

**WAUPACA COUNTY BOARD OF SUPERVISORS  
ANNUAL SESSION  
NOVEMBER 8, 2011**

Chair Koeppen called the meeting to order at 9:00 a.m. with 24 members present.

Present: Suprs. Aasen, Allen, Boyer, Brown, Craig, Ellis, Federwitz, Fleese, Flink, Hagen, Handrich, Johnson, Jonely, Koeppen, Kussmann, Lloyd Mares, McClone, Morgan, Gerald Murphy, Terry Murphy, Penney, Peterson, and Sorensen. Suprs. Barrington and M. Mares were excused. Supr. Trambauer absent.

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. Federwitz moved and Supr. Handrich seconded the motion to approve the agenda, Motion carried 24-0. Passed the 8<sup>th</sup> day November, 2011.

Supr. L. Mares moved and Supr. McClone seconded the motion to approve the minutes of the October 25, 2011 meeting. Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

**PUBLIC HEARING FOR THE 2012 BUDGET  
AND  
TRANSPORTATION SERVICES PROGRAM 85.21**

Supr. G. Murphy moved and Supr. Flink seconded the motion to open the public hearing for the 2012 Budget and Transportation Services Program 85.21. Motion carried 24-0. Chair Koeppen opened the public hearing and asked if anyone would like to speak on the budget.

Clerk Robbins read a letter from Lisa Kuss, Clintonville City Administrator, thanking the Finance Committee for their continued commitment funding libraries.

Chair Koeppen called 3 times for any more public input. Being no further input, Supr. Brown moved and Supr. Hagen seconded the motion to close the public hearing and reconvene into regular session. Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

**DISCUSS 2012 BUDGET**  
**Heidi Dombrowski, Finance Director**

Heidi Dombrowski reviewed the changes that were made at the reading of the proposed budget.

**RESOLUTION NO. 24 (2011-2012)**

**Subject: Year 2012 Budget**

**BE IT RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year of 2011 to include a sum as determined by the State of Wisconsin for state tax forestry purposes, and

**BE IT FURTHER RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2011 the following sums:

\$ 5,300.00	as veteran's relief
\$16,578,804.00	as general tax
\$ 5,556,177.00	as debt service tax

**BE IT FURTHER RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2011 excepting Cities of Clintonville, New London and Waupaca, the sum of \$96,000 for bridges under Sec. 81.38, Wisconsin Statutes, and

**BE IT FURTHER RESOLVED** that there is hereby levied against the taxable property of Waupaca County as equalized for the year 2011 excepting the Cities of Clintonville, Manawa, Marion, New London, Waupaca, Weyauwega, Village of Fremont, Village of Scandinavia and the Village of Iola, the sum of \$912,624 for Public Libraries under Section 43.64 Wisconsin Statutes, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Year 2012 Budget be adopted at the summary level as printed in the Proceedings of the Waupaca County Board of Supervisors. Department heads shall operate their programs as presented in their proposed line item budgets.

**RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE & HUMAN RESOURCES COMMITTEE:** /s/ James Loughrin, Gary Barrington, John F. Penney, G. Robert Flease, Gerald Murphy, Duane R. Brown, Patricia Craig

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

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

Supr. Brown moved and Supr. Hagen seconded the motion to adopt Resolution No. 24 (2011-2012). Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

## **REPORTS BY COUNTY BOARD SUPERVISORS**

Finance & Human Resources Committee Chair Jim Loughrin thanked the Management Team, Mary Robbins, Mandy Welch, Heidi Dombrowski, and anyone else who helped with the 2012 budget. Supr. Loughrin congratulated Chair Koeppen on his term as WCA President.

Chair Koeppen thanked the Management Team for their work on the 2012 budget.

Human Resource Director Mandy Welch presented the amendments to Chapter 3, Section 8 of the Waupaca County Code of Ordinances.

### **AMEND CHAPTER 3, WAUPACA COUNTY CODE OF ORDINANCES SECTION 8 – HOURS OF WORK**

**8.01 HOURS OF WORK.** The normal work week for regular full-time Waupaca County employees will consist of 40 hours of work (for designated positions at the Courthouse and WCI the normal work week for regular full-time employees will consist of 36 ¼ hours of work.) Hours of work may vary as deemed necessary for the effective and efficient operation of each department. It is not the intent of this policy to provide for a guaranteed work week.

- a) Changes to approved work week. Any changes to an employee's designated work day or work week requires prior approval of the employee's supervisor and/or department head.
- b) Flex Time. The periodic adjustment of the work schedule to accommodate the operations of Waupaca County, or for the **infrequent** adjustment to allow employees to accommodate personal obligations is considered flex time. Allowing flex time is at the sole discretion of the Department Head and/or supervisor. Flex time must be used within the workweek and requires prior approval of the supervisor.

