

**AGENDA**  
**Notice of Regular Meeting**  
**Sauk County Board of Supervisors**  
**Tuesday, August 15, 2023 – 6:00 p.m.**  
**County Board Meeting Room 326, 3<sup>rd</sup> Floor**  
**West Square Building, Baraboo, WI 53913**

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 contact the Sauk County Clerk's Office at 608-355-3286, 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.

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**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. GENERAL CONSENT AGENDA ITEMS**

**a. LAW ENFORCEMENT & JUDICIARY COMMITTEE:**

**i. Resolution 54-2023 To Honor Laurie F. Hasenbalg For Over 36 Years Of Service To The People Of Sauk County. (Page 3)**

**ii. Resolution 55-2023 Honoring Betty Hinze. (Page 4)**

**7. SCHEDULED APPEARANCES**

**8. PUBLIC COMMENT**

- a. Registration form located on the table in gallery of County Board Room 326 – turn in to the County Board Vice Chair. During Public Comment, any person who is not a member of the body may comment on a specific item or issue that is on the agenda. Any comments not related to the agenda should be sent to the County Clerk to forward to the County Board.

**9. COMMUNICATIONS *(All communications are attached to Granicus)***

- a. 07/14/2023: Letter from Wisconsin Department of Health Services.

**10. APPOINTMENTS**

**11. BILLS**

**12. CLAIMS**

- a. Caleb Grant Claim. (Pages 5-7)

**13. ELECTIONS**

**14. PROCLAMATIONS**

**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): None.

- b. Brent Miller
  - i. Administrator's report.
  - ii. Second Quarter Financial Report.
- c. Tim McCumber, County Board Chair
  - i. Board Chair Update.

## 16. UNFINISHED BUSINESS

## 17. NEW BUSINESS

### a. FINANCE COMMITTEE:

- i. Resolution 56-2023 Assigning Fund Balance And Amending The 2023 Budget For Election System Upgrade. (Page 8)

### b. LAND RESOURCES & ENVIRONMENT COMMITTEE:

- i. Resolution 57-2023 In Support Of Dane County's Application For Transportation Alternatives Program (TAP) Grant for Construction Of The Walking Iron Trail. (Pages 9-10)

### c. LAW ENFORCEMENT & JUDICIARY COMMITTEE AND FINANCE COMMITTEE:

- i. Resolution 58-2023 Authorizing To Contract With SGTS To Update The Server, Cameras & Microphones In The Detectives Interview System And Amend The 2023 Law Enforcement Budget. (Pages 11-12)

### d. PERSONNEL & INSURANCE COMMITTEE:

- i. Ordinance 5-2023 Repealing And Recreating Chapter 13, Personnel Ordinance, Of The Sauk County Code Of Ordinances. (Pages 13-22)

## 18. REFERRALS

## 19. NEW AGENDA ITEMS (NO DISCUSSION). SUBMIT IN WRITING OR BY E-MAIL NEW BUSINESS ITEMS TO THE COUNTY ADMINISTRATOR AS SOON AS POSSIBLE FOR RULE III.A. REFERRAL.

## 20. ADJOURNMENT

Respectfully,



Tim McCumber  
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.

[www.co.sauk.wi.us](http://www.co.sauk.wi.us)

Agenda mail date via United States Postal Service: August 10, 2023

Agenda Preparation: Tim McCumber, County Board Chair, jointly with the County Clerk and the County Administrator.  
s:/admin/Co Bd Agendas/2023/ctybdagendaAUGUST2023

RESOLUTION # 54 - 2023

Resolution to Honor Laurie F. Hasenbalg for Over  
36 Years of Service to the People of Sauk County

Resolution offered by the Law Enforcement and Judiciary Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**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. Laurie F. Hasenbalg faithfully served the people of Sauk County by providing over 36 years of service with three Sauk County Departments: Sauk County Landfill Scale Clerk from 06-10-1987 to 06-10-1988, Personnel Administrative Relief Worker from 06-11-1988 to 12-03-1997 and Deputy Clerk in the Sauk County Clerk of Court's Office from 12-04-1997 until her retirement on 08-01-2023. Laurie has been an integral part of the Sauk County Clerk of Court's Office and her knowledge and expertise will be greatly missed.

