUTION NO. 103 - 2018

**AUTHORIZING PURCHASE OF TWO VEHICLES
FOR THE SAUK COUNTY DEPARTMENT OF HUMAN SERVICES**

Background: The current vehicles being driven are Ford Fusions which have proven to be too small to transport Child Protective Services families due to multiple young children requiring car seats and the need to include additional family members. The second vehicle is needed to accommodate elders and individuals with specialized adaptive equipment enter and exit a larger vehicle with bench seating. Through the State of Wisconsin Department of Administration Transportation Program two 2019 Dodge Grand Caravans are available for \$23,191.50 each which is the 2018 State Vehicle Bid price. Ewald Automotive Group LLC, Oconomowoc, Wisconsin, was the successful state bidder and will order two 2019 Dodge Grand Caravan SE Wagons totaling \$46,383.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Department of Human Services be authorized to purchase two 2019 Dodge Grand Caravans from Ewald Automotive Group, LLC, Oconomowoc, Wisconsin, for the cost of \$46,383.

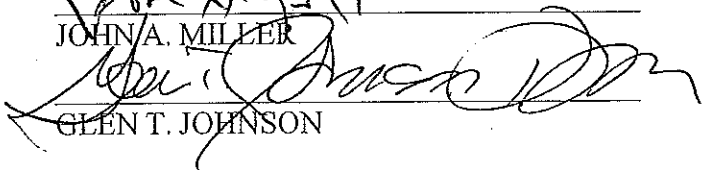
For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

SAUK COUNTY HUMAN SERVICES BOARD



PATRICIA REGO, CHAIRPERSON


JOHN A. MILLER



GLEN T. JOHNSON

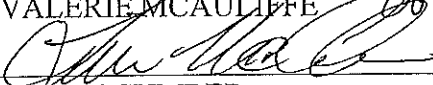

BEVERLY VERSTEIN


JAMES BOWERS


JULIE FLEMING

BRANDON LOHR


VALERIE MCAULIFFE


TIM MCCUMBER

Fiscal Note: Expenditure of \$46,383 from approved 2017 carry forward funding. *KL*

Included costs associated with each new van: \$74.50 Registration/Municipal Plate
 \$263.00 Power Driver Seat
 \$641.00 Molded Running Boards
 \$89.00 Delivery charge

MIS Note: No information systems impact.

RESOLUTION NO. 104 -18

**RATIFYING THE 2018-2019 COLLECTIVE BARGAINING AGREEMENT BETWEEN
SAUK COUNTY AND THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION
(WPPA) L241 - SHERIFF'S DEPARTMENT SWORN UNIT**

Background: The existing collective bargaining agreement between Sauk County and WPPA L241 (Sheriff's Department Sworn Unit) expired on December 31, 2017. The Personnel Committee has negotiated a tentative agreement with WPPA L241 (attached hereto), for the terms of a successor agreement for the calendar years of 2018 and 2019. In accordance with Wisconsin Act 10, certain sworn law enforcement officers maintained collective bargaining rights pursuant to Wis Stats. 111.70/111.77.

The provisions of the tentative agreements reflect a commitment of Sauk County to remain competitive with the wage rates of neighboring counties, and the dedication of both parties to recruit and retain the highest quality employees for Sauk County. Therefore, the Personnel Committee, after careful consideration and review, believes the provisions of the tentative agreement as being in the best interest of Sauk County.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, that the Sauk County Personnel Committee be and hereby is authorized and directed to sign on behalf of Sauk County a collective bargaining agreement incorporating the provisions of the tentative agreement, set forth in more detail in the attached summary.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.


Respectfully submitted,

SAUK COUNTY PERSONNEL COMMITTEE


TOMMY BYCHINSKI


PAT REGO


TIM MCCUMBER


SHANE GIBSON


CARL GRUBER

Fiscal Note:

	2018	2019
Full-Time Equivalents	93.00	93.00
Wages, Overtime with Cost of Living Adjustment (COLA)	5,518,853	5,655,187
Wage-Related Benefits with COLA (FICA/Medicare, Retirement, Work Comp)	1,073,417	1,099,934
Health & Life Insurance	<u>1,080,877</u>	<u>1,145,662</u>
Total Package Cost With Cost of Living Adjustment	7,673,147	7,900,783

Change from Prior Year Dependent on This Action

	%	\$	%	\$
Wages, Overtime with Cost of Living Adjustment (COLA) Change	1.54%	83,952	2.47%	136,334
Wage-Related Benefits with COLA (FICA/Medicare, Retirement, Work Comp) Change	1.44%	<u>15,242</u>	2.47%	<u>26,517</u>
Total Change from Prior Year Dependent on This Action	1.53%	99,194	2.47%	162,850
Health (2018=+5.77%, 2019=+6.00%) & Life Insurance (increase not dependent on this action)	5.76%	<u>58,903</u>	5.99%	<u>64,786</u>
Total Change from Prior Year	2.10%	158,097	2.97%	227,636

Changes include:

1/12/18 +1.0% on all rates

7/27/18 +1.0% on all rates

7/27/18 +\$0.25 for patrol and detectives only

1/11/19 +2.00% on all rates

8/9/19 +1.25% for patrol and detectives only

KRB

**TENTATIVE AGREEMENTS
BETWEEN
SAUK COUNTY
AND WISCONSIN PROFESSIONAL POLICE ASSOCIATION L241
(SWORN UNIT)**

The 2016-2017 Collective Bargaining Agreement shall remain unchanged for a two (2) year period commencing January 1, 2018, except as follows:

Deletions are indicated by: ~~Strikethrough~~

Additions and new language indicated by: Shadow

Any language not included in this offer is intended to remain unchanged.

9.01 - DEFINITION OF SENIORITY. Seniority shall commence upon the most recent date of hire subject to the provisions of Article 10 (Wages and Hours of Work) hereof, and shall be based upon the actual length of continuous full-time service. All newly hired employees shall be considered probationary for the first twelve (12) months of employment for the Security, Detective Divisions and eighteen (18) months for the Patrol Division, on the completion of the period, the departmental seniority shall date back to the beginning of employment. The employer shall post a seniority list which shall show the name, classification, date of hire for all bargaining unit employees. Such roster shall be corrected and reposted July of each calendar year.

10.03 - COMPENSATORY TIME.

- a. Compensatory Time in Lieu of Overtime: Employees shall have the choice of overtime pay or compensatory time off in accordance with the provisions herein. Employees shall be able to accrue a maximum of forty (40.0) for 5/2 schedules and ~~thirty-four (34.0)~~ thirty-six (36.0) for 4/2 schedules hours of compensatory time. Compensatory time is paid at time and one half the straight time rate. Compensatory time will accrue to the employee's "bank" at the end of the employee's established work period. Compensatory time off shall be taken by mutual agreement between the employee and the Sheriff or his/her designee subject to the provisions of section 11.02(b). The scheduling of compensatory time shall be on a first come, first served basis.

11.08 - PAID HOLIDAYS. Employees who work on holidays shall, at their option, be paid either time and one-half (1 ½) times plus straight time for all hours worked during a regularly scheduled shift, or receive a floating holiday compensatory time for (hours worked not to exceed 8.0 or 8.5) in lieu of being paid. Employees who do not work on holidays are entitled to the normal pay for the shift currently assigned as of that holiday. Employees who work shifts other than the five-day schedule shall have the following holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Four (4) hours on Good Friday
- Labor Day
- Veteran's Day

- Easter
- Memorial Day
- Fourth of July
- Thanksgiving
- Four (4) hours on Christmas Eve
- Christmas

All employees are eligible for holiday pay. Holiday pay will not be granted for holidays occurring during a vacation. Such employees will be entitled to another vacation day. If a holiday falls during a time an employee is scheduled to work but is on sick leave, he/she shall receive holiday pay and not be charged sick leave for that day.

Employees who work a five-day schedule shall have the following holidays in lieu of those enumerated above for other employees:

- New Year's Day
- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas

12.05 - FUNERAL LEAVE. The Employer will grant a leave of absence with pay to attend the funeral for up to three (3) days in the case of a death of an employee's spouse, child, parent, brother, sister, step parent or stepchild. ~~in the immediate family of a full-time employee; two (2) days in the case of an employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or grandchild. and one (1) day in the case of an employee's aunt or uncle. Immediate family is defined as parent, step-parent, spouse, children, step-children, brother, sister, brother-in-law, sister-in-law, grandparent of employee and spouse's parents.~~

~~**12.10 - WELLNESS DAY:** An employee who uses no sick leave within a full calendar year of employment shall receive one (1) wellness day off with pay. However, no additional wellness day will be earned until the actual accrual drops below a one-day maximum.~~

13.01 - HEALTH INSURANCE CONTRIBUTIONS. The Employer shall pay up to eighty-eight percent (88%), for full-time employees, of the premiums for group health insurance coverage. The Employer's financial responsibility shall be limited to eighty-eight percent (88%). Employer contributions for health insurance for part-time employees shall be governed by § 13.06 of this Agreement.

13.06 - CATEGORIES.

Employees hired on or after January 1, 2000: All positions filled on or after January 1, 2000, shall be placed within one of the following categories for health insurance benefits. Employees hired shall receive benefits according to the provisions of the categories their position has been assigned. The categories are assigned to positions by the Employer based upon the number of hours a position is normally expected to work in a two (2) week pay period illustrated by the following table:

HEALTH INSURANCE CATEGORIES		
CATEGORY	HOURS NORMALLY WORKED IN A PAY PERIOD	PERCENTAGE OF PREMIUM PAID BY THE COUNTY ON BASE PLAN *
CATEGORY 1	AT LEAST 60 OR MORE HOURS	88%
CATEGORY 2	AT LEAST 40 HOURS BUT LESS THAN 60 HOURS	67.5%
CATEGORY 3	AT LEAST 38.75 HOURS BUT LESS THAN 60 HOURS	50%
CATEGORY 3	LESS THAN 38.75 HOURS	NOT ELIGIBLE TO PARTICIPATE IN COUNTY PROVIDED HEALTH PLAN

* BASE PLAN. The Health Insurance Plan that is the least expensive of any dual choice offered.

