



**WALWORTH COUNTY BOARD OF SUPERVISORS  
MEETING**

**TUESDAY, NOVEMBER 8, 2011 AT 6:00 P.M.**

County Board Room

Walworth County Government Center

100 W. WALWORTH STREET

ELKHORN, WI

*Nancy Russell – Chair*

*Dan Kilkenny – Vice Chair*

Board of Supervisors

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**A G E N D A**

**Call to Order**

**Pledge of Allegiance**

**Invocation**

- Nancy Russell, Walworth County Board Supervisor, District # 11

**Roll Call**

**Withdrawals from Agenda, if any**

**Approval of the Agenda**

**Approval of the Minutes**

- September 29, 2011 Special County Board Meeting
- October 11, 2011 Committee of the Whole Meeting
- October 11, 2011 County Board Meeting

**Comment Period by Members of the Public Concerning Items on the Agenda**

**Appointments/Elections**

1. Walworth County 911 Governing Board
    - Jean Froggatt – Term to begin retroactive from May 8, 2011 and end May 8, 2013 (Recommended for reappointment by the Executive Committee 5-0)
    - Melody Lentz – Term to begin retroactive from May 8, 2011 and end May 8, 2013 (Recommended for reappointment by the Executive Committee 5-0)
    - Tim O’Neill – Term to begin retroactive from May 8, 2011 and end May 8, 2013 (Recommended for reappointment by the Executive Committee 5-0)
  2. Walworth County Workforce Development Board
    - Reappointments:
      - Saul Arteaga - Joe Cardiff
      - Charles Colman - Lisa Furseth
      - Brianna Fox - Michel O’Donnell
      - Thomas Lothian - Marilyn Putz
      - Nancy Russell - Cindy Simonsen
      - Eric Wentz
    - New appointments:
      - Patti Pagel
      - Mike Van Den Bosch
- (Recommended by the Executive Committee 5-0)

### **Communications and Matters to Be Referred**

1. Claims Received After Agenda Mailing
2. Claims: Correspondence received in regard to Easement Issue from Richard J. Rakita, Weiss Berzowski Brady LLP, Attorneys at Law (To be referred to the Executive Committee)
3. Resolution No. 2011-10-60 from Lincoln County - Resolution Supporting H.R. 1496 in the U.S. House of Representatives and U.S. Senate Bill 202 to Amend Title 31 United States Code to Audit the Federal Reserve System of the United States (To be referred to the Executive Committee)
4. Resolution No. 41-2011-12 from Outagamie County – Support of Criminalizing Violations of 72-hour No-Contact Condition for Domestic Abuse Offenders (To be referred to the Executive Committee)
5. Communication from Village of Genoa City regarding Resolution #10-13-2011 Amending the Village of Genoa City’s Comprehensive Plan (To be placed on file)
6. Email correspondence received in the County Administrator’s office from Pat Devon in regard to keeping guns out of county-owned buildings (To be placed on file)
7. Notice of Lis Pendens and Resolution and Order to Raze Building received from the Walworth County Treasurer’s office regarding an action pending between Town of Delavan and Jay A. Kelly for property located at 1625 Polk Avenue, Delavan (To be placed on file)
8. Report of the County Clerk Concerning Communications Received by the Board and Recommended to be Placed on File
9. Report of the County Clerk Concerning Communications Received by the Board After Agenda Mailing
10. Report of the County Clerk Concerning Zoning Petitions (To be referred to the County Zoning Agency)

### **Unfinished Business**

1. Ord. No. 692-10/11 – Amending Chapter 16 of the Walworth County Code of Ordinances Relating to Prohibition of Firearms – *Vote Required: Majority* (Recommended by the Executive Committee 4-1 and the Public Works Committee 4-1)

### **New Business**

### **Reports of Standing Committees**

#### **County Zoning Agency Report of Proposed Zoning Amendments**

1. Marc A. Benaim Trust, Town of Delavan, Amend approximately 7.75 acres of the 2035 Land Use Plan Map from the Primary Environmental Corridor Land Use Category to the Commercial Land Use Category in order to match the land use category with the existing B-3 Waterfront Business zoning – Approved: 7-0 (October 20, 2011 County Zoning Agency Public Hearing)
2. Berg Construction Inc. (Marty Kern – Applicant), East Troy Township, Amend approximately 11 acres of the 2035 Land Use Plan Map from the Extractive Land Use Category to the Agricultural Related Manufacturing, Warehousing and Marketing Land Use Category for an indoor and outdoor

- contractor storage yard with a caretaker's residence – Approved: 7-0  
(October 20, 2011 County Zoning Agency Public Hearing)
3. Berg Construction Inc. (Cheryl Berg – Owner, Marty Kern/Axel Brynelson LLP, representatives), East Troy Township, Rezone 10.5 acres of land in the M-3 Mineral Extraction District to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing District – Approved: 7-0  
(October 20, 2011 County Zoning Agency Public Hearing)
  4. Gary P. and Donan M. Johnson, Troy Township, Rezone approximately 3.02 acres of C-3 Conservancy-Residential District to A-5 Agricultural-Rural Residential District – Approved: 4-3 (October 20, 2011 County Zoning Agency Public Hearing)

**Executive Committee**

1. Ord. No. 699-11/11 – Amending Section 2-45(b) of the Walworth County Code of Ordinances Relating to County Board Compensation – *Vote required: Two-thirds* (This amendment failed at the Executive Committee by a vote of 2-3).
2. Ord. No. 700-11/11 – Amending Sections 2-41 and 2-144 of the Walworth County Code of Ordinances Pertaining to Committee Assignments and Meeting Times – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)
3. Res. No. 70-11/11 – Reaffirming the Southeastern Wisconsin Tri-County Consortium Workforce Investment Act Agreement – *Vote Required: Majority* (The Executive Committee will consider at a special meeting prior to the November 8, 2011 County Board meeting)
4. Res. No. 71-11/11 – Setting the Annual Salary for the County Board Elected in 2012 – *Vote required: Two-thirds* (In the event that Ord. No. 699-11/11 does not pass, it is anticipated that the Board will take action on this resolution)