**THEREFORE, BE IT RESOLVED,** that the Sauk County Board of Supervisors, met in regular session, hereby expresses its appreciation and commends Laurie F. Hasenbalg for over 36 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 Laurie F. Hasenbalg an appropriate certificate and commendation as a token of our esteem.

Approved for presentation to the County Board by the Law Enforcement and Judiciary Committee, this 8th day of August, 2023.

Consent Agenda Item: ☒ YES ☐ NO

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

Vote Required: Majority = X 2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes X No \_\_\_\_\_ as reviewed by the Corporation Counsel, [Signature], Date: 08.10.2023

Offered and passage moved by:

[Signature]  
Supervisor John M. Deitrich, Chair

[Signature]  
Supervisor Sheila Carver

[Signature]  
Supervisor David Clemens

[Signature]  
Supervisor Kevin Schell

\_\_\_\_\_  
Supervisor Delmar Scanlon

Fiscal Note: No impact. [Signature]  
MIS Note: No information systems impact.

RESOLUTION # 55- 2023

Resolution Honoring Betty Hinze

Resolution offered by the Law Enforcement & Judiciary Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**BACKGROUND:**

*It is the custom of the Sauk County Board of Supervisors to recognize employees who have served the people of Sauk County with Distinction.*

*Betty Hinze began her career in January of 1997 in the Coroner's Office as the Sauk County Coroner until her retirement in January of 2011. She returned as a Deputy Coroner in April of 2011 until her sudden passing on July 27, 2023. Betty's commitment and dedication to the Coroner's Office and to the citizens of Sauk County will be missed.*

**THEREFORE, BE IT RESOLVED,** that the Sauk County Board of Supervisors hereby express its sincere appreciation and admiration for Betty Hinze for over 26 years of faithful service to the citizens of Sauk County.

Approved for presentation to the County Board by the Law Enforcement & Judiciary Committee, this 15th day of August, 2023

Consent Agenda Item: [ ] YES [ X ] NO

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

Vote Required: Majority =  X  2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes  X  No \_\_\_\_\_ as reviewed by the Corporation Counsel,  [Signature] , Date:  08.09.2023

Offered and passage moved by:

[Signature]   
John Detrich, Chair

[Signature]   
Kevin Schell, Vice Chair

[Signature]   
Sheila Carver

[Signature]   
Delmar Scanlon

[Signature]   
Dave Clemens

Fiscal Note: None  [Signature]

MIS Note: None

Caleb J. Grant  
C/O E7973 Beth Rd  
Reedsburg, Wisconsin [53959]  
608-386-3467

Sauk County  
Office of Risk Management  
Attn: Anna Cook  
505 Broadway St  
Baraboo, WI 53959



### NOTICE OF CLAIM

A Claim against Sauk County and other officials acting under the color of Law for civil rights violations involving wrongful arrest and wrongful detention is hereby presented.

At all times relevant herein the Defendants, all State Officials acting under the color of Law and outside the scope of their jurisdiction and authority, willfully caused Plaintiff, Caleb J. Grant, damage, and in so doing, violated clearly established law, as those laws apply to Plaintiff's rights protected under the Constitution, particularly under the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 14<sup>th</sup> Amendments.

Be it known, each of the state officials herein have sworn an "oath of office" in regards to their duties and therefore each of their acts under "color" of state law is in direct violation of their oath of office and equates to CRIMINAL CONSPIRACY under section 1985.

#### Defendants:

Deputy Daniel Krolkowski SCSD  
1300 Lange Court  
Baraboo, WI 53913

Deputy Steven Messner SCSD  
1300 Lange Court  
Baraboo, WI 53913

Deputy Alex Breunig SCSD  
1300 Lange Court  
Baraboo, WI 53913

Sauk County  
West Square Building  
505 Broadway  
Baraboo, WI 53913

Deputy Erik Knull SCSD  
1300 Lange Court  
Baraboo, WI 53913

RECEIVED

AUG 04 2023

SAUK COUNTY CORPORATION  
COUNSEL'S OFFICE

Sheriff Richard Meister SCSD  
1300 Lange Court  
Baraboo, WI 53913

Assistant District Attorney Gabriel Arevalo  
515 Oak Street  
Baraboo, WI 53913

District Attorney Michael Albright  
515 Oak Street  
Baraboo, WI 53913

John Does 1 thru 5  
(unknown Deputies or jailers)