- a. ~~Placement of Positions in Categories~~ — Placement of positions within categories is based upon the number of hours a position is normally expected to work within a two (2) week pay period. It is understood that actual hours may fluctuate based upon the needs of the Employer.
- b. ~~Review of Categories~~ — The placement of a position within a category may be reviewed, by the Employer, or shall be reviewed upon the request of an affected employee, once annually in October for proper placement within a category. No position may be reviewed until an employee has occupied the position for at least one (1) year.
 - i. ~~An employee requesting a change in category must show that the annual average number of hours worked exceeded the highest annual number of hours worked for their current category. If the employee demonstrates that the number of hours worked exceeded the highest annual number of hours worked for their current category, the position category shall be moved to the next higher category unless the Employer can show that the increased hours were due to extraordinary circumstances such as filling in for position vacancies or other emergency, and are not reasonably expected to occur in the upcoming year.~~
 - ii. ~~The Employer may adjust the position category downward after an October review if the position is reasonably expected to work a lower number of hours in the upcoming year so as to place it in a lower category. An employee shall be reimbursed at year end for excess insurance premium if the average number of hours worked in the prior year qualified the employee for a higher category.~~
 - iii. ~~Changes in position categories shall become effective with the deduction for January health insurance premiums due to impacts on Section 125 enrollments, budgetary concerns and other tax considerations.~~

14.12 CREDIT FOR EXPERIENCE (LATERAL EMPLOYMENT). New employees hired into sworn law enforcement positions may be given credit for relevant police/law enforcement experience upon hire at the discretion of the Employer.

14.13 DETECTIVE DIVISION ON CALL PROCEDURES. To ensure adequate and appropriate response to emergencies and criminal investigations, all detectives for the Sauk County Sheriffs Department will rotate through an on call schedule established by department administration. The on-call schedule will assign individual detectives to provide coverage during times when determined an on-call detective is needed. One detective will be on call at a time. If additional detectives are necessary, call-in or order-in procedures will be followed.

A. On-call shifts are defined as:

1. Weekdays: Weekdays are Monday through Thursday starting 8:00PM until 8:00AM, the following day. Exact hours may be revised based upon scheduling needs and other factors.
2. Weekends: Weekends are 8:00PM Friday through 8:00AM, Monday. Exact hours may change dependent on available on-duty detectives.
3. Holidays: Holiday(s) are those Holiday(s) identified in Article 11.08 of the contract, for those employees who work the 5-day schedule. Exact dates and hours for Holiday(s) may vary but in most cases, consist of a 24-hour period beginning at 8:00AM and ending at 8:00AM the following day.

B. On-call compensation is in addition to benefits enumerated in the collective bargaining agreement. On-call compensation may not be exchanged for compensatory time.

C. Switching on-call shift assignments: Switching on-call shift assignments must be approved by the Division Sergeant or Lieutenant. If a switch is authorized, the trade dates must be established in writing.

D. Detectives that are on-call status must be available for calls. They must be accessible through the Communication Center by cell phone or radio. Detectives who are on-call, must be "in service" no later than 45 minutes after notification. An on-call detective must be fit for duty. An on-call detective may use their vehicle for personal use during their on-call status, as authorized by the Sheriff.

E. When an on-call detective is in service, that detective will receive their hourly overtime rate, and the on-call pay rate will be suspended until the detective ends their active duty status. At that time, they will again begin receiving on-call pay until relieved of their on call responsibility,

F. Request to be relieved of on-call duty status must be made to the Division Lieutenant or designee. On-call status will be maintained until the detective is notified that he/she has been relieved from on-call status. The vacant position will be offered starting with the most senior employee within the Division on a rotating basis. Should all employees decline, a detective will be ordered to on-call status with the least senior employee in the Division on a rotating basis.

G. The detectives that are not on-call will still be required to carry their cell phones while off duty in the event that additional detectives are needed to assist the on-call detective, or for other incidents or investigations.

H. Activation of the on-call detective remains the sole responsibility of the Department's Administration and may not be initiated by the on-call detective alone.

I. Compensation.

The hourly rate for weekday on-call status is \$1.50.

The hourly rate for weekend on-call status is \$1.75.

The hourly rate for Holiday on-call status is \$2.00.

OTHER ITEMS

1. January 1, 2019, effective date for elimination of Wellness Day and incorporation of additional holiday.
2. Wage increase:
 - a. January 12, 2018 – 1.0% ATB (all divisions)
 - b. July 27, 2018 – 1.0% ATB (all divisions)
 - c. July 27, 2018 - .25 cents (Patrol and Detective Divisions only)
 - d. January 11, 2019 – 2.00% ATB (all divisions)
 - e. August 9, 2019 – 1.25% ATB (Patrol and Detective Divisions)

SAUK COUNTY RESERVES THE RIGHT TO ADD TO, DELETE FROM AND/OR OTHERWISE MODIFY ANY OF THESE PROPOSALS DURING THE COURSE OF NEGOTIATIONS WITHOUT PREJUDICE AND WITHOUT PRECEDENT. IN ADDITION, EACH ELECTED OFFICIAL RESERVES THE RIGHT TO VOTE AS THEY DEEM APPROPRIATE IN CONSIDERATION OF THE RATIFICATION OF ANY TENTATIVE AGREEMENT BROUGHT TO THE COUNTY BOARD FOR A SUCCESSOR AGREEMENT.

ORDINANCE NO. 13 - 2018

REPEALING AND RECREATING CHAPTER 13,
SAUK COUNTY CODE OF ORDINANCES, PERSONNEL ORDINANCE

Background: The Sauk County Code of Ordinances, Chapter 13, has undergone a comprehensive rewrite to be compliant with several components of the law, as well as changes with various human resources practices and procedures. In addition, other non-substantive changes have been made to the attached ordinance, which do not substantially change its meaning.

The Personnel Committee has considered the attached recreation of Chapter 13 and believes the repeal and recreation of Chapter 13 to be in the best interest of Sauk County.

Elimination of the Wellness Day (previous Section 13.52) will be effective January 1, 2019.

The County Board of Supervisors of the County of Sauk does hereby ordain as follows:

NOW, THEREFORE, BE IT ORDAINED by the Sauk County Board of Supervisors, met in regular session, that Chapter 13 of the Sauk County Code of Ordinances is hereby repealed and recreated to read as contained in the attached Appendix A and shall be effective upon passage.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

PERSONNEL COMMITTEE:

TOMMY BYCHINSKI, Chair

SHANE GIBSON

PAT REGO

CARL GRUBER

TIM MCCUMBER

FISCAL NOTE: None. *YRB*

MIS IMPACT: None.

CHAPTER 13

PERSONNEL ORDINANCE

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SUBCHAPTER I

GENERAL PROVISIONS

13.001 Purpose. To establish a system of personnel administration that meets the needs of Sauk County government. This system shall include policies and procedures to recruit, select, develop, and maintain an effective, efficient, and responsible work force for the county while complying with federal and state laws and regulations. This ordinance shall promote the following objectives:

(1) To recruit, select and advance employees on the basis of their relative knowledge, abilities and skills.

(2) To provide equitable compensation for all employees.

(3) To reward exceptional performance and correct inadequate performance in a fair and timely manner.

(4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs; race, color, creed, ancestry, national origin, sex, sexual orientation, age (40 and up), marital status, military status, arrest or conviction records, disability or any other protected category under applicable law; and with proper regard for their rights as citizens.

(5) To protect employees against coercive political activities and to prohibit the use of their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

(6) To provide an opportunity to appeal personnel decisions.

(7) Nothing contained in this ordinance is intended to diminish an employee's rights under Federal or State law or regulation.

13.002 Definitions. For the purposes of this chapter, certain words and terms are defined as follows:

(1) "Allocation" means the assignment of a position to a class.

(2) "Appointee" means a prospective employee assigned to a position.

(3) "Anniversary date" means the annual anniversary of your most recent date of hire by the county.

(4) "Bargaining group" means a collective bargaining unit representing a defined group of employees.

(5) "Benefit accrual date" means the original date on which employee's benefit accruals are available for use. This date will usually be the anniversary date but may be adjusted for periods of absence.

(6) "Catastrophic leave" means accrued sick leave in excess of 120 days. A sick leave account for employees with more than 120 days of sick leave to continue to accrue sick leave on a half time conversion rate for a catastrophic illness. This account is used only after an employee has exhausted their regular sick leave account due to catastrophic illness.

(7) "Classification" means one or more positions that are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedure and pay range to one or more positions that share similar duties and responsibilities.

(8) "Compensatory time" means time accrued by a nonexempt employee, at the rate of one and one-half the number of hours actually worked, for hours of work in excess of the usually scheduled work period. Exempt employees granted an exception for overtime may receive compensatory time on a straight-time basis.

(9) "Continuous service" means uninterrupted length of continuous employment.

(10) "Contract" means the terms of employment negotiated with the various bargaining groups.

(11) "Date of hire" means the original date that the employee was first hired by the county.

(12) "Demotion" means the assignment of an employee from one class to another class with a lower pay range.

(13) "Department head" means the employee responsible for the overall operation of a department who reports directly to Administrative Coordinator or the oversight committee.

(14) "Disciplinary action" means the action taken to discipline an employee, which may include any action ranging from a verbal reprimand up to and including termination. Disciplinary action need not be progressive.

(15) "Elected officials" means those individuals elected to their positions by the

citizens of Sauk County and covered by the statutes as far as duties, responsibilities, and rights.

(16) "Eligibility list" means a list of persons eligible to fill positions in a particular job classification.

(17) "Employment-at-will" means the right of the employee or the County to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

(18) "Exempt employee" means an employee not eligible for overtime because the position meets the criteria defined by the Fair Labor Standards Act (FLSA) for exempt status.

(19) "Extended family" means those familial relations other than identified in the definition of immediate family.

(20) "Executive leave" means 3 days per year granted in conformance with this ordinance to employees not otherwise eligible for compensatory time.

(21) "Health Plans" means individual options offered within a policy.

(22) "Health Policy" means the legal agreement of an insurance contract.

(23) "Grievance" means a dispute between an employee or employees and the county regarding the interpretation and application of this ordinance or a collective bargaining agreement.

(24) "Immediate family" unless otherwise specified means any child, spouse or parent of the employee.

(25) "Intern and internship" mean an individual working for Sauk County in the capacity of a training position. Usually these type of positions will be a contracted position with an educational institution such as a university, college, technical school, or high school. An internship may also be a cooperative arrangement with an agency that trains disadvantaged people.

(26) "Introductory period" means a trial period in which an employee is required to demonstrate their capability for employment. Introductory period may be referred to as probationary period within various bargaining unit contracts.

(27) "Job description" means a written description of a class containing the title, a general statement of the duties and

responsibilities, examples of typical duties, minimum qualifications and requirements. May also be referred to as a position description.

(28) "Layoff" means a situation where an employee or employees are released from service.

(29) "Leadworker" means an employee assigned to consistently perform duties beyond their normal job description and may serve as a resource to staff based on their expertise.

(30) "Leave of absence" means authorized time off.