**Finance Committee**

1. Ord. No. 695-11/11 – Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees – *Vote required: Majority* (Recommended by the Finance Committee 5-0)
2. Ord. No. 696-11/11 – Amending Section 30-311 of the Walworth County Code of Ordinances Relating to Approval of Grant Applications – *Vote required: Majority* (Recommended by the Finance Committee 5-0)
3. Res. No. 63-11/11 – Authorizing General Fund Use of Unassigned Fund Balance/Net Assets to Fund Architectural and Engineering Services to Design the Health and Human Services Center HVAC System Replacement – *Vote required: two-thirds* (Recommended by the Public Works Committee 4-1 and the Finance Committee 5-0)
4. Res. No. 64-11/11 – Accepting a \$10,000 Donation from Kikkoman Foods Foundation, Inc. to Support Educational Programs for Students with Autism and Other Students at Lakeland School Who Need Sensory Breaks – *Vote required: Majority* (Recommended by the Children with Disabilities Education Board 4-0 and the Finance Committee 5-0)
5. Res. No. 65-11/11 – Adopting the 2012 Appropriation of the Walworth County Budget and CIP Plan – *Vote required: Majority* (Recommended by the Finance Committee 5-0)

6. Res. No. 66-11/11 – Establishing the County Tax Levy to Support the 2012 Budget Appropriation – *Vote required: Majority* (Recommended by the Finance Committee 4-1)
7. Res. No. 69-11/11 – Adopting the Walworth County Library Plan for the Period January 1, 2011 Through December 31, 2012 – *Vote required: Majority* (Recommended by the Finance Committee 5-0)

#### **Human Resources Committee**

1. Ord. No. 697-11/11 – Amending Section 15-17 of Chapter 15 of the Walworth County Code of Ordinances Relating to Authorized Positions by Department Based on the 2012 Budget – *Vote required: Majority* (Recommended by the Human Resources Committee 5-0)
2. Ord. No. 698-11/11 – Amending Sections of Chapters 15 and 30 of the Walworth County Code of Ordinances Relating to Human Resources – *Vote Required: Majority* (Recommended by the Human Resources Committee 5-0)

#### **Parks Committee**

1. Res. No. 68-11/11 – Recognizing Vendor Support in Promoting the White River State Trail – *Vote required: Majority* (Recommended by the Parks Committee 4-0)

#### **Public Works Committee**

1. Res. No. 67-11/11 – Urging the Wisconsin Department of Transportation to Proceed as Quickly as Possible with the U.S. Highway Environmental Impact Study – *Vote required: Majority* (Recommended by the Public Works Committee 5-0)

#### **Reports of Special Committees**

#### **Comment Period by Members of the Public Concerning Items Not on the Agenda**

#### **Chairperson's Report**

#### **Adjournment**

#### **Kimberly S. Bushey Walworth County Clerk**

\*\*Supervisors and Committees: Please submit titles for December 13, 2011 agenda items on or before Wednesday, November 30, 2011.

**SEPTEMBER 29, 2011**  
**WALWORTH COUNTY BOARD OF SUPERVISORS**  
**SPECIAL MEETING**

The Walworth County Board of Supervisors Special Meeting was called to order by Chair Russell at 5:01 p.m. in the County Board Room at the Walworth County Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

Roll call was conducted and the following Supervisors were present: Richard Brandl, Jerry A. Grant, Randy Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Joe Schaefer, Rick Stacey, Russ Wardle, David A. Weber, and Chair Nancy Russell. A quorum was established.

Also present from Southern Wisconsin Interpreting and Translation Services (SWITS) was Andrea VanDyke providing services for the hearing-impaired.

**Amendments, Withdrawals and Approval of Agenda**

On motion by Supervisor Brandl, seconded by Supervisor Schaefer the agenda was approved by voice vote.

**Comment Period by Members of the Public Concerning Items on the Agenda**

There was no public comment in regards to items on the agenda with the exception of Resolution No. 45-09/11, Adopting Insurance Premium Equivalents for 2012, which was conducted after the presentation of the health insurance premium options and initial discussion by Supervisors.

**Unfinished Business**

1. Res. No. 45-09/11 – Adopting Insurance Premium Equivalents for 2012 – *Vote required: Majority* (Recommended by the Human Resources Committee (4-1) In addressing this issue, it is possible that the County Board may propose and adopt modifications to the County Health Plan (plan design changes).

Administrator Bretl stated having this meeting has given us an opportunity to explore more options for health insurance. He said there is a motion from the Human Resources Committee to raise the health insurance premium rate with a 50/50 split between the employees and the county. He reviewed the four different options that were distributed at the meeting. He stated he is going to advocate having new rules for new hires because it is easier to transition this way. He also stated that we need to work on our existing plan as it is an expense that continues to increase. He said that Option 2 exacerbates the differences between sworn and non-sworn personnel. If it is decided to split the premium increase, it will not apply to sworn personnel who are also exempt from the pension contribution. He stated he is not supportive of Option 2. He said Option 3, which is no rate increase, would be the last option he would recommend because we would be unhappy in the future due to being faced with large rate increases. Option 4 discusses plan design changes that may achieve similar savings, and in terms of his recommendation, this would be a distant second because it does include sworn personnel.

Supervisor Grant reviewed a letter he distributed to the Supervisors at the meeting. This letter was a list of arguments supporting the Employee Rights Package. He stated he does not recommend the resolution. He also stated there will have to be more cuts next year and this will probably be one of those areas affected. He said we have encouraged our employees to take part in a wellness program to retain or obtain the insurance rates of which they are paying for their health insurance.