Itemized list of claim:

a) as compensatory damages, the sum of:

1. \$4,880,000.00 Time in custody
2. \$10,000,000.00 for Violations done per person (8 persons);

b) as punitive damages, the sum of \$250,000 per day since the unlawful arrest, as of 7/17/2023

the amount is \$15,000,000.00;

Approximate total:

\$99,880,000.00

DATED: 8/4/2023

by: Caleb J. Grant

Caleb J. Grant, claimant, agent  
C/O E7973 Beth Rd  
Reedsburg, WI 53959  
608-386-3467



August 7, 2023

Caleb Grant  
C/O E7973 Beth Rd  
Reedsburg, WI 53959

<b>RE:</b>	<b>Insured:</b>	<b>Sauk County</b>
	<b>Claimant:</b>	<b>Caleb Grant</b>
	<b>Date of Incident:</b>	<b>May 18, 2023</b>
	<b>Claim number:</b>	<b>300.71387</b>

Dear Mr. Grant,

Aegis Corporation is the General Administrator for Wisconsin County Mutual Insurance Corporation, which insures Sauk County under a policy of general liability coverage applicable to the above captioned date of loss.

Our principal, Wisconsin County Mutual Insurance Corporation, has requested that we advise you that upon completion of our investigation, they find we will be unable to assist you with any settlement of damages or costs which you may have sustained in the above captioned claim.

Should you file a Notice of Claim with the County we will recommend to them that they issue a Notice of Disallowance. Our principal regrets that it must decline any claim resulting from this incident but finds that there is no liability on the part of their insured.

Sincerely,

Mark Koch | Field Claims Representative  
[Mark.Koch@charlestaylor.com](mailto:Mark.Koch@charlestaylor.com)

Cc: Sauk County

Aegis, LLC  
A Charles Taylor Company  
P.O. Box 1390  
Brookfield, WI 53008-1390

RESOLUTION # 56 - 2023

**Resolution Assigning Fund Balance and Amending the 2023 Budget for Election System Upgrade**

**Resolution offered by the Finance Committee**

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**BACKGROUND:** The Executive and Legislative (E & L) Committee approved \$38,000 on April 5, 2023, as carryforward funds to upgrade the County Clerk Election Equipment. The County Clerk had these excess funds remaining at year end 2022. The approved E & L action was inadvertently excluded from Resolution 34-2023: "Resolution Assigning Funds as of December 31, 2022 and Amending the 2023 Budget for These Assignments". This budget amendment and use of general fund balance will allow for the expense to upgrade the county wide election operating system, equipment and maximize security.

**THEREFORE, BE IT RESOLVED,** by the Sauk County Board of Supervisors met in regular session that \$38,000 general fund balance be and hereby are assigned for the County Clerk Election system upgrade,

**BE IT FURTHER RESOLVED,** that the 2023 budget be amended to appropriate \$38,000 for the election system upgrade.

Approved for presentation to the County Board by the Finance Committee, this 15th day of August 2023

Consent Agenda Item: ☐ YES ☒ NO

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = x 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes X No \_\_\_\_\_ as reviewed by the Corporation Counsel, Bryce D., Date: 08.09.2023

Offered and passage moved by:

Martin F. Krueger  
Martin F. Krueger

Thomas Dörner  
Thomas Dörner

Lynn Eberl  
Lynn Eberl

Richard "Mike" Flint  
Richard "Mike" Flint

Timothy McCumber  
Timothy McCumber

Fiscal Note: The County Clerk had excess returned to general fund at the end of 2022 to fund the \$38,000 system upgrade. JA

Information Systems Note: None



RESOLUTION # 51-2023

Resolution in Support of Dane County's Application for Transportation Alternatives Program (TAP) Grant for Construction of the Walking Iron Trail

Resolution offered by the Land Resources and Environment Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**BACKGROUND:** Sauk and Dane County have partnered to construct a bridge over the Wisconsin River that will link the Great Sauk State Trail (GSST) to the Walking Iron Trail. The Wisconsin Department of Transportation is offering grants for infrastructure related projects with a focus on alternative transportation methods, specifically including trail facilities for pedestrians, bicyclists, and other forms of transportation. In anticipation of the bridge construction, Dane County will be making application to the Transportation Alternatives Program Grant in October 2023 for funds to assist in constructing segments of the Walking Iron Trail which connect to the Wisconsin River Trail Bridge. The amount of funding requested is \$\_\_\_\_\_. Dane County will be responsible for the grant administration if received as well as any local match and non-participating costs for the project.