(31) "Limited term employee (LTE)" means persons employed on a temporary basis for approximately 600 hours, but no more than 1200 hours or 6 months of employment.

(32) "Longevity" means years of continuous service with the county.

(33) "Market adjustment" means an adjustment made to compensation to provide equity with comparable positions outside of county service.

(34) "Nonexempt employee" means employees meeting the criteria defined by the Fair Labor Standards Act (FLSA) to be eligible for overtime.

(35) "Non-represented employees" means persons employed by Sauk County who are not represented by a bargaining group.

(36) "Out-of-class-pay" means temporary pay adjustment for employees moved into positions of higher responsibility and pay.

(37) "Overtime" means hours worked by eligible employees in excess of the established work week or work period.

(38) "Overtime pay" means payment incentive for hours worked in excess of the established work week or work period. Employee is compensated at a rate of 1½ of their regular pay.

(39) "Oversight committee" means the board, committee board, or commission designated to oversee a particular department.

(40) "Pay range" means the minimum through maximum rates of pay established for each band.

(41) "Performance appraisal" means a written instrument that documents the performance of an employee.

(42) "Position description" means the same as job description as defined in this chapter.

(43) "Probationary period" means the same as introductory period as defined in this chapter.

(44) "Project position employee (PPE)" means persons employed on a temporary basis, or where the position has some sort of condition, such as a time limitation or funding contingency.

(45) "Promotion" means the assignment of an employee from one class to another class with a higher pay grade.

(46) "Reclassification" means the reassignment of a position from one classification to another classification to recognize a change in the duties and responsibilities of the position or to correct an error in the original assignment.

(47) "Seasonal employee" means individuals hired to perform work of a seasonal nature. May return year after year.

(48) "Seniority date" means date of hire with the county, unless adjusted for leave of absence or transfers between bargaining groups.

(49) "Sick leave" means earned paid leave granted to eligible employees for absences related to illness, injury or other health related matters.

(50) "Step increment" means increase in wages with a specific pay band.

(51) "Supervisor" means the person responsible for the assignment, direction, and evaluation of the work of another employee.

(52) "Termination" means the removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.

(53) "Transfer" means the assignment of an employee from one position to another in the same class or to a class with the same pay range.

(54) "Vacant position audit" means review of a position to determine if it is still necessary and whether appropriated funds exist to continue the position.

(55) "Vacation day" means time off determined by the number of hours customarily worked by an employee in the service of the county in a normal 24-hour day.

(56) "Work day" means the established hours an employee is required to work each day.

(57) "Work period" means the established unit of time used to determine overtime eligibility.

(58) "Work rules" means any departmental or county regulation that is job related.

13.003 Scope. This ordinance shall govern the personnel policies and procedures for all employees and departments of the county, with the exception of the following positions:

(1) Members of the Sauk County Board.

(2) Elected county officials except where expressly applicable.

(3) Members of boards, commissions, committees, and judges when they are acting in that capacity.

(4) Employees employed directly by the county board pursuant to statute who have employment agreements with Sauk County.

(5) Students engaged in field training.

(6) Volunteers.

(7) Persons under contract to make or conduct a temporary special inquiry, investigation, or examination on behalf of Sauk County.

(8) Employees represented by unions are exempt from specific provisions of this ordinance to the degree that relevant collective bargaining agreements have specific contrary provisions.

(a) Provisions of this ordinance discuss wages and benefits, hours of work, and other conditions of employment, and are mandatory subjects of bargaining.

(b) Provisions of this ordinance not addressed in the relevant collective bargaining agreements that pertain to work rules, general county operation, or any other right reserved by Sauk County, shall apply to all employees of the county.

13.004 Personnel policies. The authority to implement policies consistent with this chapter is vested within the personnel committee. Personnel policies will be promulgated as follows:

(1) The personnel director shall prepare draft personnel policies. Draft policies shall be circulated to the administrative coordinator, corporation counsel, and controller prior to the personnel committee's consideration of these policies for the submission of written comments and recommendations.

(2) The personnel director shall consider the comments and recommendations submitted and incorporate those changes if the personnel director deems them appropriate. Where the

personnel director deems a recommended change inappropriate, the personnel director shall present the written comments and recommendations to the personnel committee, which shall make the final decision.

13.005 Supervisory responsibility. It is the responsibility of every employee holding a supervisory position to administer these policies in a fair and impartial manner.

13.006 Changes to the personnel ordinance. The county may from time to time amend this ordinance as it sees fit. Such amendments shall be approved by the county board by a simple majority vote of the members present. In the event federal or state mandates are amended that deviate from this policy or are held unconstitutional by a court of competent jurisdiction, this ordinance shall be deemed to have been amended automatically at that time.

13.007 Handbook. In addition to the personnel ordinance, the county shall create and maintain an employee handbook as a tool for providing general policy guidance to employees. The personnel department is responsible for maintaining the Sauk County Employee Handbook. Employees shall sign and return the acknowledgment sheet signifying receipt and understanding of the contents of the Sauk County personnel policies to the personnel department to be filed in the employee's personnel file.

13.008 Role of the personnel department. All personnel activities and issues, unless otherwise requested or directed by the personnel director, the personnel committee or the county board will be conducted through the personnel department or personnel office at the health care center. The personnel director and members of the personnel department, including those individuals working at the health care center, and the corporation counsel or the corporation counsel's designated representatives, shall be responsible for ensuring the personnel ordinance is adhered to and are responsible for interpretations of the intent of the language in this chapter.

(1) New positions or vacancies shall be filled through the designated personnel office, unless otherwise directed or requested by the

personnel director. All applications for employment shall be accepted and processed through the personnel department.

(2) Unless otherwise directed by the county board, the personnel director is the chief negotiator and spokesperson for Sauk County with regard to communicating with the bargaining group business representatives. The corporation counsel is designated as alternate spokesperson.

(3) All personnel files shall be stored and maintained in the Sauk County Personnel Department, with the exception of health care center files.

(4) The personnel department shall be responsible for the administration of benefits. All payroll changes will be authorized by the personnel department prior to submission to the accounting department.

13.009 Rights of the county. The County of Sauk reserves unto itself all rights commonly associated with the employer in the employment relationship, including the following:

(1) To direct all operations of the county.

(2) To establish reasonable work rules and schedules of work.

(3) To hire, promote, transfer, schedule, and assign employees to positions within the county.

(4) To suspend, demote, discharge, and take other disciplinary action against employees.

(5) To relieve employees from their duties because of lack of work or any other legitimate reason.

(6) To maintain efficiency of county operations.

(7) To take whatever action is necessary to comply with state or federal law.

(8) To introduce new or improved methods or facilities.

(9) To change existing methods or facilities.

(10) To determine the kinds and amounts of services to be performed as pertains to county operations, and the number and kind of classifications to perform such services.

(11) To contract out for goods and services.

(12) To determine methods, means and personnel by which county operations are to be conducted.

(13) To take whatever measures as are reasonable to comply with the mandated obligations of the county.

13.010 At-will employment. (1) Employment with Sauk County is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, Sauk County may terminate the employment relationship at-will at any time, with or without notice or cause.

(2) Policies set forth in this ordinance are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between Sauk County and any of its employees. The provisions of this ordinance have been developed at the discretion of the county board and may be amended or canceled at any time, at Sauk County's sole discretion.

13.011 Nondiscrimination. In the interpretation and implementation of this ordinance all applicants and employees shall be treated without regard to political affiliation, race, color, creed, ancestry, national origin, age, disability, sex, marital status, sexual orientation, age, disability or any other protected category under applicable law, and with proper regard for their rights as citizens.

13.012 Americans with Disabilities Act (ADA). Any employee who is a qualified individual with a disability as covered by the Americans with Disabilities Act (ADA), as amended, or applicable state or local disability law, is eligible for, upon request, reasonable accommodation as defined by the Act. The county in its sole discretion may make reasonable and necessary accommodations which do not impose an undue hardship as defined by the ADA or other applicable disability law, including, but not limited to, modified work schedules, reassignment to a vacant position within the county work force, with the appropriate adjustment in wage rates, restructuring of existing job duties, use of adaptive devices and making facilities accessible, provided the employee is otherwise qualified and can perform the essential functions/job-related responsibilities of the job. No accommodation made under this paragraph shall be deemed an amendment or breach of this ordinance.

13.013 Respectful Workplace. Sauk County is committed to providing a work environment that is free of unlawful harassment. Actions, jokes, comments or conduct based on an individual's race, color, creed, ancestry, national origin, age, disability, sex, marital status, sexual orientation or any other legally protected characteristic will not be tolerated. Sexual or other unlawful harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited. Any employee who experiences or witnesses an incident of sexual or other unlawful harassment shall promptly report the matter to the employee's supervisor. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, the employee shall immediately contact the personnel director. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment shall promptly advise the personnel director or administrative coordinator. Anyone engaging in sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment. Retaliation for reporting harassment or participating in investigation of reported harassment is also strictly prohibited and may result in disciplinary action, up to and including termination of employment.

SUBCHAPTER II

EMPLOYEE GRIEVANCE PROCEDURE

13.014 Grievances. The personnel committee is directed to establish a grievance procedure pursuant to Sauk Co. Code § 13.004 that complies with Wis. Stat. § 66.0509. This procedure may be amended from time to time by the personnel committee utilizing the procedures contained in Sauk Co. Code § 13.004.

13.015 (Intentionally omitted)

SUBCHAPTER III

CLASSIFICATION PLAN

13.016 Classification plan responsibilities. The purpose of the Sauk County Classification Plan is

to provide a system of standardized job titles, standardized job descriptions, and equitable position evaluation for the effective administration of essential personnel activities. Sauk County will utilize the classification plan for the following management functions: strategic planning, budget planning, measurement of job performance, establishment of fair and equitable pay standards, employee selection and recruitment, employee training and development, and career development. The Sauk County Personnel Department is responsible for the overall development and administration of the classification plan, in coordination and cooperation with the personnel committee, department heads, and other appropriate resources.

13.017 Employee classifications. (1) **FAIR LABOR STANDARDS ACT (FLSA).** Classification of employees for compensation purposes. All positions in Sauk County have been classified according to the provisions contained in the FLSA. The personnel director or designee, is responsible for determining a position's classification. (a) Exempt employees are classified as executive, professional, or administrative and are paid on a salaried basis. These employees are exempt from receiving overtime under the FLSA. The county may make exceptions as required to meet the staffing demands or particular intra-departmental needs within the organization. The distinction that these employees are paid by salary versus hourly wages creates performance expectations often requiring extra hours of work for no additional compensation. An exempt employee that works at least four hours on a regularly scheduled workday shall not be required to use accrued leave.