Deputy County Administrator-Finance Andersen referred to the Options handout that was distributed to the Supervisors at the meeting. She stated Option 4 shows three options that would achieve the 2.2% savings. Payroll/Benefits Manager Wilson reviewed these options and their differences from the current plan design. Wardle stated he was the one who proposed this resolution at the Human Resources Committee because he is trying to protect the taxpayers by having the employees share the expenses.

Supervisor Schaefer asked how we will ever know if it will be cheaper to bid out health insurance, if we don't try bidding it out. Administrator Bretl stated we have a self-funded plan, which means we have a third party administrator that manages the claims and this aspect has been competitively bid out. He said we have not bid this out to health insurance companies because every advisor has said we will not get a better rate by doing so. He also said we have negotiated benefits in Walworth County and many private insurers will not do this as it is unique benefit. He stated going forward, the board has the option of designing a health plan any way they want and can bid it out at that time.

**Public Comment Regarding Resolution No. 45-09/11, Adopting Insurance Premium Equivalents for 2012:**

Vicki Blakeslee, W5646 Lakeshore Drive. Ms. Blakeslee is a teacher at Lakeland School and she spoke to the board regarding health insurance and the county budget. She said she expected the board to not make decisions based on a personal bias.

Jane Hurkman, N3318 Jute Road, Lake Geneva. Ms. Hurkman is a part-time CNA at Lakeland Health Care Center and she spoke to the board regarding health insurance. She stated she carries the family health insurance plan and she pays 47 % towards the premium, which comes to almost \$1000 per month. With this, her take home pay is approximately \$400 per month. She also stated that if the board decides to increase the premium in addition to her 5.8% pension contribution, she is concerned what her take home pay will be.

Alex Wimer, W7921 Turtle Lake Road, Delavan. Mr. Wimer spoke to the board with the assistance of interpreter, Andrea VanDyke, regarding health insurance. He is employed as a CNA at Lakeland Health Care Center and has worked there for 10 years. He asked the board to consider another method rather than raising the health insurance premiums.

Nick Kasmer, 6517 94<sup>th</sup> Avenue, Kenosha. Mr. Kasmer is the AFSCME staff representative for Walworth County and he spoke to the board regarding health insurance. He suggested a plan design change that has been implemented in many counties across the state that would be beneficial to both employees and the county. He stated many different municipalities employ nurse practitioners, whom employees can go to instead of a doctor. He stated this is a great way to save money and he hoped the board considers this option in the future. He stated with the proposed 50/50 split of the health

insurance premium rate increase, it would result in approximately \$295,000 in savings for the county. He also stated that if you take these savings and divide it by the number of households in Walworth County, which he believed to be approximately 39,000 households, it would result in a \$7 increase for each household. For the employees on the family plan, it would result in a loss of take home pay of approximately \$600, and employees on the single plan, it would result in a loss of take home pay of approximately \$240. He stated not all burdens need to be placed on the taxpayers, but he also thought that you cannot disproportionately place burdens on the employees. He asked the board to keep the status quo in place with the 4.4% increase.

Kenneth Baumeister, 2831 Berndt Road, Burlington. He asked the board to consider putting all insurance out on bids and to let Walworth County and Auxiant put in bids as well, then accept the lowest bid for the same coverage currently in place.

Chris Duffy, W3271 Hilltop Drive. She said the county is already meeting the 0% increase in the budget with the 4.4% health insurance premium rate increase. She stated this has the least effect on the employee even though it is an increase. She asked the board to look at the options that are out there and do this for next year. She also asked the board to keep it at the 4.4% increase without the 50/50 split.

Michelle Thomas, 225 Country Club Drive, Lake Geneva. Ms. Thomas spoke to the board regarding health insurance. She stated she wrote a letter to the editor recently regarding the September 8, 2011 County Board Meeting and the health insurance premiums. She read this letter to the board.

Public Comment period was closed by Chair Russell.

Chair Russell relinquished the chair to Vice-Chair Kilkenny. Chair Russell stated the County Board voted for a 0% increase in the budget and this was fulfilled by the County Administrator. She said the actuaries have advised us this is what needs to be done and she suggested following the actuaries advice of increasing the health insurance premiums. She also said there were times in the past when there was a surplus in the insurance fund; however, she said it does not take many large claims to use up the funds. She stated when this has happened, they have had to go to the departments and ask managers to give up some of their budget to cover the shortage in the insurance fund. She stated the managers have been very cooperative in doing this and she doesn't want to put them in the position of having to do that again. She said she is supportive of the 4.4% increase but keeping the employee contribution percentages the same as it currently is. She also said the board needs to look at changing the plan design for next year.

Administrator Bretl stated the motion that is currently on the floor from the previous meeting is for Resolution 45-09/11. He stated if there are any modifications to the motion, there would need to be an amendment done. Vice-Chair Kilkenny stated it is important that we have a motion that is easily understood by Supervisors, employees, and the public. He suggested voting up or down on Option 2, which is Resolution 45-09/11. Administrator Bretl agreed and stated that the important thing is that we have a clear direction. Vice-Chair Kilkenny stated it was important to look at what the balance is for employees and taxpayers. He referred to some of the items in the letter distributed by Supervisor Grant and provided his opinion on those items. He stated that we need to look at plan change so that

our plan looks like other health plans for insurance companies to feel comfortable bidding on it. He stated he would vote no on Resolution No. 45-09/11.

Supervisor Wardle stated the reason why he initiated this proposal at the Human Resources Committee is because health insurance a large expense. He said it is a good idea to look at plan design change as it is important to get a handle on this as a county so we can go forward on a solvent basis. He also said he initiated this in order to get started now rather than later. Vice-Chair Kilkenny stated he supports Supervisor Wardle's efforts on this proposal and added that we need to approach this in a balanced and respectful way.