**THEREFORE, BE IT RESOLVED,** by the Sauk County Board of Supervisors that they support Dane County in their application for a Transportation Alternatives Program (TAP) Grant.

Approved for presentation to the County Board by the Land Resources and Environment Committee, this 15th day of August 2023

Consent Agenda Item: [ ] YES [X] NO

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

Vote Required: Majority = ☒ 2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes ☒ No \_\_\_\_\_ as reviewed by the Corporation Counsel, \_\_\_\_\_, Date: 08.10.2023

Offered and passage moved by: Land Resources and Environment Committee

Marty Krueger  
Marty Krueger, Chair

Robert Spencer  
Robert Spencer

Valerie McAuliffe  
Valerie McAuliffe


Dennis Polivka  
Dennis Polivka

Peter Kinsman  
Peter Kinsman, Vice Chair

Brandon Lohr  
Brandon Lohr

Lynn Eberl  
Lynn Eberl

Randy Puttkamer  
Randy Puttkamer

52 Fiscal Note: None.   
53  
54 MIS Note: No information systems impact.

RESOLUTION # 98 -2023

**Resolution AUTHORIZING TO CONTRACT WITH SGTS INC TO UPGRADE THE SERVER, CAMERAS & MICROPHONES IN THE DETECTIVES INTERVIEW SYSTEM AND AMEND THE 2023 LAW ENFORCEMENT BUDGET**

Resolution offered by the Law Enforcement *of* Judiciary Committee *and Finance Committee*

**BACKGROUND:** The sheriff's department uses and maintains a video and audio recording system as a part of their investigative services. The exiting digital video recording (DVR) was originally installed around 2016. The DVR had to be rebuilt in 2020 due to the system starting to fail. The recoding system runs and records 24 hours a day 7 days a week. With the system running 24/7 the life of the system is shortened. The Detective division is required by state statute to record and maintain interviews or interrogation conducted in the interview rooms that the system serves. The current DVR, cameras, and microphones are in need of updating, along with the ability to turn the recording on when a person enters the interview room. The Buildings Services Assistant Facilities Director requested a proposal to upgrade the cameras, microphones and DVR to be consistent with the recently upgraded cameras in the Law Enforcement Center. SGTS Inc. responded to the request for proposal at a cost of \$19,682.00 to upgrade the system.

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**THEREFORE, BE IT RESOLVED THAT,** the Sauk County Board of Supervisors, met in regular session, hereby authorizes the County Administrator to contract with SGTS Inc. to complete the upgrade of the Detective Division interview room recording system at a cost of \$19,682.00.

Approved for presentation to the County Board by the *Law Enforcement + Judiciary and Finance Committees*, this 15th day of August 2023.

Consent Agenda Item: [ ] YES [ X ] NO

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

Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = X 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes X No \_\_\_\_\_ as reviewed by the Corporation Counsel, *[Signature]*, Date: 08.10.2023.

Offered and passage moved by:

*Law Enforcement + Judiciary Committee*

*[Signature]*  
Supervisor John Deitrich, Chair

*[Signature]*  
Supervisor Kevin Schell

*[Signature]*  
Supervisor Sheila Carver

*[Signature]*  
Supervisor Delmar Scanlon

*[Signature]*  
Supervisor David Clemens

Fiscal Note: Money for the upgrade of the interview room recording equipment will be taken from the general fund. *[Signature]*

MIS Note: No Impact.

