

**WAUPACA COUNTY BOARD OF SUPERVISORS
ADJOURNED ANNUAL SESSION
JANUARY 18, 2005**

Chair Koeppen called the meeting to order at 9:00 a.m. with 23 members present.

Present: Suprs. Allen, Barrington, Brown, Craig, Flease, Flink, Hillskotter, Hurlbut, Johnson, Jonely, Koeppen, Kussmann, Lawrence, Loughrin, Mares, Murphy, Peterson, Sasse, Sorensen, Steenbock, Trambauer, Trudell, Whitman. Suprs. Aasen, Gabert, Penney and Rasmussen excused.

Chair Koeppen made the open meeting statement that this meeting and all other meetings of this board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so the citizenry may be aware of the time, place and agenda of this meeting.

A moment of silent meditation was observed followed by the Pledge of Allegiance.

Supr. Trudell moved and Supr. Steenbock seconded the motion to approve the agenda. Motion carried 23-0.

Supr. Flink moved and Supr. Mares seconded the motion to approve the minutes from the December 21, 2004 meeting. Motion carried 23-0.

**WORKFORCE DEVELOPMENT
Cheryl Welch, Fox Valley Workforce Development Board
Harlan Kiesow, East Central Wisconsin Regional Planning Commission**

Cheryl Welch gave an introduction of the Northeast Wisconsin Economic Opportunity Study. Harlan Kiesow reviewed the study in more detail. Chair Koeppen placed the reports on file in the County Clerk's Office

**COMPREHENSIVE PLANNING UPDATE & SPECIAL CHARGES
Dave Thiel, Waupaca County Economic Development Corp.
Mike Koles, UW-Extension**

Mike Koles updated the County Board on Waupaca County's Comprehensive Planning process. Dave Thiel informed the County Board that if a community needed a facilitator outside of what was planned for, there would be additional charges.

WISCONSIN COUNTIES ASSOCIATION
Referenda Questions on State Mandates
Craig Thompson, Legislative Director

Craig Thompson briefed the County Board on the need for an advisory referendum to determine how the citizens of Waupaca County believe the court system and human services should be funded.

Chair Koeppen called a 10 minute recess. Chair Koeppen called the meeting back to order.

RATIFY TENTATIVE AGREEMENT LOCAL 2771
Mandy Welch, Personnel Coordinator

Mandy reported that ratification has been postponed due to changes in insurance. Mandy reviewed the changes in insurance.

AMEND WAUPACA COUNTY CODE OF ORDINANCES
CHAPTER 3, SECTION 4 – SALARY ADMINISTRATION

- A. PURPOSE OF SALARY ADMINISTRATION.** The purpose of salary administration is to fairly allocate each position in the County to an appropriate grade or classification in such a way as to maintain equity between positions while taking into consideration factors such as formal education, experience, degree problem solving, work environment, supervisory responsibilities and other related factors contributing to the nature of the position. It also sets initial hiring rates and salary ranges, procedures for step increases, as well as, promotion and reclassification guidelines.
- B. COMPARATIVE COMPENSATION DATA.** The Personnel Director shall use comparative data when necessary to assist in evaluation. Comparative data may include information from various counties, municipalities, private or public concerns.
- C. COMPENSATION STRUCTURE.** County positions represented by a bargaining unit shall be classified in accordance with the structure outlined in the collective bargaining agreement. Non-represented county positions shall be assigned a total number of points based on the evaluation of the requirements and responsibilities of the position. The County may utilize an independent party to conduct the position evaluations. The following chart show the total range of points for each assigned pay grade.

<u>GRADE</u>	<u>POINTS</u>
R	1200 to 1299
Q	1100 to 1199
P	1000 to 1199
O	900 to 999
N	800 to 899
M	700 to 799
L	650 to 699
K	600 to 649
J	550 to 599
I	500 to 549
H	450 to 499
G	400 to 449
F	350 to 399
E	325 to 349
D	300 to 324

D. ROLES AND RESPONSIBILITIES. The development and administration of the compensation program is the responsibility of the Personnel Department. The Personnel Director can recommend necessary amendments in the compensation program to the Personnel Committee. The Personnel Director shall seek the input of the various committees, commissions and boards in the evaluation process.