A roll call vote was conducted for **Resolution No. 45-09/11**. Ayes: 3 – Richard Brandl, Carl Redenius, and Russ Wardle. Noes: 8 – Jerry A. Grant, Randy A. Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Joseph H. Schaefer, Rick Stacey, David A. Weber, and Chair Nancy Russell. Absent: 0. Motion failed.

Supervisor Grant made a motion to adopt the proposal as provided by the County Administrator during the budget process, which is a 4.4% health insurance premium rate increase with employees contributing the same percentages as this year. He stated this is Option 1. Motion was seconded by Supervisor Weber. Administrator Bretl stated that if Option 1 is approved, changes need to be made, such as a different program for new hires, changing plan design, bidding out to private health insurance companies, or hiring a nurse practitioner. He said the process starts now by looking at the different options, not next year. Supervisor Grant stated this is going to be studied further and we shouldn't set timelines as there is a lot to do.

Supervisor Schaefer moved to have the current health insurance plan with the same benefits bid out next year. Deputy County Administrator-Finance Andersen stated they have spoken to their consultants on bidding out our current health plan and they have stated it is cheaper as a self-funded plan. Supervisor Schaefer stated if he receives a second to his motion, he would like to see numbers next year and determine if it will cost more or less to be self-insured. He referred to Racine County and how they operate on a zero budget and their health plan costs approximately \$18,000-19,000 per year. Administrator Bretl stated it would not be a productive use of time to bid out our current health plan. He also stated that one of the options may be to change to a packaged plan from a health insurance company which could then be competitively bid out. Vice-Chair Kilkenny stated we should be looking for competitive prices; however, we do not have an "off the shelf" program and it would be fruitless to bid out our current plan. He stated we need to move forward with this process and find a better way. Administrator Bretl stated there are a number of different plans we could receive bids on, therefore, it is a matter of what you want to bid out. Supervisor Schaefer's motion failed due to the lack of a second.

Supervisor Kilkenny offered an amendment to Supervisor Grant's motion, seconded by Supervisor Schaefer for staff to review plan changes that would be generic in nature and would allow for competitive bidding in the health insurance market. A roll call vote was conducted on this amendment. Ayes: 6 – Randy A. Hawkins, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Joseph H. Schaefer, Rick Stacey, and Chair Nancy Russell; Noes: 5 – Richard Brandl, Jerry A. Grant, Kathy Ingersoll, Russ Wardle, and David A. Weber; Absent: 0. Amendment carried.

A roll call vote was conducted on the motion made by Supervisor Grant, which is a 4.4% health insurance premium rate increase with employees contributing the same percentages as this year with the aforementioned amendment by Vice-Chair Kilkenny. Ayes: 8 – Jerry A. Grant, Randy A. Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Joseph H. Schaefer, Rick Stacey, David A. Weber, and Chair Nancy Russell. Noes: 3 – Richard Brandl, Carl Redenius, and Russ Wardle. Absent: 0. Motion carried.

**New Business**

1. Res. No. 52-09/11 – Authorizing Participation in the Department of Natural Resources Municipal Dam Grant Program – *Vote required: Majority* (Recommended by the Public Works Committee 5-0 and the Finance Committee 4-0)

On motion by Supervisor Schaefer and seconded by Supervisor Stacey, **Resolution No. 52-09/11** was approved by voice vote.

**Comment Period by Members of the Public Concerning Items Not on the Agenda**

There was none.

**Chairperson’s Report**

There was none.

**Adjournment**

On motion by Supervisor Brandl, seconded by Supervisor Weber, the meeting was adjourned at 6:22 p.m.

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the September 29, 2011 special meeting.

(These minutes are not final until approved by the County Board at the next regularly scheduled County Board meeting.)

**OCTOBER 11, 2011 SESSION  
OF THE  
WALWORTH COUNTY BOARD OF SUPERVISORS  
COMMITTEE OF THE WHOLE**

The Walworth County Board Committee of the Whole meeting was called to order by Chair Russell at 5:03 p.m. at the Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

**Roll Call**

Roll Call was conducted and following Supervisors were present: Richard Brandl, Jerry A. Grant, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Joe Schaefer, Rick Stacey, Russ Wardle, David A. Weber, and Chair Nancy Russell. Absent: 1 - Randy Hawkins.

- **The purpose of the meeting is for a presentation by the Walworth County Criminal Justice Coordinating Committee (CJCC) concerning OWI Court.**

Administrator Bretl started the meeting with a history and overview of the OWI Court. He turned the presentation over to Judge David Reddy, whom since being elected as Circuit Court Judge has brought a great amount of energy to this topic. Judge Reddy presented a DVD on OWI Courts. The DVD gave an overview of OWI Court process, which offers structure and accountability. The core of the program is a behavior modification model. Participants are required to meet certain principles of the program and those that have the most success are those that are ready to change but don't know how. The goal of OWI Court is to stop impaired driving one defendant at a time.

Following the DVD, Judge Reddy introduced the following members of the OWI Court Taskforce: Chief Joel Christensen, City of Elkhorn Police Department; John Delaney, Acting Jail Administrator; Dr. David Thompson, Deputy Director of Health and Human Services; Phil Koss, District Attorney and Chair of Criminal Justice Coordinating Committee; Eric Nelson, Public Defender; Penny Vogt, Probation and Parole, Department of Corrections; Zeke Wiedenfeld, Assistant District Attorney; Carlo Nevicosi, Human Services Manager – Mental Health/AODA, Health and Human Services; and Barb Hanson, Probation and Parole, Department of Corrections.