Offered and passage moved by Finance Committee:

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Supervisor Marty Krueger, Chair

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Supervisor Lynn Eberl

---

Supervisor Mike Flint

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Supervisor Thomas Dorner

---

Supervisor Tim McCumber

1                                   **GENERAL CODE OF SAUK COUNTY, WISCONSIN**  
2                                   **ORDINANCE AMENDMENT # 5-2023**

3  
4                   **REPEALING AND RECREATING CHAPTER 13, PERSONNEL ORDINANCE, OF THE SAUK**  
5                   **COUNTY CODE OF ORDINANCES**

6  
7           **Ordinance Amendment offered by the Personnel and Insurance Committee**  
8

9           **BACKGROUND:** In conjunction with the revisions to the Sauk County Employee Handbook  
10 Policies and Procedures ("Employee Handbook") and creation of the Sauk County  
11 Administration and Management Manual, legal counsel recommended specific portions of the  
12 Sauk County Code of Ordinances Chapter 13: Personnel be deleted and/or revised because:  
13 (1) the provisions were duplicated in the prior Employee Handbook; and (2) a more  
14 appropriate place for certain provisions lies in the Employee Handbook, and not in the Code  
15 of Ordinances. The Sauk County Administrator and the Human Resources Department  
16 Director worked closely with the Personnel Committee and legal counsel to develop the  
17 updated Employee Handbook and the Administration and Management Policy, and to modify  
18 Chapter 13 of the Sauk County Code of Ordinances accordingly.  
19

20                   **NOW, THEREFORE, THE SAUK COUNTY BOARD OF SUPERVISORS DOES**  
21 **ORDAIN AS FOLLOWS:**

22           Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict  
23 with this ordinance shall be and hereby are repealed as far as any conflict exists.

24           Section 2. This ordinance shall take effect the day after passage and publication as  
25 required by law.

26           Section 3. If any claims, provisions or portions of this ordinance are adjudged  
27 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance  
28 shall not be affected thereby.

29           Section 4. Chapter 13 of the General Code of Sauk County is being repealed and  
30 recreated as follows: [additions noted by underline, deletions noted by strikethrough]:  
31

32           SUBCHAPTER I. GENERAL PROVISIONS

33           **Sec. 13.001. Purpose.**

34           The general purpose of this personnel ordinance is to provide a framework for the consistent and fair administration  
35 of County personnel policy, to establish a clear understanding of responsibility and authority, and to establish a  
36 system of personnel administration that meets the needs of Sauk County government. This system shall include  
37 policies and procedures to recruit, select, develop, and maintain an effective, efficient, and responsible work force  
38 for the County while complying with federal and state laws and regulations. Nothing in this personnel ordinance is  
39 intended to abrogate or be inconsistent with any applicable Wisconsin state law or applicable federal law. In the  
40 event of a conflict between state or federal law and this personnel ordinance, the applicable state or federal law  
41 shall apply.

42           **Sec. 13.002. Definitions.**

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

44                   Administration and Management Manual means the Sauk County Administration and Management Manual  
45                   developed and maintained by the Sauk County Administration Department.

Administrator means the Sauk County Administrator.

Classification Plan means the Sauk County Classification Plan.

Compensation Plan means the Sauk County Compensation Plan.

County means Sauk County.

County Board means the Sauk County Board of Supervisors.

Department Head means the employee responsible for the overall operation of a County Department who reports directly to the County Administrator or the Department's Oversight Committee.

Employee Handbook means the Sauk County Employee Handbook Policies and Procedures.

Oversight Committee means the board, committee board, or commission designated to oversee a particular County Department. Personnel Committee means the Sauk County Board of Supervisors Personnel Committee.

### **Sec. 13.003. Scope.**

(1) This ordinance does not create a contract of employment and may be amended at any time by the County Board. Amendments shall supersede the sections modified or eliminated.

(2) This ordinance shall apply to personnel administration for all County employees and departments of the County except as otherwise provided.

(3) This ordinance shall not apply to:

(a) Members of the Sauk County Board.

(b) Elected County officials except where expressly applicable.

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

(4) For County employees under individual employment agreements and for employees covered by collective bargaining agreements, this ordinance applies unless the specific contract provides to the contrary and in such case, the contract terms shall control so long as the contract terms were approved by the County Board.

(5) In any instance where the provisions of this ordinance conflict with any provision of state or federal law, the state or federal law shall prevail.