An employee on a reduced schedule family or medical leave is subject to leave bank deductions for the difference in hours between what they would have worked as part of their normally scheduled workday and the amount of the reduced schedule leave.

(b) Nonexempt employees are classified as hourly employees and are entitled to receive overtime compensation for all hours worked beyond the established work period.

REPRESENTATION. Employees are further classified within Sauk County as represented or non-represented. Represented employees are represented by a bargaining group and have a

representative established by that bargaining group.

(2) **TYPES OF EMPLOYEES.** Employees may be classified as regular or temporary.

(a) Regular employees are those working on an ongoing as opposed to a temporary basis. Regular full-time employees work equivalent to the department's normal, full-time work period on a regular basis. Regular part-time employees work fewer hours than the department's regular full-time workweek on a regular basis.

(b) Temporary employees are engaged to work full-time or part-time with the understanding that their employment will be terminated not later than the completion of a specific assignment. Employees subsequently hired as regular employees shall not receive time-in-service credit for work performed as a temporary employee.

1. Contracted and leased services are temporary employment situations where employees are obtained through an agency for a specific purpose, need, or project, and will normally be used to meet an emergency staffing situation. The individuals working in this employment classification are not considered county employees and receive no benefits or representation privileges of county employees. Department heads may have the ability to extend an offer of employment at the end of the contract period.

2. Limited term employees are employed on a temporary basis for less than 600 hours, and no more than 1200 hours and less than 6 months due to unforeseen circumstances or needs of a department. Upon request from a department head, the personnel director may authorize LTEs for a period not to exceed 3 months, as may be required by vacations, sickness, special projects, leaves of absence, or emergencies, provided appropriated funds are available for this purpose and provided the position is a duly authorized and created position. Any LTE request over 3 months in duration not duly authorized and created, shall require the approval of the personnel committee. Funding for LTE positions must be available in the requesting department's budget.

3. Intern employees are individuals working for Sauk County in the capacity of a training position. A department may employ intern employees provided that the department head consults with the personnel director prior to

entering into any agreements for an intern employee. The wage for the intern may be established by mutual agreement between the department, sponsoring agency and the intern, with the approval of the personnel director. Departments shall budget for interns where the county provides compensation.

4. Project position employees are those persons who are employed on a temporary basis or where the position has some sort of condition such as a time limitation or funding contingency. Upon recommendation of the department head and the approval of the department's oversight committee, the personnel committee may authorize a project position employee (PPE) more than 600 hours but contingent to some prerequisite, such as a specific period of time or an expiring funding source, as may be required. Project positions may be created at any time of the year, provided non-levy funds are available. A PPE position may be created utilizing levy dollars with the approval of the county board. In the event funding for a position is terminated or the original need for the position ceases to exist, the position shall terminate unless extended by approval of the personnel committee. A project position being converted to a regular position must be processed through the same procedures as a new position.

5. Seasonal employees are hired for seasonal work by the county. These employees may be called back in subsequent years. The wage rate shall be set by the appropriate bargaining contract, or in the absence of a contract, by the personnel director who will consult with the department head in charge of the position.

13.018 Administration of the Classification Plan. (1) Each position shall be allocated to its appropriate classification within the Sauk County Classification and Compensation Plan, on the basis of duties and responsibilities, by the county board.

(2) Each position allocated by the Sauk County Board of Supervisors shall have on file in the personnel department a completed position questionnaire, an approved position description complete with the appropriate FLSA, representation, employment status, and compensation classification.

13.019 Establishing positions. (1) No regular position may be created except by resolution of the county board. The county board shall allocate to each department the number of full-time and part-time positions. Under the authority of the county board, the personnel committee may approve temporary positions.

(2) The county board, upon recommendation of the personnel committee, may create new classifications or divide, combine, or abolish existing classifications.

(3) Requests considered during the budget process for new positions shall be submitted to the personnel department on or before the date designated by the finance committee at the beginning of the annual budget process. All position requests shall be accompanied by the appropriate forms designated by the personnel department. Other documentation may be necessary as required herein.

(a) Upon review by the personnel director, controller, and administrative coordinator, the new position request shall be forwarded to the appropriate oversight committee for review and approval.

(b) Upon approval by the oversight committee, the position review committee shall convene to consider the request.

1. The position review committee shall consist of the personnel and finance committees, and shall convene jointly for the sole purpose of reviewing and approving new position requests for submission to the county board.

2. All requests shall include the appropriate paperwork including the completed request forms, position questionnaire, position description, fiscal note approved by the controller's office, and a resolution for submission to the county board.

(i) The department head, in coordination with the personnel department, shall complete a position questionnaire which shall be reviewed by the personnel director, or designee.

(c) In the event the position review committee determines that a need for the position exists and that funding is available, the resolution shall be forwarded to the county board. The county board shall consider the recommendation.

(4) Under extraordinary and unanticipated circumstances, a department seeking additional positions not previously allocated to that department shall present in writing the need and

reasons for the position to the oversight committee, which shall forward their recommendation to the personnel committee, which shall investigate the need.

(a) A department head shall make a request for a new position and creation outside of the budget process to the personnel director. The request shall include all of the information as required in 13.019(3)(b)2. However, other information may be required in the approval process as deemed necessary.

(b) Upon review by the personnel director, controller, and administrative coordinator, the oversight committee shall consider the merits of the request, and if approved, shall forward the request to the personnel committee for consideration.

(c) The personnel committee shall consider the request from the oversight committee, review the need for the position, and determine the validity of the extraordinary and unanticipated circumstances that exist that necessitate the creation of this position outside of the budget process. After consideration of the information presented, the personnel committee shall approve or disapprove the request.

If the personnel committee determines either that the request does not meet the "extraordinary and unanticipated circumstances" criterion, or that the need for the position is not sufficient to justify an out-of-budget allocation, the committee, in its sole and final discretion, may deny the request.

(d) Upon approval of the personnel committee, the finance committee shall determine the availability and source of funds required for the position and may, at its sole discretion, allocate from the unencumbered balance of the contingency fund an amount equal to the total cost of the position or make other necessary budget adjustments in accordance with Wis. Stat. § 65.90(5)(b).

Positions which the finance committee determines cannot be funded with available resources shall be referred back to the personnel committee for further study.

(e) If approved by all three committees, the resolution shall be brought before the county board for consideration.

1. The extraordinary and unanticipated need for the position shall be expressly documented within the resolution to be presented for approval

to the county board. The resolution shall state that an exception to the budget process has been recommended and a draft position description shall be attached reflecting the rate of pay, cost of benefits, and the effective date.

2. The resolution shall require a simple majority vote of the county board to be adopted, unless statutory requirements mandate a larger majority of the board.

(5) Any position created within the budget cycle shall be effective on January 1st of the following year. A position created as an exception to the budget cycle shall be effective on the date of passage of the resolution creating and authorizing the position, unless otherwise provided.

(6) Nothing contained in this ordinance shall be construed to require the personnel committee or any department to fill all positions allocated by the county board.

13.020 Amendments and maintenance of the classification plan. The primary purpose of classification review and reclassification is to establish the appropriate compensation of a particular position or employee. It is the intent of Sauk County to balance accurate classification of employees with responsible budgeting of the tax dollars levied by the county. For that reason, the classification review and reclassification process will be conducted as part of the annual budget process. A request for reclassification of an existing position or classification of a new position shall be initiated in accordance with the budget timelines established by the finance committee. In situations where one or more of the following circumstances exist, the procedures set forth in sub. (6) shall be observed:

(1) One or more new positions are under consideration for possible establishment.

(2) Significant change of duties or responsibilities of any existing position that may require the reallocation of the position to a different classification. Reclassification consideration for existing positions requires that the employee and the department head to document that there have been substantial changes in existing duties since the most recent review of the position. Changes in duties may result from one of the following:

(a) Substantial, immediate reassignment of duties due to reorganization. Changes resulting

from a substantial, immediate reassignment of duties due to reorganization shall be clearly documented in writing and verified by the department head and the personnel director.

(b) Logical and gradual change of duties and responsibilities over an extended period of time. Changes resulting from a logical and gradual change of responsibilities must have been in effect since at least January 1 preceding the reclassification request so that it is clear that the changes that exist are likely to remain as part of the essential duties of position.

(c) Reclassification consideration shall not be given for temporary changes in job duties.

(3) A new classification is created to which any position may more appropriately be allocated.

(4) Because of the abolition or combination of any existing positions or classifications, an amendment to the classification plan is required.

(5) A position is vacant for more than one year.

(6) Reclassification procedures are as follows:

(a) Department heads shall report the significant facts relating to such possible changes in the classification plan to the oversight committee. The employee and the department head shall complete a revised position questionnaire which shall include a statement identifying those duties that have changed and shall be reviewed by the personnel director. The personnel director shall review and analyze the questionnaire. The county may, in its discretion, submit the position questionnaire to a third party consultant for review and analysis. Upon completion of the review, the position questionnaire and any recommendation regarding the position shall be forwarded to the personnel committee for further consideration.

(b) The personnel committee shall initiate an inquiry into the classification of any position upon its own initiative or at the request of a department head, the personnel director, or upon written request of any employee, not more than once per year and normally in conjunction with the annual performance appraisal. Under no circumstance shall a position be re-evaluated more than once in any 12 month period without authorization of the administrative coordinator.

(c) After the inquiry has been completed, the personnel committee shall adopt, modify, or reject the proposed change. No change in the compensation plan may be requested until the classification plan change has been approved by the department head and the oversight committee and forwarded to the personnel committee for review and disposition. The personnel department shall notify the accounting department of any changes in compensation.

(d) Successful requests for the reclassification of an existing position or classification of a new position shall be placed in the department's budget request and shall be effective on the first day of the next fiscal year. This action may change an employee's date in position. In certain circumstances, such as an ongoing appeal, a retroactive adjustment may be warranted. In these instances, such retroactive adjustment shall be by recommendation of the personnel director to the personnel committee and shall be at the discretion of the personnel committee.

SUBCHAPTER IV

COMPENSATION PLAN

13.021 Compensation plan responsibilities.

Sauk County shall maintain a current compensation plan for all non-represented employees. The objective of the county is to provide an appropriate salary structure in order to facilitate the recruitment and the retention of competent employees, and to provide appropriate pay incentives for heightened employee productivity.

(1) The personnel committee or its designee shall be responsible for the development and administration of the compensation plan, through periodic reviews and comparative studies of pertinent factors affecting the levels of pay. The personnel committee shall recommend necessary amendments to the county board, when necessary, which shall become effective in accordance with the action of the county board.