Handouts were distributed to those present. Judge Reddy gave an overview of the process when a participant gets involved with the OWI Court such as setting a court date immediately after violation, initial court appearance, serving time in jail, electronic monitoring, regular drug and alcohol testing, and assessment and treatment. Participation in the program results in a reduction in sentence. Judge Reddy stated that funding is key for this program and this couldn't have been done without Probation and Parole.

Judge Reddy presented the best practices for Drug/DWI Court via a Power Point presentation. He stated it is not all about saving money, it is also about saving lives. He also stated it is an evidence based approach. He said they had the first two individuals plead today to enroll in the

program. Judge Robert Kennedy is currently on the bench for the OWI Court, which is held every other Tuesday.

Judge Reddy opened up the presentation for questions from Supervisors. Vice-Chair Kilkenny asked what the interplay of the CATE Program is. Judge Reddy stated that the CATE Program is a relapse prevention program where treatment has ranged from sending someone to an AA group or to work with multiple treatment providers. The treatment concept through the CATE Program runs parallel with the requirements of Probation and Parole. Dr. David Thompson stated that the CATE Program will continue to exist as it is known today. All treatment objectives will be available to individuals outside of OWI Court if they meet the qualifications. He also stated there are several different ways to get into the CATE Program and one way is through OWI Court. He said they are trying to remove barriers for treatment of individuals in Walworth County. Supervisor Weber thanked Judge Reddy for continuing with the vision of the Executive Committee. Judge Reddy thanked the board for their support. He said he fully expects to come back to the board in one year and say how successful the program has been and ask for the board's continued support.

**Adjournment**

On motion by Supervisor Grant, seconded by Supervisor Brandl, the meeting was adjourned at 5:51 p.m.

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the October 11, 2011 Committee of the Whole Meeting.

(These minutes are not final until approved by the County Board at the next regularly scheduled County Board meeting.)

**OCTOBER 11, 2011  
WALWORTH COUNTY BOARD OF SUPERVISORS  
MEETING**

The Walworth County Board of Supervisors meeting was called to order by Chair Russell at 6:05 p.m. in the County Board Room at the Walworth County Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

Roll call was conducted and the following Supervisors were present: Richard Brandl, Jerry A. Grant, Randy Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Joe Schaefer, Rick Stacey, Russ Wardle, David A. Weber, and Chair Nancy Russell. A quorum was established.

David A. Bretl, Walworth County Administrator, delivered the invocation.

**Amendments, Withdrawals, and Approval of Agenda**

On motion by Supervisor Brandl, seconded by Supervisor Schaefer, the October 11, 2011 agenda was approved by voice vote.

**Approval of the Minutes**

On motion by Supervisor Grant, seconded by Supervisor Weber, the minutes of the September 8, 2011 Committee of the Whole Meeting and the September 8, 2011 Walworth County Board Meeting were approved by voice vote.

**Comment Period by Members of the Public Concerning Items on the Agenda**

There was no comment by members of the public with the exception of public comment regarding Ordinance No. 692-10/11 – Amending Chapter 16 of the Walworth County Code of Ordinances Relating to Prohibition of Firearms, which was conducted at the time Supervisors took this item up for discussion.

**Appointments/Elections**

1. Walworth County Housing Authority
  - June Yantis – Re-appointment to an additional five-year term to begin upon Board confirmation and end on June 30, 2016.  
(Recommended by the Executive Committee 5-0)
2. Agriculture & Extension Education Committee
  - Michael G. Krejci – Citizen Member
  - Mary Kaye Merwin – Citizen Member
  - Kathleen Papcke – Citizen Member
  - Robert Handel – Alternate Citizen Member
  - Kathy Baumeister – Alternate Citizen Member
  - (Recommended by the Executive Committee 5-0)

On motion by Supervisor Schaefer and seconded by Supervisor Weber, June Yantis was re-appointed to the Walworth County Housing Authority; and Michael G. Krejci, Mary Kaye Merwin, and Kathleen Papcke were appointed as Citizen Members, and Robert Handel and Kathy Baumeister were appointed as Alternate Citizen Members to the Agriculture & Extension Education Committee.

## Communications and Matters to Be Referred

Chair Russell announced that unless there was a request for an individual communication to be discussed, the Clerk would dispense with the reading of each title and the Chair would direct that all communications be referred or placed on file as indicated on the agenda.

1. Claims Received After Agenda Mailing – There were none.
2. Claims: a). Everbank vs. Duane A. Gallo and Jane Doe, Jennifer L. Von Bampus f/k/a Jennifer L. Gallo and John Doe, Baxter Credit Union, and Walworth County. (To be referred to the Executive Committee)
3. Communication from Lily Homstad, Wireless Broadband for Wisconsin, regarding the *Wireless Broadband for All* campaign (To be referred to the Executive Committee)
4. Resolution 2011-09-54 from Lincoln County – To Support H.R. 1489 of the United States Congress: The Return to Prudent Banking Act (To be referred to the Executive Committee)
5. Correspondence from the Walworth County Human Resources Committee regarding Chapter 15 changes (To be referred back to the Human Resources Committee)(It is anticipated that the Board will discuss this item at the meeting)
6. Report of the County Clerk Concerning Communications Received by the Board and Recommended to be Placed on File
  - Price County Resolution 38-11 – Price County concerns over the management of the Chequamegon-Nicolet National Forest – Previously referred and placed on file
7. Report of the County Clerk Concerning Communications Received by the Board After Agenda Mailing
  - Res. No. 60-10/11 – Extending the Employment Contract of County Administrator David A. Bretl – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)
  - Res. No. 61-10/11 – Approving a Fifth Revised Amendment to the Employment Contract of Michael Cotter for Performing the Duties of Deputy Corporation Counsel – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)
  - Communication from State of Wisconsin Division of Transportation Investment Management regarding current estimate of 2012 General Transportation Aids (GTA) for Walworth County – To be referred to Public Works Committee
  - Notice of Appearance – United States District Court, Eastern District of Wisconsin – United States of America v. Joseph A. Caravette; Kristin S. Caravette a/k/a Kristin Ulanowski Caravette; Walworth County, Wisconsin; and Daddy’s Home/Business Improvement – To be placed on file
  - United States’ Motion to Extend Deadlines to Complete Discovery and File Dispositive Motions – United States of America v. Joseph A. Caravette; Kristin S. Caravette a/k/a Kristin Ulanowski Caravette; Walworth County, Wisconsin; and Daddy’s Home/Business Improvement – To be placed on file
  - Amended Report of the County Clerk Concerning Zoning Petitions – To be referred to the County Zoning Agency
  - Correspondence from Kenosha County Department of Planning and Development regarding amendments to A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 – To be placed on file (Please note only the cover letter of this correspondence has been included in this report; the document in its entirety can be found on file in the County Clerk’s Office)
  - Email Communications Received in the County Administrator’s Office from the following in regards to allowing firearms in county-owned buildings and special events – To be placed on file
    - Daniel Ziervogel
    - Thomas and Dona Spellman and Palmer