### **Sec. 13.004. Employee Handbook, Administration and Management Manual, and other personnel policies.**

(1) In addition to this ordinance, the County shall create and maintain an Employee Handbook as a tool for providing general policy guidance to County employees.

(a) The Human Resources Department is responsible for maintaining the Employee Handbook.

(b) Employees shall sign and return an acknowledgment sheet signifying receipt and understanding of the contents of the Employee Handbook to the Human Resources Department to be filed in the employee's personnel file, as further described in the Employee Handbook.

(c) The Employee Handbook may be modified or amended as set forth in Sec. 13.00(4) below.

(2) The Human Resource Director and County Administrator may implement policies relating to supervisory roles, oversight or other personnel matters that are consistent with this ordinance in the Administration and Management Manual. Revisions to the Administration and Management Manual shall be reviewed and approved pursuant to the process set forth in Sec. 13.004(3)(a)-(b).

(3) The Human Resource Director and Personnel Committee shall also have authority to implement policies consistent with this ordinance Personnel policies. Such personnel policies shall be promulgated and may be amended as follows.

(a) The Human Resources Director shall prepare draft personnel policies. Draft policies shall be circulated to the Administrator, Corporation Counsel, and Finance Director prior to the Personnel Committee's consideration of these policies for the submission of written comments and recommendations.

(b) The Human Resources Director shall consider the comments and recommendations submitted and incorporate those changes if the Human Resources Director deems them appropriate. Where the Human Resources Director deems a recommended change inappropriate, the Human Resources Director shall present the written comments and recommendations to the Personnel Committee, which shall make the final decision.

(4) The Employee Handbook and the Administration Manual may be amended as follows:

(a) The Human Resources Director shall prepare draft amendment(s). Draft amendment(s) shall be circulated to the Administrator, Corporation Counsel, and Finance Director prior to the Personnel Committee's consideration of these amendment for the submission of written comments and recommendations.

(b) The Human Resources Director shall consider the comments and recommendations submitted and incorporate those changes if the Human Resources Director deems them appropriate. Where the Human Resources Director deems a recommended change inappropriate, the Human Resources Director shall present the written comments and recommendations to the Personnel Committee, which shall make the final decision.

#### **Sec. 13.005. Supervisory responsibility.**

It is the responsibility of every employee holding a supervisory position to administer this ordinance, the Employee Handbook, the Administration and Management Manual, and any other personnel policies as directed and consistent with state and federal laws.

#### **Sec. 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 ordinance or are held unconstitutional by a court of competent jurisdiction, this ordinance shall be deemed to have been amended automatically at that time.

#### **Sec. 13.007. Rights of the County.**

The County reserves unto itself all rights commonly associated with the employer in the employment relationship, including, but not limited to, the following:

(1) To direct all operations of the County.

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

- (3) To hire, promote, transfer, schedule, and assign employees to positions within the County.
- (4) To suspend, demote, terminate, and take other disciplinary action against employees for cause.
- (5) To relieve employees from their duties because of lack of work or any other legitimate reason as determined by the County.
- (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 to comply with the mandated obligations of the County.

**Sec. 13.008. At-will employment.**

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

**Sec. 13.0091. Respectful workplace.**

Sauk County is committed to providing a work environment that is free of unlawful harassment.

SUBCHAPTER II. EMPLOYEE GRIEVANCE PROCEDURE

**Sec. 13.010. Grievances.**

The Personnel Committee is directed to establish a grievance procedure pursuant to Sauk County Code Section 13.004 that complies with Wis. Stats. § 66.0509. This procedure may be amended from time to time by the Personnel Committee utilizing the procedures contained in Sec. 13.004(4).

( Ord. No. 4-2021 , 4-20-2021 )

SUBCHAPTER III. CLASSIFICATION PLAN

**Sec. 13.011. Classification Plan responsibilities.**

- (1) The purpose of the 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.
- (2) The 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.



- (3) The Human Resource Department is responsible for the overall development and administration of the Classification Plan, in coordination and cooperation with the Administrator, Personnel Committee, Department Heads, and other appropriate resources.