(2) The compensation plan is directly linked to, and shall be based on, the principle of comparable pay for comparable work. Pay bands within the compensation plan may be determined with regard to such factors as uniformity of pay for each classification, relative difficulty, complexity,

and responsibility of work, education, recruiting experience, prevailing rates of pay for similar jobs in public and private sector service, changes in cost of living indices, and financial policies of the county.

(3) Employees shall have the opportunity to move through the steps of their pay band by virtue of successful performance appraisals. Employees found eligible for step increases shall receive the increase on the next payroll following the submission of the performance appraisal and shall be effective in the pay period of the employee's anniversary date in the position.

(4) An employee promoted or reclassified to a position in a higher pay band shall be placed at the step in the employee's new pay band that provides an increase, up to one additional step within the respective pay band.

(5) The compensation plan consists of multiple pay bands. Each pay band has multiple steps. Steps 1 through 3 shall be considered the market rate. Each year, the personnel committee shall review market conditions, labor settlements and other relevant compensation information. Based upon review and discussion, the personnel committee shall recommend to the county board any adjustments that should be made to the compensation plan.

(6) Each position shall be analyzed by the personnel director and the agent or designee evaluating position requests and changes to determine job value. Jobs of similar values shall be grouped in categories called pay bands. Pay bands will be established by the county board for each position band in accordance with applicable criteria. The personnel committee will review the salary bands annually and recommend to the county board any changes in the salary bands that appear necessary after consideration of the appropriate criteria. Under certain circumstances, the personnel committee may make adjustments in the hours of work, accrual, and use of vacation and holiday time, and other fringe benefits and nonwage items, applicable to employees in such departments to the county board.

13.022 Step progression. Employees covered under a bargaining contract shall move through the negotiated wage schedule pursuant to contract provisions. Employees shall move through the appropriate wage schedule as follows: at an

interval equivalent to 12 month's full-time employment following the employee's date of hire, reclassification, promotion, demotion, or transfer, an employee may be eligible to advance to the next higher step within the employee's pay band, providing the employee meets the established criteria. All employees must be evaluated by their immediate supervisor at least once per year on or about the anniversary date of the employee's current job. Criteria upon which employees are evaluated include, but are not limited to, accuracy, quality of work, dependability, adaptability, job knowledge, judgement, initiative, interpersonal skills, attitude and attendance. Evaluations become a permanent record in an employee's personnel file and are considered for wage increases, promotions, transfers, disciplinary action and workforce reductions. An employee who receives an average evaluation, a less than satisfactory evaluation, or is deficient in a major area of job performance will not be eligible for a wage increase. The personnel department staff shall perform the administrative review of all performance appraisals. In cases where the appraisal is incomplete, or has discrepancies that may be fixed at the appraiser level, the appraisal may be returned to the appraiser for corrections. In cases where the appraisal does not meet the standards adopted by the county board, the deficiencies shall be brought to the attention of the department head and the administrative coordinator. Such deficiencies include, but are not limited to, comments that do not support the evaluation marks, employee performance in the personnel file that does not support the performance appraisal comments, or other documented matters. An appraisal for a department head shall require the signature and approval of the administrative coordinator.

(1) Advancement from Steps 1 through Step 5 shall be predicated on the employee achieving an overall performance appraisal of "Meets Expectations" in at least 7 of the key performance factors listed on the performance appraisal form. Advancement requires the approval of the department head and the administrative review of the personnel director, or designee.

(2) Advancement to Steps 6 and above shall be predicated on the employee achieving an overall performance appraisal of "Exceeds

Expectations" in at least 5 of the key job factors listed on the performance appraisal form and no less than "Meets Expectations" on all other key factors listed on the form. Advancement requires the approval and signatures of the department head.

(3) An employee that receives three or more "Below Expectations" in any of the categories shall not be eligible for a step increase.

13.023 Out-of-class pay and leadworker assignments.

(a) Occasionally, there may be a need to place an employee in a position of higher responsibility and pay for a temporary period of time, not less than two weeks in duration. Where other provisions are not already in place, the practice for compensating these individuals will be to place them at the minimum of the position they are temporarily filling. When such placement results in a reduction or no increase in compensation, the personnel director shall recommend the step within the Sauk County Classification and Compensation Plan that provides some gain in compensation. Such compensation shall be referred to as out-of-class pay. A request for out-of-class pay may be requested by an employee but requires the approval of the department head or oversight committee. The request should be presented to the personnel director who shall have authority to authorize temporary out-of-class pay for a period up to 3 months in duration. Out-of-class pay for periods longer than 3 months shall require personnel committee approval. Should there be a disagreement between the requester and the personnel director, the matter shall be decided by the personnel committee.

(b) **Leadworker assignments:** Leadworkers are assigned to regularly and consistently perform duties beyond their normal job description and may serve as a resource to staff based on their expertise. Employees selected by the department head to serve as a leadworker shall receive an additional \$1.00 per hour above current rate of pay. Leadworker assignments are at the discretion of the department head and separate from out of class pay. Leadworker assignments shall not exceed one year in duration without a review of the position by the department.

13.024 Hours of Work and Overtime.

(1) Regular hours of work for county employees shall be determined by the department head and oversight committee in accordance with prevailing departmental practices.

(2) It is the policy of the county to avoid overtime work for all employees, if at all possible. Regular nonexempt employees shall work overtime when directed to do so by the department head or supervisor. Working unauthorized overtime may result in discipline, up to and including termination.

Nonexempt employees required to work in excess of their regularly defined work period as defined in 13.024(4) shall be compensated at 1.5 times the employee's regular rate of pay exclusive of benefit time (sick, vacation, holiday). In lieu of overtime pay, employees may accrue compensatory time at 1.5 times the hours worked.

(3) Exempt employees, which includes all salaried personnel classified as exempt, are expected to work the time required to complete the job for which they are hired and shall neither receive overtime pay nor compensatory time. The personnel committee shall have the authority to make exceptions for exempt employees to receive additional compensation.

(4) Any change in an established work period as identified below will require approval of the personnel committee.

(a) General county employees include all employees, except human services employees, regardless of classification, assigned to all departments located in the courthouse and west square building complex, parks and highway, and shall have a one-week work period of either 38.75 hours or 40 hours, beginning on Sunday morning at 00:01 a.m. and ending on Saturday night at 12:00 midnight.

(b) Human services employees, including non-represented employees, shall have a one week work period of 38.75 hours beginning on Friday morning at 00:01 a.m. and ending on Thursday at 12:00 midnight.

(c) Health care center employees, including non-represented employees, shall have a 2-week work period of 80 hours, beginning on Monday morning at 00:01 a.m. and ending on Sunday night at 12:00 midnight.

(d) Sheriff's department employees, including non-represented employees, shall have a 2-week work period, either 80 hours or 85 hours,

beginning on Saturday morning at 00:01 a.m. and ending on Friday night at 12:00 midnight.

(5) Nonexempt employees and exempt employees granted the overtime exception may be entitled to shift differential where authorized in accordance with Section 13.004 and approved by the county board.

13.025 Compensatory time. (1) Exempt employees are not generally eligible for overtime or compensatory time. Those exempt employees given an exception to receive overtime pay may also be compensated for overtime work in the form of straight time compensatory time off.

(2) Nonexempt employees, employees asked to work overtime may mutually agree with their supervisors to accrue 1.5 compensatory time off in lieu of overtime pay. Where the employee and the supervisor do not mutually agree to compensatory time off in lieu of overtime pay, or when the overtime request results in the employee exceeding their compensatory time accrual maximum, the employee shall be paid at the rate of 1.5 the regular rate of pay.

(3) Those employees eligible to accrue compensatory time are authorized to accrue up to a maximum of 40 hours.

(a) Exceptions to the 40-hour maximum accrual may be made for those departments with exceptionally heavy seasonal workloads.

1. The decision to grant an exception to the 40-hour maximum accrual shall be at the sole discretion of the personnel committee.

2. Employee's granted an exception to the 40 hour maximum accrual shall utilize all earned comp time above the 40 hour cap within 6 months from when it was earned.

(4) Use of compensatory time shall be scheduled at the discretion of the department head. Employees and managers shall make every effort to ensure that employees utilize all compensatory time accruals prior to terminating. In cases where this is not possible, hourly employees shall be paid out for their accruals at current rate of pay.

13.026 Annual salary review. The personnel committee shall conduct an annual wage and salary review and make specific recommendations for changes in pay rates, fringe benefits, and other conditions of employment to the county board. Any across-the-board adjustments to the

compensation plan shall be provided to all employees, including those serving an introductory period, regardless of their performance level. To the extent feasible, the personnel committee's annual salary increase for non-represented employees shall be at least the average increase for the settled contracts. All increase approvals shall, to the extent feasible, be on a timely basis in conjunction with the annual budget cycle.

SUBCHAPTER V

HIRING AND TERMINATION

13.027 Hiring wage rate and vacation benefit. New employees may normally be hired at Step 1 of the pay band established for their position as provided in the classification and compensation plan and at the starting accrual for any vacation benefit.

The following procedures shall be utilized when considering wage offers. Department heads may authorize a starting salary of up to Step 3 of the classification and compensation plan. The personnel director or the administrative coordinator may authorize a starting salary up to Step 7. The personnel committee shall approve any salary for newly hired employees above Step 7. For non-represented employees, the personnel director or the administrative coordinator may authorize accelerated placement within the applicable vacation schedule as a recruitment incentive on the basis of credit for directly related employment experience with a public sector or non-profit employer. Such credit shall be granted only at the time of hire.

13.028 Filling position vacancies. When a vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the personnel director, shall review the position and determine whether to fill the position. This process is called a Vacant Position Audit (VPA). Upon a decision to do so, and provided funding exists for the position, the personnel director shall fill the position. In the case of those positions which the department head and the personnel director believe are no longer required, or upon disagreement over the disposition of the position, the matter will be

brought to the personnel committee. Vacancies shall be filled as follows:

(1) Whenever it is felt the local area could support filling a vacancy by advertising in the official county newspaper, such advertisements shall be made. Other forms or sources of public notice may be used at the discretion of the personnel director. Public announcements of vacancies may include at least the following information:

- (a) Classification and position title.
- (b) Department where the position vacancy exists.
- (c) Salary range.
- (d) Benefit summary.
- (e) Minimum qualifications and requirements of the position.
- (f) Application deadline.
- (g) EEO statement; drug free, alcohol free, and smoke free workplace statement.

(2) All applications for employment shall be on the recruitment system approved by the personnel committee and provided by the personnel department. In some positions a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Wisconsin Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks.