- Pete and Renee Mesner
  - Scott DeBerg
  - Ron Markwell
  - Morning West
  - Edwin Krumpen
  - Helen O'Reilly
  - Ryan Sdano
  - Bronson Smith, Superior Sound Equipment
  - Walworth County Aging & Disability Resource Center News, October 2011 – To be placed on file
8. Report of the County Clerk Concerning Zoning Petitions (To be referred to the County Zoning Agency)
- Nancy and Gregory Walbrant, Town of Lafayette, Approximately 1.14 acres of A-1 Prime Agricultural and A-5 Agricultural-Rural Residential District to A-5 and A-1
  - Berg Construction Inc., Cheryl A. Berg-Owner, Town of East Troy, Approximately 10.5 acres of M-3 Mineral Extractive to A-4 Agricultural Related Manufacturing, Warehousing and Marketing District

Supervisor Hawkins offered a motion, seconded by Supervisor Grant to discuss item 5, Correspondence from the Walworth County Human Resources Committee regarding Chapter 15 changes. Motion carried. Administrator Bretl stated there are significant changes being proposed for Chapter 15, which is the chapter pertaining to Human Resources and its procedures. He stated these changes are being made in light of the Budget Repair Bill. He also stated this has been brought to this meeting to make Supervisors aware of the proposed changes, and then it will be referred back to the Human Resources Committee and ultimately come before the County Board in November for adoption. He said this needs to be adopted by the end of the year. He asked Labor/Employee Relations Director Suzi Hagstrom to review the proposed changes. Ms. Hagstrom reviewed the major changes for the Supervisors and she referred to the summary chart of the Human Resources correspondence. She stated collective bargaining will no longer exist as of January 1, 2012 with the exception of Sheriff Deputies. She also stated that beginning January 1, 2012, all employees will be at-will. She said all written comments received from employees will be included in the Human Resources Committee meeting packet for Supervisors to review. Administrator Bretl encouraged the board to review this and to feel free to make changes. He stated the plan is to refer this back to the Human Resources Committee to be considered at their October meeting.

On motion by Supervisor Schaefer, seconded by Supervisor Hawkins, item 5, Correspondence from the Walworth County Human Resources Committee regarding Chapter 15 changes, was approved by voice vote to refer back to the Human Resources Committee.

## **Unfinished Business**

## **New Business**

## **Reports of Standing Committees**

### **County Zoning Agency Report of Proposed Zoning Amendments**

1. Communications from Wassel, Harvey & Schuk, LLP with Town of Bloomfield Ordinance No. 1064 – Approved 7 – 0 (September 15, 2011, County Zoning Agency meeting)

2. Communications from Wassel, Harvey & Schuk, LLP with Town of Bloomfield, Ordinance No. 1065 – Approved: 7-0 (September 15, 2011, County Zoning Agency meeting)
3. Mario DeLuca, Town of Lafayette, Rezone approximately 2.51 acres of A-1 Prime Agricultural to A-4 Agricultural Related Manufacturing, Warehousing and Marketing District for an agricultural products storage and distribution business – Approved: 7-0 (September 15, 2011, County Zoning Agency public hearing)
4. Palmer & Palmer Ltd. Partnership, Walworth Township, Rezone 10.23 acres of A-1 Prime Agricultural District to C-2 Upland Resource Conservation District for creation of two lots to be included in a three lot C.S.M. with an additional R-1 lot. Portions of the parcels are in the Shoreland Zoning jurisdiction of Lake Petite – Approved: 6-1 (September 15, 2011 County Zoning Agency public hearing)

On motion by Supervisor Stacey, seconded by Supervisor Schaefer, Item 1 – Communications from Wassel, Harvey & Schuk, LLP with Town of Bloomfield Ordinance No. 1064; Item 2 – Communications from Wassel, Harvey & Schuk, LLP with Town of Bloomfield, Ordinance No. 1065; Item 3 – Mario DeLuca, Town of Lafayette; and Item 4 – Palmer & Palmer Ltd. Partnership, Walworth Township were approved by voice vote as recommended by the County Zoning Agency.

### **Executive Committee**

1. Ord. No. 692-10/11 – Amending Chapter 16 of the Walworth County Code of Ordinances Relating to Prohibition of Firearms – *Vote Required: Majority* (Recommended by the Executive Committee 5-0 and Public Works Committee 4-1)

Supervisor Weber offered a motion, seconded by Supervisor Schaefer to approve Ordinance No. 692-10/11. Chair Russell stated Supervisors will discuss this item, and then have comment by members of the public. Supervisor Grant stated this ordinance does not remove the freedom of weapon possession and ownership. He said the intent of this ordinance is to protect our employees as legally and responsibly as possible, and it is in compliance with the concealed carry law recently passed by the Wisconsin Legislature. Supervisor Grant urged Supervisors to pass this ordinance along with any amendment and he made a motion to amend page one of Ordinance No. 692-10/11 with the following changes: 1). Line 33, insert the phrase “or carry a concealed weapon” after the word “firearm”, then delete the phrase “or directed at” after the word “within”; and 2). At the end of Line 36, add the following sentence “For the purpose of this section, “weapon” shall mean an electronic weapon, billy club, or knife”. Supervisor Weber seconded the amendment offered by Supervisor Grant.