E. COMPENSATION ADMINISTRATION. The administration of the non-represented salary/wage structure shall be as follows:

1. Annual increases to the salary/wage structure to maintain external equity.
2. Earned step increases occur annually until step 7, then progression between steps is every two years. To be eligible for a step increase an individual must have worked at least 400 hours in the preceding year. At no time will an increase be given which will place any individual outside of the Non-Represented Pay Structure.

F. COMPENSATION ADVISORY COMMITTEE. A Compensation Advisory Committee is a policy formulation, review, and monitoring body within Waupaca County. To implement and administer the classification and compensation program uniformly, the overall application of the classification and compensation program shall be monitored by the Compensation Advisory Committee (CAC). One member of the Personnel Committee and five members who are supervisors from various departments involved with line operations will be selected by the Personnel Committee. The membership will be staggered. Initially each member will draw for one, two or three year terms. Thereafter, terms will be for three years.

It is the responsibility of this Committee to:

1. Recommend pay surveys as needed by the County.

2. Recommend, where appropriate, new or revised compensation administration procedures, issues for study, or guidelines to the Personnel Director.
3. Review appeals of the decisions of the Personnel Committee in all matters of job evaluation and salary determination, including reclassification appeals

G. ADDING NEW POSITIONS TO PAY STRUCTURES. The evaluation of new positions for placement in the appropriate pay structure will be the responsibility of the Personnel Department. The job evaluation system will be utilized to determine salary grade placement of a new position or an existing position which has undergone significant change. The procedure for requesting new positions is as follows:

1. New position requests are to be initiated by Department Heads as part of the annual budget process. The deadline for submitting requests shall be determined by the Personnel Department.
2. New positions requests shall include the current job description, new position request form, and committee of jurisdiction recommendation. Requests must be submitted to the Personnel Committee via the Personnel Director. The Personnel Director shall determine and recommend the appropriate classification and grade to the Personnel Committee. The Personnel Committee shall review the recommendations of the Personnel Director and make recommendations to the Finance and Personnel Committee. *FORM – New Position Request Form.*
3. New positions which are approved by the Finance and Personnel Committee are subject to approval by the Waupaca County Board. (by resolution)

H. DETERMINATION OF HIRING SALARIES. The determination of an appropriate salary for a new hire will be accomplished through the cooperative efforts of the Personnel Department, Personnel Committee, and the Department Head. Starting salaries will be at the minimum of the assigned grade. Starting wage/salary higher than the minimum of the assigned labor grade may be made for such reasons as exceptional qualifications, competitive market situations, special and specific talents and shall be determined through the cooperative efforts of the interviewing committee. In no case shall the new hire be placed above step 5 of the salary structure. In addition, the confines of the budget as approved by the County Board will be considered along with the existing salary structure for the position.

I. PROMOTIONAL INCREASES. A person promoted to a position in a higher salary grade shall receive an immediate increase. This increase is separate and distinct from any annual salary adjustment given that a comparison is made with the salaries and similar positions in the organization. In determining the promotional increase, these guidelines shall be used:

1. An employee's wage/salary shall be increased to the wage/salary step which allows for an increase of at least 3%.

2. In no case shall a promotional increase place a staff member's wage/salary above 100% for the classification.

J. PAY RATES FOR WORK IN A HIGHER JOB CLASSIFICATION. In a situation where the assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay grade or pay range), a temporary pay rate may be established for the period of that assignment or work schedule. This action shall only take place when recommended by the Personnel Director and approved by the Personnel Committee. This policy will not be applied to vacation replacement.

K. VOLUNTARY TRANSFER OR DUE PROCESS DEMOTION TO A LOWER GRADE. An employee accepting a voluntary transfer or receiving a due process demotion to a lower grade will have his/her rate of pay determined in the same fashion as an employee new to the County or rehired by the County.

L. COMPENSATION FOR TEMPORARY JOB ASSIGNMENT. Whenever a department head position is vacant or when a leave of absence for sixty (60) days or more has been granted to a department head, a qualified employee may be temporarily assigned for the duration of the leave or until a replacement is hired. To qualify for compensation for this temporary job assignment, the temporary assignment must exceed a period of sixty (60) days. The amount of the temporary higher salary shall not be less than the minimum of the salary range and no temporary assignment shall exceed six (6) months.