(3) Applicant evaluation prior to oral evaluations may consist of one or more of the following as deemed appropriate by the personnel director, department head, oversight committee or personnel committee:

- (a) Written examinations.
- (b) Evaluation of education, qualifications and experience.
- (c) Performance of tasks required.
- (d) Other requirements allowed by law.

(4) A selection committee shall be appointed consisting of any 2 or more members selected from the following:

- (a) Oversight committee member.
- (b) Department head or designee.
- (c) Personnel committee member.
- (d) Employees of the personnel department.

(e) Administrative Coordinator.

(f) Knowledgeable individuals from outside the county board and service.

(5) Initial screening of applicants will be done by representatives of the personnel department and the department head. Consistent with Chapter 35 of the Sauk County Code of Ordinances, the administrative coordinator shall participate in the screening and formal interview process of all nonelected department head positions and shall be responsible for the hiring decision, unless otherwise required by statute. If the selection committee so desires, it may screen the applications after the deadline for accepting applications has passed, using experience and qualifications criteria. In screening applications, the screeners may reduce the number of applicants interviewed to a number not less than 5 provided 5 or more qualified individuals have applied.

(6) Applicants will be notified at least 5 working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified on the same date as those who are selected for interview.

(7) The selection committee shall conduct oral evaluation interviews and shall certify up to the top 3 applicants, provided 3 qualified individuals have applied to fill possible vacancies in the ensuing year. Where a certified eligibility list exists, the department head shall fill the vacancy from the list.

The application forms, ratings, and certified eligibility list shall be utilized for future vacancies in the same classification for a period not to exceed 12 months. If less than 3 qualified applicants remain available to fill a vacancy in the same classification during the 12-month period, the department head may request that the formal selection process be reinitiated.

At the request of the department head, the selection committee may certify more than 3 provided that all certified applicants meet the minimum qualifications. The personnel director, or designee, shall verify that all of the certified applicants meet the minimum qualifications.

(8) No applicant shall be considered for a vacancy where appointment to such vacancy would result in members of an immediate family being employed in a direct supervisor-employee relationship.

(9) No person shall serve as a member of the selection committee for a vacancy in which an applicant is a member of the applicant's immediate family. Any selection committee member named as a reference shall be disqualified from voting on the vacancy for that applicant. In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer should identify the concern to the other interviewers and a decision should be made collectively whether the interviewer should or should not participate. This should be reported after the interview to the personnel representative.

(10) The personnel department will verify eligibility of interviewers when coordinating interviews.

(11) Applicants selected to receive a formal job offer shall be notified in writing by the personnel department. This job offer shall include the pay rate, percentage of full-time employment, position title, appropriate department, shift if appropriate, and shall request a written acceptance letter that includes the individual's proposed start date.

(12) Exceptions to this process are outlined in SS. 13.031 Promotions and 13.032 Transfers.

(13) Upon request by the department head, as required by statute, and authorized by the personnel director, Sauk County may conduct background investigations and reference checks on applicants.

13.029 Qualifications of employees. The county will make every effort to hire the most qualified individual for any vacant position. If fully qualified persons cannot be recruited, the personnel committee may authorize the appointment of persons having less than the minimum qualifications.

13.030 Introductory period. Newly hired, promoted, demoted, or transferred employees shall serve an introductory period of a minimum of 6 months duration, with the exception of sheriff's department employees, who shall serve an introductory period of at least one year to determine that the employee is suited and qualified for the position. Introductory periods mentioned above are based upon the hourly equivalent of full-time service. Upon successful completion of the introductory period, benefit accruals shall be made

available to newly hired employees. Movement within the pay bands shall be considered annually and will be based on department head review of the employee's performance. No adjustment shall be approved which would result in an employee's placement above the maximum for the pay band.

(1) Employees shall receive a written performance appraisal upon completion of one-half the introductory period and again prior to completion of the introductory period.

(2) During the introductory period, the employee may be discharged by written notification from the department head in consultation with the personnel director. Such discharge shall be without recourse to the grievance procedure. Department head terminations are within the discretion of the administrative coordinator.

(3) An employee's introductory period may be extended for a maximum of 3 months on a one-time basis by recommendation of the department head to the personnel director.

(4) Introductory employees shall have their introductory period extended if they are absent from work for any reason for more than 3 days during their introductory period. Department heads shall inform the personnel department of the need for any adjustments.

13.031 Promotions. Promotions come under the authority and by recommendation of the department head for any given vacancy. If the department head and employee concur, the employee shall be considered for noncompetitive promotion by the personnel committee.

(1) The promoted employee shall move to the appropriate pay band and step that provides an increase in wage or salary as a result of a promotion. When considering an internal promotion, the department head has the authority to recommend up to 3 steps from placement with approval from the personnel director or administrative coordinator. A promoted employee shall serve an introductory period appropriate to the department in which they are employed. If during this period the employee's performance does not meet acceptable standards of performance in fulfilling the higher responsibilities of the position to which promoted, the county may restore the individual to a position commensurate with the employee's former status

for which they are qualified. If unable to do so, the employee shall be terminated.

(2) Whenever a promotion is considered by a department head to fill a vacant position, the promotion shall take place prior to a recruitment process being initiated. If a recruitment process has been initiated, any county employee applicants must apply and be considered on the same basis as the public applicants.

13.032 Transfers. The County may transfer employees from any position to any equivalent position at its own discretion. Individuals desiring transfer from one position to another shall inform the department heads of their interest in the position by submitting a formal written request to receive consideration when a vacancy exists.

(1) A transferred employee shall serve an introductory period appropriate to the department in which they are employed. If during this period the employee's performance does not meet acceptable standards of performance in fulfilling the responsibilities of the position to which transferred, the county may restore the individual to a position commensurate with the employee's former status for which they are qualified. If unable to do so, the employee shall be terminated.

(2) Whenever a transfer is considered by a department head to fill a vacant position, the transfer shall take place prior to a recruitment process being initiated. If a recruitment process has been initiated, any county employee applicants must apply and be considered on the same basis as the public applicants.

13.033 Demotions. A demotion is an assignment of an employee from one job classification to another job classification with a lower maximum wage or salary. A demotion can be either disciplinary or non-disciplinary. An employee receiving a non-disciplinary demotion shall receive the highest wage or salary allowed that is equal to, or less than the employee's wage or salary prior to the demotion.

13.034 Termination of employment. (1) An employee voluntarily terminating employment shall give at least 2 weeks written notice to the department head stating the last day of employment. Department heads and other professional positions shall provide 30 days'

notice. Such notice shall be exclusive of any accrued benefit or vacation time due. Employees who have completed their introductory period and who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation, payable on the regular payday, on or following the last day of employment.

(2) An employee whose employment is terminated by death shall be paid out 100 percent of all accrued benefits, including sick leave, executive leave, vacation, compensatory time, and holiday pay.

(3) All terminations, other than voluntary, must be discussed with the personnel director before the termination can be implemented.

(4) The county reserves the right to discipline employees, including termination of employment.

SUBCHAPTER VI

PERFORMANCE APPRAISALS

13.035 Annual performance appraisal procedures.

(1) Performance appraisals shall fairly and equitably appraise and assist employees in developing effective ways of achieving work goals, as well as review the overall performance of the employees in completing the tasks and meeting the responsibilities assigned to the positions they occupy. Every Sauk County employee shall have their work performance reviewed at least annually by the employee's immediate supervisor.

(2) Performance appraisals shall be conducted for all employees half way through and prior to completing the introductory period. Thereafter, performance appraisals shall be conducted annually upon the employee's anniversary date of entry into their current position.

(a) Performance appraisals of departmental employees shall be conducted by the immediate supervisor.

(b) Performance appraisals of department heads shall be conducted by the administrative coordinator with input from the department's oversight committee.

(c) Performance appraisals of statutorily appointed department heads will be conducted

jointly by the oversight committee, board or commission and the administrative coordinator.

(d) Job descriptions shall be reviewed and, if necessary, updated annually as part of the performance appraisal process.

(e) Performance appraisals shall be reported on forms provided by the personnel department.

(f) Individuals completing the performance appraisal shall conduct a review of the performance appraisal with the employee in question.

(g) All performance appraisals shall be returned to the personnel department 15 working days prior to the anniversary date of the employee in the position. Departments having difficulty meeting this deadline should provide a written explanation and request for additional time to the personnel department, who will then forward a copy to the accounting department.

(h) The immediate supervisor may conduct a performance appraisal at any time, notwithstanding the above.

(i) The personnel department shall conduct training as needed for all individuals conducting performance appraisals.

13.036 Unsatisfactory performance.

Employees who receive 2 consecutive unsatisfactory performance evaluations may be subject to termination of employment. Employees receiving appraisals which do not achieve an overall performance appraisal of meets expectations as outlined in step progression of S. 13.022 of the Personnel Ordinance, shall be given a corrective action plan, to be reviewed quarterly and intended to provide guidance to the employee on how to improve their performance.

13.037 Appeals. Any employee may request to appeal a performance appraisal. Procedures for appeals are as follows: If an employee disagrees with an appraisal, the employee may submit a statement of explanation or disagreement, which shall be attached to the performance appraisal. Appeals shall be submitted to the personnel department within 10 working days after the appraisal has been signed by the employee.

SUBCHAPTER VII

EXCUSED ABSENCES

13.038 Vacations. (1) A vacation week means the number of days customarily worked by an employee in the service of the county in a normal 7 day week. Vacation day means that number of hours customarily worked by an employee in the service of the county in a normal 24-hour day.

(2) Vacation eligibility shall be determined on the basis of the length of continuous service of each employee as of their vacation accrual date and the hours compensated in the previous year. Regular part-time and project position employees shall accrue vacation on a prorated basis based upon actual hours compensated during the accrual period as compared to full-time employment. Eligible employees shall be entitled to paid vacation leave as follows:

(a) Nonexempt employees and exempt employees granted an exception for overtime pay are entitled to vacation as follows:

1. Employees shall be entitled to one week of vacation after 6 months of service. Employees shall be entitled to one additional week on their first benefit accrual date, which may in some instances be different than the anniversary of their date of hire.

2. An employee's next vacation entitlement of 2 weeks shall be made available on the benefit accrual date of the 2nd year of service and each year thereafter up to and including the 5th year of service.

3. Employees in the 6th year of service shall receive 3 weeks of vacation on their benefit accrual date.

4. The employee shall be eligible for one additional day of vacation per year from year 7 through year 12 for a maximum accrual of 20 days per year on their benefit accrual date.

5. After 22 years of service, employees shall receive a maximum accrual of 24 days of vacation, with pay, per year on their benefit accrual date.

6. Nonexempt employees and exempt employees granted an exception for overtime pay may accrue up to 24 days of vacation. No additional vacation may be earned until the accrual drops below the 24 day accrual maximum.