**8.02 LUNCH PERIODS AND BREAKS.** Lunch periods and break times are to be arranged between employee and the supervisor and/or department head. Since most County offices remain open continually on normal work days it is the department head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

- a) Lunch Periods. Lunch periods shall be established on a Departmental basis, and shall not be longer than one (1) hour. All lunch breaks are to be unpaid, with the exception of positions in the Sheriff's Department which

are unable to be relieved from their workstation or their duties during the working hours.

- b) Breaks. Break periods shall be established on a Departmental basis with the expectation that each employee working at least six (6) consecutive hours of work will be entitled to a minimum of one fifteen (15) minute break. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday.

**8.03 OVERTIME.** To provide a consistent system for distributing overtime all hourly employees who are not subject to overtime provisions contained in a collective bargaining agreement will be paid in accordance with the overtime pay provisions of the Fair Labor Standards Act (FLSA). Each position is designated as either “Non-Exempt” or “Exempt” from the FLSA and state wage and hour laws.

- a) Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Any paid leave time shall not be counted as hours worked for purposes of overtime. All overtime must be approved in advance by the employee’s Supervisor or Department Head.

Lakeview Manor. In addition to the overtime provisions required by the FLSA, non-exempt employees working in 24/7 operations at Lakeview Manor will be compensated at time and one-half for all hours worked in excess of 8 hours per shift or 80 hours in a pay period.

Sheriff’s Department. In addition to the overtime provisions required by the FLSA, non-exempt employees working in the Corrections Division, E911 Communications, and Patrol Division (excluding employees represented by a collective bargaining agreement) who normally work a rotating schedule of days providing 24/7 coverage will be compensated at time and one-half for all consecutive hours worked in excess of the employees regularly scheduled shift.

All hours worked by non-exempt employees on a holiday designated by the County will be paid at time and one-half.

- b) Employees in “exempt” positions are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

**8.04 COMPENSATORY TIME.** Subject to the approval of the employee’s supervisor and departmental policy, employees may be granted compensatory time in lieu of overtime. Such Compensatory time will be granted at time and one-half for hours worked in excess of 40 hours per week or at straight time for hours worked less than 40

hours per week. For employees approved to earn compensatory time on a holiday, all hours will be earned at time and one-half.

Compensatory time may be accumulated up to the employee's regular two week schedule (80 hours for a full-time employee with an 80 hour pay period). Departmental policies may implement more stringent limitations on an employee's ability to accrue compensatory time, but in no case will the accrual of compensatory time exceed 80 hours.

**8.05 ON-CALL COMPENSATION.** Non-Exempt employees who have assigned responsibilities to cover a designated week, weekend, day(s) where the employee is expected to carry a phone or pager, be available to respond, and report to work alcohol/drug free will be compensated at the designated rate for all non-working hours for which they are the employee with designated on-call responsibilities. The County reserves the right to determine which positions shall have designated on-call responsibilities.

<b>\$1.50 per hour</b>	<b>\$2.00 per hour</b>
Maintenance (Courthouse & LVM)	Social Workers
Parks Caretaker	
Parks Supervisor	
Foreman (Highway)	

**8.06 CALL-IN PAY.** Non-Exempt employees of the Highway Department called in for work outside their normal work schedule, shall be compensated a call-time allowance of two (2) hours at straight time in addition to the applicable pay for the time actually worked. Such call time shall not apply when the employee is notified prior to leaving the job that the employee must return to work, nor shall it apply to call for ice control, snow removal, or flood control. Such call time allowance shall not be included as time worked in computing weekly hours.

**8.07 DAYLIGHT SAVINGS TIME.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

**8.08 EXEMPT EMPLOYEES.** Department Heads, managers, and certain other designated employees meet the exempt requirements of the FLSA and are compensated on a salary basis specifically intended to compensate them for their service to Waupaca County. Exempt employees are expected to work a normal full-time workweek and to be available for meetings and events outside of normal hours, as well as, for circumstances that require additional working hours. In return for their service exempt employees may take time off when the workload of their department permits. It is not the intent of this provision for time off to be on an hour for hour basis or to be accumulated for periods of time off.

**8.09 PAY PERIOD.** Waupaca County is on a bi-weekly payroll system. Each pay period is two weeks long and begins on a Sunday and ends on a Saturday. Employees are paid on the Friday following the last Saturday of the pay period.

- a) Direct deposit. Waupaca County payroll will require mandatory direct deposit. Employees are required to complete direct deposit enrollment upon hire and keep the same up-to-date with changes.
- b) Garnishment deductions. The law requires Waupaca County to make deductions from employee paychecks for various garnishments, including child support. The County charges \$3.00 per garnishment as a processing fee. Waupaca County is not required to inform employees before deducting such garnishment processing fees from the employee's payroll.
- c) Other payroll deductions. Waupaca County makes payroll deductions for employee benefits, voluntary benefits, deferred compensation, and approved credit union deductions upon receipt of written authorization.