**Sec. 13.012. Administration of the Classification Plan.**

- (1) Each position shall be allocated to its appropriate classification within the Classification Plan and within the Compensation Plan, on the basis of duties and responsibilities, by the County Board.
- (2) Each position allocated by the County Board shall have on file in the Human Resources Department, a completed position questionnaire, an approved position description complete with the appropriate FLSA, representation, employment status, and compensation classification.

**Sec. 13.013. 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) Under extraordinary and unanticipated circumstances, a department seeking an additional position outside of the budget process may submit a written request for the position to the Human Resource Director, the Finance Director, and the Administrator. Upon review by the Human Resources Director, Finance Director, and the Administrator, the oversight committee shall consider the merits of the request, and if approved, shall forward the request to the Personnel Committee for consideration. The Personnel Committee shall consider the request from the Oversight Committee of the department making the request, 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 Personnel Committee, in its sole and final discretion, may deny the request, and the request may not be forwarded to the County Board until the next budget cycle.
- (4) 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 by majority vote of members seated.

**Sec. 13.014. Amendments and maintenance of the Classification Plan.**

- (1) Any amendment to the Classification Plan shall be approved by the County Board.
- (2) The Personnel Committee may conduct an inquiry into the classification of any position upon its own initiative and shall conduct an inquiry upon request of a department head, the Human Resources Director, or written request of any employee, not more than once per year and normally in conjunction with the annual performance appraisal. A position shall not be re-evaluated more than once in any 12-month period without authorization of the Administrator.
- (3) Successful requests for the reclassification of an existing position or classification of a new position shall be placed in the Department's budget request upon final approval of the County Board.

( Ord. No. 4-2021 , 4-20-2021)

SUBCHAPTER IV. COMPENSATION PLAN

**Sec. 13.021. Compensation Plan responsibilities.**

- (1) 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.
- (2) 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 amendments of the Compensation Plan to the County Board, when necessary, which shall become effective in accordance with the action of the County Board.
- (3) Each position shall be analyzed by the Human Resources Director 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 and within the County Board's reasonable discretion. Exceptions may be granted as set forth in the Employee Handbook.
- (4) The policies and procedures applicable to the Compensation Plan are set forth in the Employee Handbook.

**Sec. 13.012. Administration of the Compensation Plan.**

- (1) The Human Resource Department and the Finance Department are jointly responsible for the overall development and administration of the Compensation Plan, in coordination and cooperation with the Administrator, Personnel Committee, other Department Heads, and other appropriate resources.

SUBCHAPTER V. HIRING AND TERMINATION

**Sec. 13.027. Hiring wage rate and vacation benefit.**

Hiring wage rates and vacation benefits shall be determined in accordance with the terms set forth in the Administration Manual and Employee Handbook.

( Ord. No. 4-2021 , 4-20-2021)

**Sec. 13.028. Filling position vacancies.**

Position vacancies shall be filled in accordance with the terms of Administration Manual.

SUBCHAPTER VI. PERFORMANCE APPRAISALS

**Sec. 13.035. Annual performance appraisal procedures.**

- (1) The Employee Handbook shall set forth the process of performance appraisals to 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.
- (2) Supervisors shall perform performance appraisals according to the Employee Handbook and Administration and Management Manual.

SUBCHAPTER VII. EXCUSED ABSENCES

**Sec. 13.038. Vacations.**

(1) Vacation paid time off for regular employees shall be earned based on the length of continuous service of each employee and the hours compensated in the previous accrual period. Regular part-time employees shall accrue vacation on a prorated basis based upon actual hours compensated during the accrual period as compared to full-time employment.

(2) The Human Resources Department and Personnel Committee may adopt policies relating to vacation, which shall be set forth in the Employee Handbook in accordance with Sec. 13.004(4).

**Sec. 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 one and one-half 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 or New Year's Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

(4) The County has 11 paid 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

New Year's Eve

Employees and nonessential personnel, as determined by individual Department Heads, shall use the dates listed above as holidays, unless a collective bargaining agreement has different days established.

(5) Additional policies and procedures applicable to holidays are set forth in the Employee Handbook.

**Sec. 13.041. Unpaid leave of absence.**

County employees may be eligible for unpaid leaves of absence. The policies and procedures applicable to unpaid leaves of absence are set forth in the Employee Handbook.