M. LATERAL TRANSFERS. When necessary, Waupaca County may change a qualified employee or group of employees from one job to another within the same pay grade. (This will happen when the County deems this to be in the interest of efficiency and meeting objectives.) When an employee(s) is transferred to a position of equal value or worth, he or she will not receive an adjustment in pay.

N. RECLASSIFICATION PROCEDURES. If the duties and responsibilities of an established position are permanently and significantly changed, or if the Department Head believes a position is misclassified, the following actions should be taken:

1. The Department Head and employee shall submit a request for a position reclassification with complete documentation to the Personnel Committee via the Personnel Director no later than June 30th for an introductory assessment and review. If the request is initially determined to have merit, the request will be given preliminary approval for submission effective January 1st in the following year's budget for review and action by the Finance and Personnel Committee.
2. Reclassification requests shall include revised and current job descriptions and fully completed reclassification analysis summary forms. *FORM – Reclassification Analysis Summary Form.*
3. Reclassifications are reviewed on an annual basis. Due to budgetary constraints, it is important that reclassifications are only requested as part of the annual budget process.

4. During the year, requests for reclassification will only be considered in situations of absolute necessity. These requests shall include the current and revised job descriptions, reclassification analysis summary forms, complete documentation of the reasons for the position reclassification, and include Department Head and Committee of Jurisdiction approval.
5. When the Personnel Director has reviewed the position, he or she will formulate a decision based upon the relevant information and shall notify the Personnel Committee of the results. The Personnel Committee shall make recommendation to the Finance and Personnel Committee to approve or deny the request.
6. The position incumbent and the incumbent's immediate supervisor may appeal the Finance and Personnel Committee's decision to the CAC via the Personnel Director. The job evaluation deliberations of the CAC shall be attended by the Committee members only.
7. The CAC shall meet for the purpose of considering such requests on dates published in advance.
8. The recommendation of the Personnel Director and CAC will be forwarded to the Personnel Committee for approval/denial.

O. JOB RE-EVALUATION AND RECLASSIFICATION.

1. Should an existing position be reclassified to a higher grade, the employee shall be placed in the new classification on the effective date of the reclassification at the step which provides an increase. Remaining step increases will take place on an annual basis from the effective date of the reclassification.
2. When an employee's position is reclassified to a lower grade because a re-evaluation indicates reduced duties (e.g., staff reduction due to program cutback), no salary reduction shall immediately occur. If the employee's salary is above step 10 of the new grade, no salary increases shall be granted until step 10 for the new grade equals or exceeds the employee's salary.
3. All salary adjustments will be effective for the budget year and date defined by the Finance & Personnel Committee.

P. LIMITED TERM AND SEASONAL. Limited Term, temporary, and seasonal employees shall be compensated at rates established by the Finance and Personnel Committee and approved by the County Board.

Q. PERIODIC REVIEW. Each year, the Personnel Director shall select approximately 20% of the County's supervisory, professional, and administrative support positions for review. He or she shall examine the selected positions and determine if any changes in duties have

occurred that justify position reclassification and forward to the committee of jurisdiction and the Personnel Committee for their recommendation. The Personnel Director will notify the respective Department Heads of any reclassification results.

R. UPDATING THE CLASSIFICATION AND COMPENSATION PLAN. The non-represented salary structure shall be approved annually by the Finance and Personnel Committee and the County Board.

Supr. Brown moved and Supr. Craig seconded the motion to amend Chapter 3, Section 4 of the Waupaca County of Ordinances. Motion carried 23-0. Passed this 18th day of January, 2005.

**AMENDMENTS TO CHAPTER NO. 34
Town of Dayton, Petition #Z-1-05
2005-483**

The Waupaca County Zoning Committee, having considered the petition No. Z-1-05 on the 6th day of January, 2005 by the **Town of Dayton**; and the Town of Dayton Planning Commission having held a public hearing on November 11, 2003 to make the zoning consistent with the surrounding area of the following described lands:

Frederick & Pauline Lueders: Located in part of the NE ¼ of the NW ¼ of Sec. 1, Town of Dayton, (parcel number 03-01-21-2), lying along Parfreyville Road, Fire Number E-2267, Waupaca County, Wisconsin; from an M-G (General Manufacturing) zone to A-G (General Agriculture) zone on approximately 4 acres.