Supervisor Wardle distributed an article to those present and reviewed highlights of this article. He stated he is not a gun owner and the reason why he feels strongly about this issue is because of the facts outlined in this article. He stated that having signs posted in buildings stating no guns allowed will give a false sense of security to employees. He also stated a perpetrator wishing to harm employees will see these signs and know that no one in the building can defend themselves.

### **Public Comment:**

Paul Fischer, 408 S. Wisconsin Street, Elkhorn. He spoke to the board in opposition of this ordinance. He distributed a handout to those present and addressed some specifics that had come up during the meeting. He asked the board if signs are posted, how will they insure the safety of themselves, employees, and constituents who come to county buildings to conduct business. He said under Act 35, if you post signs at the building, the county is not covered under the state statutes immunity provisions. He also said that if you do not post signs, the only people that are legally allowed to carry a weapon into this building are those that have had a background check and gone through the state-mandated

training in order to be issued a permit to carry a concealed weapon. He stated that someone that has intent on doing harm in a county building will not care about any sign posted.

Vice-Chair Kilkenny said there is more to this ordinance than he initially thought. He said the statute grants immunity if you allow concealed carry but doesn't have that protection if you disallow. He questioned whether we can also prohibit open carry, and he felt it should be all or none. He said this should be referred back to the Executive Committee. He also said he cannot support Supervisor Grant's amendment without further information. Vice-Chair Kilkenny made a motion to refer Ordinance No. 692-10/11 back to the Executive Committee. Administrator Bretl said the speaker correctly stated the law in regard to immunity. He also said liability may be different if an employee is the one drawing the gun. He also said the safest course may be to allow guns in because there is a specific exemption and he is confident you would have immunity either way. He also stated the language from Supervisor Grant's amendment came from Rock County, whom had banned these weapons. He said this ordinance would prohibit open carrying of a weapon if you adopt Supervisor Grant's amendment.

Supervisor Ingersoll said she was uncomfortable passing this because if there are signs posted stating no guns allowed, there is no form of enforcement, such as metal detectors or security. Administrator Bretl said there have been facilities that have requested further security, such as Health and Human Services. He encouraged Supervisors to spend time at Health and Human Services as it is a different kind of environment. It is a mental health clinic with people in crisis, drug addiction, and with some frequency, people act out. Supervisor Wardle stated if we choose to do things differently for a particular building, such as Health and Human Services, he is in agreement with that. He also stated there needs to be security to go along with this.

Vice-Chair Kilkenny reviewed his motion to refer this back to the Executive Committee. This motion was seconded by Supervisor Hawkins. Supervisor Grant urged the board not to send this back to the Executive Committee and to pass this ordinance with his aforementioned amendment. Chair Russell stated there were nine individuals who sent emails regarding this ordinance – eight individuals urged the board to pass this ordinance, and one individual from Green Bay stated he would no longer vacation in Lake Geneva if this ordinance is passed. Vice-Chair Kilkenny stated there is more to think about if there is concern for other types of weapons, and it is important to make everything clear. Supervisor Schaefer requested a roll call vote.

A motion was offered by Vice-Chair Kilkenny, seconded by Supervisor Hawkins, to refer Ordinance No. 692-10/11 back to the Executive Committee. A roll call vote was conducted. Ayes: 6 – Richard Brandl, Randy A. Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, and Russ Wardle. Noes: 5 – Jerry A. Grant, Joseph H. Schaefer, Rick Stacey, David A. Weber, and Chair Nancy Russell. Absent: 0. Motion carried for **Ordinance No. 692-10/11** to be referred back to the Executive Committee.

2. Res. No. 55-10/11 – Denying the Claim of James Kyle – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)
3. Res. No. 56-10/11 – Denying the Claim of Sean Rebholz – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)
4. Res. No. 57-10/11 – Denying the Claim of Ryan Hayes – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)
5. Res. No. 58-10/11 – Denying the Claim of Amberlyn Vavrusa – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)

6. Res. No. 59-10/11 – Denying the Claim of Michele P. Ciosek – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)
7. Res. No. 60-10/11 – Extending the Employment Contract of County Administrator David A. Bretl – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)
8. Res. No. 61-10/11 – Approving a Fifth Revised Amendment to the Employment Contract of Michael Cotter for Performing the Duties of Deputy Corporation Counsel – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)

On motion by Supervisor Brandl, seconded by Supervisor Weber, Item 2, **Resolution No. 55-10/11** – Denying the Claim of James Kyle; Item 3, **Resolution No. 56-10/11** – Denying the Claim of Sean Rebholz; Item 4, **Resolution No. 57-10/11** – Denying the Claim of Ryan Hayes; Item 5, **Resolution No. 58-10/11** – Denying the Claim of Amberlyn Vavrusa; and Item 6, **Resolution No. 59-10/11** – Denying the Claim of Michele P. Ciosek, were approved by voice vote. Supervisor Ingersoll requested that her vote be recorded as no. Motion carried.

Item 7, Resolution No. 60-10/11 – Extending the Employment Contract of County Administrator David A. Bretl, and item 8, Approving a Fifth Revised Amendment to the Employment Contract of Michael Cotter for Performing the Duties of Deputy Corporation Counsel, were discussed at the end of this meeting as both Administrator Bretl and Deputy Corporation Counsel Cotter felt it was necessary to leave the room in order for Supervisors to discuss and take action on these items.