(b) Exempt employees, excluding those exempt employees granted overtime pay

exception, shall have the following vacation schedule:

1. Exempt employees shall be entitled to earn one day of vacation per month from date of hire through their 5th year of service and may use it as it is accrued to their vacation bank.

2. Exempt employees shall be entitled to 1.5 days of vacation per month in their 6th through 12th year of service.

3. Exempt employees shall be entitled to 2 days of vacation per month from the 13th year on for a maximum accrual of 24 days per year.

4. Exempt employees may accrue up to 24 days of vacation. No additional vacation may be earned until the accrual drops below the 24 day accrual maximum.

5. Vacation accruals are computed on all hours compensated. In no case shall vacation earned exceed the maximum annual authorized vacation accrual.

6. Vacation schedules are subject to the advance approval of the department head in accordance with departmental policies. Department heads shall ensure the administrative coordinator are aware of their vacation schedules.

13.039 Executive leave. Exempt employees, excluding those exempt employees granted overtime pay exception, shall receive 3 days of executive leave per year on their anniversary accrual date. The benefit shall be 3 days per anniversary year. Part-time employees will receive a proration based on actual hours worked. Unused executive leave expires on the employee's next anniversary date.

13.040 Holidays. (1) In order to be eligible for holiday pay, an employee must be in a paid status. Actual hours paid is the criteria used for determining prorations. Part-time employees shall receive prorated holiday pay.

(2) Employees and those exempt employees granted overtime pay exception required to work on a holiday shall receive 1.5 times their regular rate of pay for all hours actually worked and shall receive straight time compensatory time off for all hours actually worked on the holiday, in lieu of regular holiday pay. If the employee's compensatory time accrual is at its maximum, the holiday hours in excess of the maximum accrual shall be paid at straight time.

(3) If any designated holiday falls on a Sunday, the following Monday shall be deemed the holiday. When the holiday falls on a Saturday, the Friday immediately preceding the Saturday shall be deemed the holiday. In the event that Christmas Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

(4) Sauk County has ten paid holidays. In some departments, due to shifts and bargaining agreements, or both, there may be differences of dates observed as holidays:

New Year's Day
Martin Luther King Jr.
Friday before Easter
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve
Christmas Day

Employees and nonessential personnel, as determined by individual departments, shall use the dates listed above as holidays, unless a collective bargaining agreement has different days established. In those cases, it may be more productive to observe the same holidays as the represented employees.

13.041 Leave of absence. An employee may not exceed 6 months in any 12-month period on a leave of absence, unless otherwise required by law. The following types of leave, unless otherwise specified or provided for in this ordinance, are unpaid. Leaves available to eligible employees of Sauk County include: personal leave, medical leave, military leave, jury duty leave, and bereavement leave. Leaves of absence are not intended to add to the vacation and sick leave benefits offered by the county.

(1) Employees must have completed their initial introductory period to be eligible for leaves of absence, with the exception of military leave, jury duty, and bereavement leave. Department heads may approve absences of less than 3 days during the introductory period; this time off shall be without pay and absences totaling 3 or more days will require an adjustment to the introductory period. In some instances, individual circumstances may dictate an exception for introductory employees. Such leaves are at the

sole discretion of Sauk County. Absences of 3 or more days shall be brought to the attention of the personnel director, who shall provide a recommended course of action to the department head. Eligible employees shall make written application for leaves of absence to the department head at least 10 days prior to the desired starting date of leave, except in cases of illness, injury, or bereavement.

(2) Employees requiring a leave of absence for medical reasons shall simultaneously use any sick leave accrual with any family medical leave entitlement, consistent with state and federal laws and the county's family medical leave policy. Family medical leave entitlements shall start upon the date the employee begins sick leave for more than 3 consecutive days, 3 days for the same qualifying condition.

(3) In the event of anticipated return to work from any type of leave on a date earlier than that date originally established, the employee shall notify the department head a minimum of 5 working days in advance of the anticipated return. Requests for extension of leaves shall be made a minimum of 5 working days prior to the expiration of the original leave. Should an employee overstay a leave, unless an extension is granted, or accept employment elsewhere during a leave, the employment shall be deemed to have terminated.

(4) Any unpaid leave of absence in excess of 60 calendar days shall advance the benefits anniversary date of the employee by the number of days in excess of 60, when that anniversary date is used in computing the length of time between step increments or for computing fringe benefits.

(5) A personal leave of absence may be authorized for any reason not otherwise addressed by the county or may be utilized as an extension in conjunction with a specified leave of absence approved by the county. The employee must submit a written request for consideration by the department head specifying the reason for the request. The department head is authorized to approve a personal leave of absence for up to 30 days without pay, after the employee uses any paid entitlement for time off, such as vacation, compensatory time, executive, and sick leave if applicable. A leave of absence for personal reasons may not exceed 6 months in any one year. Upon expiration of the leave of absence, the employee shall be reinstated to the position in

which the employee was employed at the time the leave was granted or a position of comparable classification providing there is a vacancy of comparable classification.

(6) Benefit continuation is the responsibility of the employee. Employees in paid status must continue to pay the employee portions for benefit continuation.

(7) Employees accrue benefits as if worked while on a paid leave.

13.042 Bereavement leave. (1) Employees shall be entitled to up to 3 days of bereavement leave in the event of the death of an employee's spouse, child, parent, brother, sister, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or grandchild. This leave is separate from any benefit accruals and if additional leave time is required beyond that specified in this section, the additional leave time may be taken and deducted from the employee's vacation, compensatory time, or executive leave.

(2) Payment for bereavement leave shall only be for days lost from the regular schedule of the employee.

(3) The employee may be required to furnish proof satisfactory to the county of the death and relationship to the deceased.

13.043 Pallbearer leave. Any employee who performs the duties of a pallbearer or a member of a burial honor guard shall receive one day off without loss of pay. This provision shall be limited to one day per year, per employee.

13.044 Sick leave. (1) Regular full-time employees shall earn one day of sick leave per month up to a maximum accumulation of 120 days. Part-time employees shall earn sick leave on a prorated basis. The sick leave earned by newly hired employees will become available for use to these employees upon accrual.

(2) Sick leave use shall begin on the first day of absence. Notice must be given to the county as soon as possible to the employee's normal starting time. Failure to notify the county may result in the loss of sick leave. The county reserves the right to require that any employee on sick leave be examined by a physician of the county's own

choosing. The county shall pay the cost of such examination.

(3) All sick leave shall be subject to administration by the department head. Abuse of sick leave may subject the employee to discipline.

(4) Employees may be allowed to use up to 3 consecutive days of sick leave for the care of an immediate family member who is ill and in need of care. A department head may require a physician's statement for verification. Use of more than 3 consecutive days of accumulated sick leave for immediate family illness must be approved by the department head, or in their absence, the administrative coordinator. Use of more than 3 consecutive days of accumulated sick leave for immediate family illness should be reported to the personnel department in accordance with the provisions of the Family Medical Leave Act. Sick leave may also be utilized to attend medical and dental appointments.

(5) Persons who have unused sick leave and leave the county employ by any of the reasons listed below may convert 60 percent of accrued sick leave payable as provided in s. 13.044(6) below.

(a) Retirement at eligibility age or after if the employee qualifies for monthly annuity payments under the Wisconsin Retirement System.

(b) Retirement at age 50 if the employee is employed in a protective position as classified by the Wisconsin Retirement System and the employee qualifies for monthly annuity payments under the Wisconsin Retirement System.

(c) Disability due to illness, the degree of disability being the same as for Federal Social Security.

(6) Persons who leave the county's employ by retirement as provided in s. 13.044(5) above, and having unused sick leave, may elect to receive the cash equivalent of the sick leave conversion privilege or apply it to continued health insurance coverage through the county group plan provided in this ordinance. This continued benefit, whether taken as health insurance or cash, is taxable in the year of retirement and will be reported to the IRS.

(7) Any accrual of over 120 days of sick leave shall go into a catastrophic sick leave account, accrued at the rate of one-half a day a month. Catastrophic sick leave is accrued in the event a severe illness necessitates the utilization of the employee's entire sick leave balance. When a

sick leave account is completely exhausted, the employee may begin utilizing the sick leave accrued in their catastrophic sick leave account. When the employee is able to return to work and their sick leave balance is less than 120 days, the employee will return to accruing sick leave in full day increments to restore the sick leave account balance to the maximum of 120 days. With the balance reestablished to the maximum of 120 days, the sick leave accrual will return to one-half day increments to add to the catastrophic sick leave account. In no event should catastrophic sick leave be paid out.

(8) Unused sick leave credit in the case of death may be used by the spouse or dependent children for purchase of county health insurance coverage only at the conversion rate of 100%.

SUBCHAPTER VIII

BENEFITS

13.045 Health Insurance. (1) Eligible employees, as defined in s. 13.045(6), shall be entitled to health insurance through the county's group health plans. Family plans shall be provided for employees requiring family coverage.

(a) The county may continue to offer coverage options at its discretion. The county's financial responsibility shall be limited to 88 percent of the least expensive plan option for single or family coverage.

(b) Employees on a leave of absence may continue health insurance coverage at their own expense, except as otherwise provided.

(c) Health insurance coverage shall begin on the first day of the month following one full calendar month of employment.

(2) In the event that 2 individuals in the same household are employed by Sauk County and who could, under the rules of health insurance plans, qualify for coverage under one family health insurance plan, the 2 employees will be entitled to their choice of one family plan or 2 single health plans. In the event that one of the 2 employees should terminate employment with the county for whatever reason, the remaining employee shall be entitled to convert to the family plan.

(3) It shall be the employee's responsibility to notify the personnel department of any change

in family status for any medical insurance with Sauk County. This shall include changing from family to single coverage. This notification shall take place within 30 days of the change in family status. Failure to notify the county shall result in the employee assuming responsibility for the additional cost until proper notice is given. It shall also be the employee's responsibility to notify the personnel department of any change in family status due to marriage, divorce, death, or change in the number of dependent children for health insurance coverage.

(4) The county may, change health insurance carriers or self-fund coverage.

(5) All disputes relating to insurance coverage are deemed as disputes between the employee and the insurance carrier and are not subject to any grievance or complaint provisions.

(6) **COVERAGE BY EMPLOYMENT STATUS.** Employees shall receive benefits according to the provisions of the categories their position has been assigned. The categories are assigned to positions by the county based upon the number of hours a position is normally expected to work in a 2-week pay period illustrated by Figure 13-1 in accordance with the Affordable Care Act.