John H. & Linda K. Karrow: Located in part of the SW ¼ of the NW ¼ of Sec. 13, Town of Dayton, (parcel number 03-13-23-2), lying along Spencer Lake Road, Fire Number E-2105, Waupaca County, Wisconsin; from an R-M (Residential Multi-family) zone to an A-G (General Agriculture) zone on approximately 11.5 acres.

Ryan Thompson: Located in part of the SE ¼ of the SE ¼ of Sec. 17, Town of Dayton, (parcel number 03-17-72-10), lying along Mynard Road, Fire Number E-808, Waupaca County, Wisconsin; from a C-G (General Commercial) zone to an RS-20 (Residential, Single-family, 20,000 Square Foot Lot Minimum) zone on approximately 33,120 sq. ft. (0.77 acres).

Brysun Co., Inc.: Located in part of the SE ¼ of the SE ¼ of Sec. 17, Town of Dayton, (parcel number 03-17-72-16), lying along Marcia Drive, Waupaca County, Wisconsin; from a C-G (General Commercial) zone to an RS-20 (Residential, Single-family, 20,000 Square Foot Lot Minimum) zone on approximately 20,008 sq. ft. (0.46 acres).

Brian M. & Kristine M. Dietrich: Located in part of the SE ¼ of the SE ¼ of Sec. 17, Town of Dayton, (parcel number 03-17-72-17), lying along Brian Court, Fire Number N-1332, Waupaca County, Wisconsin; from a C-G (General Commercial) zone to an RS-20 (Residential, Single-family, 20,000 Square Foot Lot Minimum) zone on approximately 27,499 sq. ft. (0.64 acres).

Scott F. & Ruth B. Olsen: Located in part of the N ½ of the NW ¼ of Sec. 21, Town of Dayton, (parcel number 03-21-22-2), lying along State Highway 22, Fire Number E-1348, Waupaca County, Wisconsin; from a C-G (General Commercial) zone to an A-G (General Agriculture) zone with a Conditional Use Permit application for a storage warehouse and office space on approximately 2.6 acres.

Patrick W. & Jill Zempel: Located in part of the SE ¼ of the SW ¼ of Sec. 27, Town of Dayton, (parcel number 03-27-34-3), lying along Crystal Lake Road, Fire Number E-1490, Waupaca County, Wisconsin; from a C-S (Service Commercial) zone to an A-G (General Agriculture) zone on approximately 3 acres.

Crystal Lake Community Hall: Located in part of the SE ¼ of the SW ¼ of Sec. 27, Town of Dayton, (parcel number 03-27-34-4), lying along County Highway K, Fire Number N-529, Waupaca County, Wisconsin; from a C-S (Service Commercial) zone to an A-G (General Agriculture) zone on approximately ½ acre.

Kim Williams c/o Earl Williams: Located in part of the SE ¼ of the SW ¼ of Sec. 27, Town of Dayton, (parcel number 03-27-34-5), lying along County Highway K, Fire Number N-517, Waupaca County, Wisconsin; from a C-S (Service Commercial) zone to an A-G (General Agriculture) zone on approximately .73 acres.

Dennis Przybylski & D. Lindauer: Located in part of the SE ¼ of the SW ¼ of Sec. 27, Town of Dayton, (parcel number 03-27-34-6), lying along County Highway K, Fire Number N-503, Waupaca County, Wisconsin; from a C-S (Service Commercial) zone to an A-G (General Agriculture) zone on approximately 1 acre.

Having held public hearings thereon, pursuant to Section 59.97(5)(e) Wisconsin Statutes, notice thereof having been given as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

The Petition for Zoning Map Amendments and Conditional Use Permit application be **GRANTED** due to the following:

The Town Board of Dayton was in favor of this application and this would be consistent with the zoning classifications in the surrounding area.

Dated this 6th day of January, 2005.
Waupaca County Zoning Committee
By: /s/ John F. Penney, Chairman

Supr. Kussmann moved and Supr. Murphy seconded the motion to approve the amendments to Chapter 34, 2005-483. Motion carried 23-0. Passed this 18th day of January, 2005.