**Sec. 13.044. Sick leave.**

County employees may earn sick leave. The policies and procedures applicable to sick leave are set forth in the Employee Handbook.

**SUBCHAPTER VIII. BENEFITS**

**Sec. 13.045. Health insurance.**

(1) County employees may be eligible for health insurance through the County's group health plans.

(2) The County may continue to offer coverage options, change health insurance carriers, or self-fund coverage at its discretion.

(3) The policies and procedures applicable to health insurance are set forth in the Employee Handbook.

**Sec. 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.

( Ord. No. 4-2021 , 4-20-2021)

**Sec. 13.047. Life insurance.**

(1) The County may participate in the State Group Life Insurance Plan.

(2) Eligible employees shall pay their required premium in accordance with Wisconsin Statutes and rules of the Wisconsin Group Life Insurance Board.

(3) The policies and procedures applicable to life insurance are set forth in the Employee Handbook.

( Ord. No. 4-2021 , 4-20-2021)

**Sec. 13.048. Flexible spending.**

The County may provide flexible spending accounts for eligible employees. Eligible employees may participate in the Internal Revenue Code (I.R.C.) Section 125 Plan on a voluntary basis. The policies and procedures applicable to flexible spending accounts are set forth in the Employee Handbook.

298 **Sec. 13.049. Deferred compensation.**

299 The County may offer a deferred compensation plan. The policies and procedures applicable to any deferred  
300 compensation plan are set forth in the Employee Handbook.

301 ( Ord. No. 4-2021 , 4-20-2021)

302 **Sec. 13.051. Retirement.**

303 (1) The County participates in the Wisconsin Retirement System (WRS) and shall make contributions to the  
304 Employee Trust Fund as required by Wisconsin Statutes and Wisconsin Administrative Code.

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

306 (3) The policies and procedures applicable to retirement are set forth in the Employee Handbook.

307 **SUBCHAPTER IX. MISCELLANEOUS**

308 **Sec. 13.053. Multiple employment within the County.**

309 Employees shall not hold more than one regular, full-time County position, except as approved by the Personnel  
310 Committee.

311 **Sec. 13.055. Drug free workplace.**

312 The County is a drug free workplace. Due to the number of employees holding commercial driver licenses (CDL), the  
313 County is required to comply with the Wisconsin Department of Transportation regulations for testing employees.  
314 Specific details regarding the County as a drug free workplace are set forth in the Employee Handbook.

315 **Sec. 13.056. Smoke free workplace.**

316 The County is a smoke free workplace. Smoking in any form is prohibited in any buildings or vehicles that are owned,  
317 leased or rented by the County. Specific details regarding the County as a smoke free workplace are set forth in the  
318 Employee Handbook.

319 **Sec. 13.057. Alcohol free workplace.**

320 The County is an alcohol free workplace. Alcohol consumption and sale are prohibited in any building or vehicle  
321 owned, leased, or rented by the County. Specific details regarding the County as an alcohol free workplace are set  
322 forth in the Employee Handbook.

323 **Sec. 13.059. Safety.**

324 It is the employee's responsibility to comply with all safety requirements set forth by the County or its departments,  
325 including but not limited to the safety requirements in the Employee Handbook and specific department policies.

326 **SUBCHAPTER X. EFFECTIVE DATE**

327 **Sec. 13.060. Effective date.**

328 This ordinance shall be effective September 1, 2023 .

329

Approved for presentation to the County Board by the Personnel and Insurance Committee this 15th day of August 2023.

Consent Agenda Item: [ ] YES [ X ] NO

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

Vote Required: Majority = X 2/3 Majority = \_\_\_\_\_ ¾ Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes X No \_\_\_\_\_ as reviewed by the Corporation Counsel, [Signature], Date: 08.10.2023

Offered and passage moved by:

[Signature]  
Supervisor Carl Gruber

[Signature]  
Supervisor Terry Spencer

[Signature]  
Supervisor Peter Kinsman

[Signature]  
Supervisor Robert Prosser

[Signature]  
Supervisor Jake Roxen

Fiscal Note: No Fiscal Impact [Signature]

MIS Note: No MIS Impact