**8.10 TIME AND ATTENDANCE.** Accurately recording time worked is the responsibility of every employee. Employees are to record on their time record, or time clock, the time they begin work and record when they have completed work. Accurate time reporting is also required by the Fair Labor Standards Act. It is also the employees' responsibility to sign/approve their time records to certify the accuracy of all time recorded. It is the Supervisor and/or Department Head's responsibility to review and approve the time record before submitting it for payroll processing. Employees should accurately record their time in the proper time record format designated by their department. Failure to record the work, as well as, altering, falsifying, tampering with time records, or recording of time on another employee's time record may result in disciplinary action, up to and including termination of employment, and may be subject to criminal penalty. Waupaca County reserves the right to monitor employees working hours for the purposes of verifying the accuracy of time reporting. Various methods of monitoring may include, but are not limited to visual observation, review of ID badge access activity, county computer records, county telephone logs and billings, GPS tracking.

**8.11 EMPLOYMENT IN ADDITION TO THE COUNTY POSITION.**

- a) Waupaca County Code of Ethics. All employees of the county are expected to abide by Chapter 2.05 of the Waupaca County General Code of Ordinances regarding Waupaca County Code of Ethics.
- b) Outside employment. Employees may hold outside employment as long as they continue to meet the performance expectations of their county position, and provided the outside employment does not create a conflict of interest with the county position. All employees shall be held to the same performance standards and work schedules, regardless of existing

outside employment demands. Permission must be sought for outside employment by submitting a written request to the Department Head with a copy to the HR Department. Department Heads must submit their own request to the Administrative Coordinator/County Clerk to be considered for approval by the Legislative & Judicial/Ethics Committee. Outside employment that creates a conflict of interest is prohibited, and the determination of whether a conflict of interest exists is left to the sole discretion of the employer. Authorizations and denials must be placed on file, along with the employee's request, in the County Clerk's Office with a copy to Human Resources.

Supr. Brown moved and Supr. Craig seconded the motion to amend Chapter 3, Section 8 of the Waupaca County Code of Ordinances. Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

Brian Haase, County Conservationist, presented the revisions to the Waupaca County Farmland Preservation Plan and answered questions.

**RESOLUTION NO. 23 (2011-2012)**  
**TO AMEND THE 1981 WAUPACA COUNTY FARMLAND PRESERVATION PLAN**

**WHEREAS**, Waupaca County adopted the Waupaca County Farmland Preservation Plan in July 1981; and

**WHEREAS**, the Farmland Preservation Plan was adopted over 30 years ago and does not reflect the adopted Waupaca County Comprehensive Plan or Comprehensive Plans adopted at the Town level; and

**WHEREAS**, through the Wisconsin State Department of Agriculture, Trade and Consumer Protection, Waupaca County had successful Purchase of Agricultural Easement (PACE) applicants in the Towns of Lind and Scandinavia; and

**WHEREAS**, the 1981 Waupaca County Farmland Preservation Plan does not reflect current land use plans and the State Department of Agriculture, Trade and Consumer Protection requires the Farmland Preservation Plan to be consistent with the Comprehensive Plan to participate in State programs; and

**WHEREAS**, the Comprehensive Plan is a much more accurate and recent representation of future land use plans and desires; and

**WHEREAS**, amending the Farmland Preservation Plan Map is necessary to ensure funding under the PACE program; and

**WHEREAS**, the Farmland Preservation Plan amendment will only impact the Towns of Lind and Scandinavia where both towns have demonstrated support for the amendment; and

**NOW, THEREFORE, BE IT RESOLVED BY THE WAUPACA COUNTY BOARD OF SUPERVISORS** in session this 8<sup>th</sup> day of November, 2011, that the Waupaca County Farmland Preservation Plan be amended to include the attached Farmland Preservation Maps for the Towns of Lind and Scandinavia.

**RECOMMENDED FOR INTRODUCTION BY THE WAUPACA COUNTY LAND AND WATER CONSERVATION COMMITTEE:** /s/ Donald Peterson, James W. Boyer, Darrell Handrich, Paul T. Hagen, Robert Ellis, Ardyce Eisentraut

ATTEST: APPROVED AS TO FORM:  
/s/ Mary A. Robbins, Waupaca County Clerk /s/ Jeffrey Siewert, Corporation Counsel

Supr. Boyer moved and Supr. Sorensen seconded the motion to adopt Resolution No. 23 (2011-2012). Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

### **APPOINTMENTS**

Supr. Johnson moved and Supr. L. Mares seconded the motion to appoint Jim Goeser to a 3-year term on the Veteran's Service Commission and Chair Dick Koeppen, Supr. Jim Loughrin, Supr. Gene Sorensen, Heidi Dombrowski, Roger Holman and Brian Haase to the ATC Ad-Hoc Committee. Motion carried 24-0. Passed the 8<sup>th</sup> day of November, 2011.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Chair Koeppen placed the November WCEDC Monthly Report on file in the County Clerk's Office.

2012 Official Newspaper will be placed on the December agenda.

Supr. Aasen moved and Supr. Kussmann seconded the motion to adjourn. Motion carried 24-0. Chair Koeppen declared the meeting adjourned at 9:55 a.m.

Mary A. Robbins  
Waupaca County Clerk