RESOLUTION NO. 33 (2004-2005)

WHEREAS, county government acts in partnership with state government in Wisconsin to provide programs and services for the citizenry; and

WHEREAS, state government requires county government to provide programs and services that are not always funded by the state government; and

WHEREAS, the major funding source for county government is the county property tax; and

WHEREAS, some mandated programs and services are not funded or fully funded by the state, causing the county property taxpayer to supplement funding with property tax dollars; and

WHEREAS, the public has an increased concern over how property tax dollars are being expended; and

WHEREAS, two statewide commissions (Kettl and Sheehy) suggested that the circuit court system and human services should not be funded by the property tax; and

WHEREAS, chapter 59.52 (25) of the State Statutes states “ *the board may conduct a countywide referendum for advisory purposes or for the purpose of ratifying or validating a resolution adopted or ordinance enacted by the board contingent upon approval in the referendum.* ” and

WHEREAS, the following advisory referenda questions are an effective way to determine how the citizenry believes the court system and human services should be funded:

Should the State of Wisconsin, not the county taxpayer, pay for the cost of the state mandated court system in Waupaca County?

Should the State of Wisconsin, not the county taxpayer, pay for the cost of state mandated human services in Waupaca County?

NOW, THEREFORE, BE IT RESOLVED that Waupaca County will place the above-mentioned questions on the April ballot as advisory referenda questions.

BE IT FURTHER RESOLVED that the Waupaca County Clerk be directed to forward a copy of this resolution to the Wisconsin Counties Association.

RECOMMENDED FOR INTRODUCTION BY THE WAUPACA COUNTY

LEGISLATIVE AND JUDICIAL COMMITTEE: /s/ Dennis A. Kussmann, Howard Trudell, Donn L. Allen, Gary Barrington

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Lawrence moved and Supr. Sasse seconded the motion to adopt Resolution No. 33 (2004-2005). Motion carried 23-0. Passed this 18th day of January, 2005.

RESOLUTION NO. 34 (2004 - 2005)

Subject: Restructuring Health Service Division's Early Intervention Program - Department of Health and Human Services.

WHEREAS, the Department of Health and Human Services currently operates a Early Intervention Program; and

WHEREAS, the children and family services of the program could be provided more effectively by restructuring of the staffing levels; and

WHEREAS, this restructuring would involve reducing the full-time Early Intervention Manager to a .60 part-time position and expanding one .60 part-time Early Intervention Specialist position to full-time; and

WHEREAS, the savings of this is change would be \$ 7,478.

NOW, THEREFORE, LET IT BE RESOLVED that the Waupaca County Board of Supervisors does hereby approve changing the full-time Early Intervention Manager position to a .60 part-time position and expanding one .60 part-time Early Intervention Specialist position to full-time.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE & PERSONNEL COMMITTEE: /s/ James Loughrin, Gary Barrington, Don Aasen, Duane R. Brown, Patricia Craig, Dick Koeppen

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Trudell moved and Supr. Hillskotter seconded the motion to adopt Resolution No. 34 (2004-2005). Motion carried 23-0. Passed this 18th day of January, 2005.

**REPORT NO. 16 (2004-2005)
REGISTER OF DEEDS ANNUAL REPORT**

Register of Deeds George Jorgensen presented his annual report. Chair Koeppen placed the report on file in the County Clerk's Office.

APPOINTMENTS

Supr. Flink moved and Supr. Trudell seconded the motion to appoint Patty Kappelman to the Health and Human Services Board, Jennifer Haase to the Integrated Services Project Coordinating Committee, and Sgt. Terry Wilz to the Traffic Safety Committee. Motion carried 23-0. Passed this 18th day of January, 2005.

ANNOUNCEMENTS AND CORRESPONDENCE

Chair Koeppen placed the following correspondence for January on file in the County Clerk's Office: Waupaca County Economic Development Corp. Report for December 2004, Wisconsin Department of Commerce, Wisconsin Department of Transportation, WCA Annual Conference, WCA Appointment of Supr. Craig, and Milwaukee Journal-Sentinel TABOR editorial.

Supr. Steenbock moved and Supr. Johnson seconded the motion to adjourn. Motion carried 23-0. Chair Koeppen declared the meeting adjourned at 10:43 a.m.