HEALTH INSURANCE CATEGORIES		
CATEGORY	HOURS NORMALLY WORKED IN A PAY PERIOD	PERCENTAGE OF PREMIUM PAID BY THE COUNTY ON BASE PLAN *
CATEGORY 1	60 OR MORE HOURS	88%
CATEGORY 2	AT LEAST 40 HOURS BUT LESS THAN 60 HOURS	67.5%
CATEGORY 3	LESS THAN 40 HOURS	NOT ELIGIBLE TO PARTICIPATE IN THE HEALTH PLAN

(7) Persons remaining with the health insurance group through continued employment, or pursuant to s. 13.45(1)(b) or (c), until age 62 may participate in the health insurance group.

13.046 Worker's compensation. All job-related accidents and injuries shall be reported to the department head or designee immediately. Forms shall be completed and submitted within 24 hours. In the event time is lost due to an on-the-job injury, compensation will be paid in accordance with the prevailing laws for the State of Wisconsin. An employee entitled to worker's compensation may elect to take as much accumulated sick leave, vacation, compensatory time, or executive leave pay to equal full salary or wage. In no case shall aggregated benefits exceed regular salary or wage. Employees must continue to pay their regular portion of benefit contributions. Employees receiving worker's compensation shall continue to accrue benefits at the same level as if working.

13.047 Life insurance. The county shall participate in the State Group Life Insurance Plan. Eligible employees shall pay their required premium in accordance with Wisconsin Statutes and rules of the Wisconsin Group Life Insurance Board.

13.048 Flexible spending. Eligible employees may participate in the Internal Revenue Code (I.R.C.) Section 125 Plan on a voluntary basis. Employees shall be given notice of annual enrollment opportunities and must sign a waiver of participation if they elect not to participate. Those employees participating must review their deductions annually and report any changes they wish to make. Any employee not withdrawing or making changes in the plan is considered under the law to have automatically renewed the previous year's deductions or contributions.

13.049 Deferred compensation. All regular employees are eligible to participate in any deferred compensation plan offered.

13.050 Longevity. (1) Regular employees will receive their first longevity bonus of sixty dollars \$60.00 after completing 3 continuous full years of county service. To be eligible, an employee must have completed the required number of years of employment prior to December 1st of the year in which payment is to be made. Subsequent longevity bonus payments shall be increased by \$20.00 for each additional full year of employment.

(2) The longevity bonus shall be paid each year to eligible employees on the payday on or after the 1st of December. Partial longevity bonus payments shall not be made to employees who terminate during the year, except to employees or their beneficiaries who terminate due to death or retirement.

(3) In order to qualify for longevity pay, the employee must have worked at least half-time equivalent of full-time hours.

(4) Former employees shall receive their first longevity bonus after completing 3 continuous full years of county service after the

date of rehire. To be eligible, an employee must have completed the required number of years of employment prior to December 1st of the year in which payment is to be made. Payment considerations shall be the same as with other employees with consideration given for previous employment with Sauk County.

(5) Employees with less than the full-time equivalent of hours worked shall receive prorated credit for longevity.

13.051 Retirement. (1) The County participates in the Wisconsin Retirement System (WRS) and shall make contributions to the Employee Trust Fund as required by state statutes and administrative code.

(2) A regular employee may receive retirement benefits subject to WRS rules.

13.052 Applicability of benefits to employee classifications. The following figure summarizes benefits available to employees by classification.

BENEFITS	REGULAR EMPLOYEE		TEMPORARY EMPLOYEE			
	FULL-TIME (FT)	PART-TIME (PT)	PROJ. POS. (PPE)	SEASONAL (S)	LIMITED TERM (LTE)	INTERN (I)
VACATION	YES	YES (1)	YES (1)	NO	NO	NO
HOLIDAYS	YES	YES (1)	YES (1)	NO	NO	NO
BEREAVEMENT	YES	YES (1)	YES (1)	NO	NO	NO
SICK LEAVE	YES	YES (1)	YES (1)	NO	NO	NO
HEALTH INSURANCE	YES	YES (2)	YES (2)	NO	NO	NO
LIFE INSURANCE	YES	YES (3)	YES (3)	YES (3)	YES (3)	YES (3)
FLEXIBLE SPENDING	YES	YES (4)	YES	NO	NO	NO
DEFERRED COMP	YES	YES	YES	NO	NO	NO
LONGEVITY	YES	YES (1)	NO	NO	NO	NO
RETIREMENT	YES	YES (3)	YES (3)	YES (3)	YES (3)	YES (3)
COMPENSATORY TIME	YES (5)	YES (5)	YES (5)	NO	NO	NO
WORKER'S COMPENSATION	YES	YES	YES	YES	YES	YES

Figure 13-2

KEY

- YES ENTITLED TO BENEFIT
 NO NOT ELIGIBLE FOR BENEFIT
 (1) PRORATED
 (2) VERIFY DATE OF HIRE AND HOURS FORECASTED TO BE WORKED IN A PAY PERIOD
 (3) IF THEY WERE A PREVIOUS PARTICIPANT IN WRS OR WORK OVER 600/1200 HOURS
 (4) IF ELIGIBLE FOR HEALTH INS. AND AT THE REQUIRED CO-PAY
 (5) IF THEY ARE AN HOURLY EMPLOYEE OR AN EXEMPT EMPLOYEE GRANTED OVERTIME PAY

SUBCHAPTER IX

MISCELLANEOUS

13.053 Multiple employment within the county. Employees shall not hold more than one regular, full-time county position, except as approved by the personnel committee.

13.054 Reference checks. Unless delegated by the personnel director, no county employee shall reply to an official reference check request from a potential employer. Requests for reference checks should be forwarded to the personnel department and must be made in writing and include an authorization from the employee for the release of the requested information. In the event a reference check is not accompanied by an employee release, the personnel department shall provide the dates of employment, position held, and job location. This paragraph is not intended to prohibit employees from serving as personal references. Employment verification requests shall be referred to the personnel department and must include the same authorization requirements as listed above. Payroll and salary verification requests may be sent directly to the accounting department.

13.055 Drug free work place. Sauk County is a drug free work place. COMMERCIAL DRIVER LICENSE (CDL). Due to the number of employees holding commercial driver licenses, the county is required to comply with the Wisconsin Department of Transportation regulations for testing employees.

13.056 Smoke free work place. Sauk County is a smoke free work place. Smoking is prohibited in any buildings or vehicles that are owned, leased or rented by Sauk County.

13.057 Alcohol free work place. Sauk County is an alcohol free work place. Alcohol consumption and sale are prohibited in any building or vehicle owned, leased, or rented by Sauk County.

13.058 Disabled employee parking. Disabled parking is available at all Sauk County facilities.

13.059 Safety. It is the employee's responsibility to comply with all safety requirements set forth by the county or its departments. Specific safety policies are set forth in the Sauk County Safety Manual.

SUBCHAPTER X

EFFECTIVE DATE

13.060 Effective date. This ordinance shall be effective May 19, 1999.

Amended by the Sauk County Board of Supervisors on January 16, 2001 - Ordinance No. 284-01. Amended by the Sauk County Board of Supervisors on February 20, 2001 - Ordinance Nos. 304-01 and 305-01. Amended by the Sauk County Board of Supervisors on January 17, 2006 - Ordinance No. 155-05. Amended by the Sauk County Board of Supervisors on December 20, 2011 - Ordinance No. 123-11. Repealed and recreated by the Sauk County Board of Supervisors on _____, 2018 - Ordinance No. _____ - 18.

RESOLUTION NO. 105 - 2018

**RESOLUTION TO CREATE LEGISLATION CHANGING PROPERTY
TAX ASSESSMENT AND VALUATION FOR LARGE COMMERCIAL
RETAILERS**

Background: The current law in Wisconsin allows large retail stores, commonly known as big-box stores, to use tax avoidance strategies to significantly reduce the assessed value and property tax of such properties. Homeowners in Wisconsin already pay 70% of the total statewide property tax levy. The current loophole, commonly referred to as the "Dark Store Loophole," results in shifting a greater property tax burden from commercial establishments to residential homeowners.

Over the last several months, municipal, county, city, and town officials have been in contact with state legislators testifying against the Dark Store tax loophole in order to avoid a property tax burden shift to other tax paying entities such as residential homeowners and other businesses and/or cuts in essential services provided by an affected municipality.

The Sauk County Board of Supervisors, by this resolution, urges the state legislature to enact legislation amending the current law on how the property tax assessment and valuation for large commercial retailers is determined, so as to remove the Dark Store Loopholes.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, met in regular session, does urge the creation of legislation changing the manner in which valuation and property tax assessment are determined for large commercial retailers in order to close the Dark Store loopholes.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE



PETER VEDRO, Chairperson

WILLIAM HAMBRECHT



WALLY CZUPRYNSKI

WILLIAM WENZEL

THOMAS KRIEGL

Fiscal Note: No fiscal impact. *KPB*

MIS Note: No information systems impact.

RESOLUTION NO. 100 - 2018

**RESOLUTION TO CONDUCT COUNTYWIDE ADVISORY
REFERENDUM ON LEGALIZATION OF MEDICALLY PRESCRIBED
MARIJUANA**

Background: Medical marijuana is illegal in Wisconsin, however, many studies and reports have demonstrated that medical marijuana can be an effective tool for managing chronic pain and a variety of other illnesses. Medical marijuana is clearly safer than opiates as it is impossible to overdose on and far less addictive according to Harvard Health Publishing. Medical marijuana appears to ease the pain of multiple sclerosis, lessen tremors in Parkinson's disease, along with easing the pain of fibromyalgia, endometriosis, and interstitial cystitis. It is used successfully for nausea, weight loss, glaucoma, Crohn's disease, epilepsy, and Rett syndrome.

In order to determine whether the people of Sauk County believe medical marijuana should be legalized so people have the ability to seek the best medical care for their needs in consultation with their physician, the County Board will conduct a countywide advisory referendum, pursuant to Wis. Stat. 59.52(25), in the Fall Election on November 6, 2018.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, met in regular session, authorizes the following countywide advisory referendum be placed on the November 6, 2018, ballot:

The question shall appear on the ballot as follows:

Should the State of Wisconsin legalize medical marijuana so that people with debilitating medical conditions may access medical marijuana if they have a prescription from a licensed Wisconsin physician?

A "yes" vote indicates you agree.

A "no" vote indicates you disagree.

For consideration by the Sauk County Board of Supervisors on July 17, 2018.

Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE



PETER VEDRO, Chairperson

WILLIAM HAMBRECHT



WALLY CZUPRYNSKI

WILLIAM WENZEL

THOMAS KRIEGL

Fiscal Note: No fiscal impact.

MIS Note: No MIS impact.