#### **Finance Committee**

1. Ord. No. 691-10/11 – Amending Section 30-262(c) of the Walworth County Code of Ordinances Relating to Surplus Property – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)
2. Res. No. 53-10/11 – Resolution Authorizing the Partial Redemption of General Obligation Promissory Notes, Dated November 1, 2003 – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)
3. Res. No. 54-10/11 – Authorizing 2011 International Sign Truck #93 to be Declared Surplus and Authorizing Staff to Dispose of the Asset in the Manner Most Advantageous to the County – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)

On motion by Supervisor Schaefer, seconded by Supervisor Ingersoll, Item 1, **Ordinance No. 691-10/11**, was approved by voice vote.

A motion was offered by Supervisor Schaefer, seconded by Supervisor Weber to approve, Item 2, Resolution No. 53-10/11. A roll call vote was conducted. Ayes: 11 - Richard Brandl, Jerry A. Grant, Randy Hawkins, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Joe Schaefer, Rick Stacey, Russ Wardle, David A. Weber, and Chair Nancy Russell. Noes: 0. Absent: 0. **Resolution No. 53-10/11** was approved by roll call vote.

On motion by Supervisor Weber, seconded by Supervisor Grant, Item 3, **Resolution 54-10/11** was approved by voice vote.

#### **Human Resources Committee**

1. Ord. No. 693-10/11 – Amending Section 15-60 of the Walworth County Code of Ordinances Relating to Nepotism – *Vote required: Majority* (Recommended by the Human Resources Committee 5-0)

2. Ord. No. 694-10/11 – Amending Section 15-17 of the Walworth County Code of Ordinances Relating to the Reduction of a Clerk Position in Register of Deeds – *Vote required: Majority* (Recommended by the Human Resources Committee 5-0)

On motion by Supervisor Grant, seconded by Supervisor Schaefer, Item 1, **Ordinance No. 693-10/11**, and Item 2, **Ordinance No. 694-10/11** were approved by voice vote.

### **Public Works Committee**

1. Res. No. 62-10/11 – Naming a Segment of Walworth County Roadway – *Vote required: Majority* (Recommended by the Public Works Committee 4-0)

On motion by Supervisor Grant, seconded by Supervisor Weber, **Resolution No. 62-10/11** was approved by voice vote.

### **Reports of Special Committees**

There were none.

### **Comment Period by Members of the Public Concerning Items Not on the Agenda**

Allan Polyock, N146 Bissell Road, Lake Geneva, spoke to the board regarding a proposed large agri-business ordinance. Mr. Polyock stated at the Linn Township Board meeting in August, they voted to have the county look into creating a large agri-business zoning district. He asked the board what a large agri-business is and how would it be defined. He stated that farmers have enough rules that they have to operate under. He also stated he doesn't see the support for agriculture in Walworth County. He said he doesn't feel the county needs to have more regulations when it comes to agriculture. He asked the board to take this under consideration.

Administrator Bretl and Deputy Corporation Counsel Cotter excused themselves from the board meeting at approximately 7:42 p.m. in order for Supervisors to discuss and take action on Item 7, Res. No. 60-10/11 – Extending the Employment Contract of County Administrator David A. Bretl, and Item 8, Res. No. 61-10/11 – Approving a Fifth Revised Amendment to the Employment Contract of Michael Cotter for Performing the Duties of Deputy Corporation Counsel.

### **Executive Committee**

7. Res. No. 60-10/11 – Extending the Employment Contract of County Administrator David A. Bretl – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)
8. Res. No. 61-10/11 – Approving a Fifth Revised Amendment to the Employment Contract of Michael Cotter for Performing the Duties of Deputy Corporation Counsel – *Vote Required: Two-thirds* (Recommended by the Executive Committee 5-0)

A motion was offered by Vice-Chair Kilkenny, seconded by Supervisor Weber to approve, Item 7, Resolution No. 60-10/11. On motion by Supervisor Grant, seconded by Supervisor Schaefer, **Resolution No. 60-10/11** was approved by unanimous consent.

A motion was offered by Supervisor Schaefer, seconded by Supervisor Weber to approve, Item 8, Resolution 61-10/11. On motion by Supervisor Grant, seconded by Supervisor Weber, **Resolution No. 61-10/11** was approved by unanimous consent.

**Chairperson’s Report**

There was none.

**Adjournment**

On motion by Supervisor Brandl, seconded by Supervisor Schaefer, the meeting was adjourned at 7:44 p.m.

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the October 11, 2011 meeting.

(These minutes are not final until approved by the County Board at the next regularly scheduled County Board meeting.)

**Nomination for Committee/Board/Commission Appointment**

**Committee:** Walworth County 911 Governing Board

**Nominees:** Jean Froggatt, Melody Lentz and Tim O'Neill

**Address:** \_\_\_\_\_

**Submitted by:** David Bretl, County Administrator

**Authority:** Section 59.18, Wisconsin Statutes

**Who will the nominee replace?** The nominees are the incumbents.

**When did/does the incumbent's current term expire?** Their terms ended on May 8, 2011.

**Was this vacancy advertised?** \_\_\_\_\_

**Comment** Please see the attached memo from 911 Governing Board Chairman Tim O'Neill.

**Names of individuals who have expressed interest in serving in this position:**

\_\_\_\_\_  
\_\_\_\_\_

**For incumbents, committee attendance, if known:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Walworth County Sheriff's Office

1770 County Road NN • Post Office Box 1004 • Elkhorn, Wisconsin 53121-1004

David Graves  
Sheriff

Kurt Picknell  
Undersheriff

## Memorandum

LAW ENFORCEMENT  
OPERATIONS

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ADMINISTRATION  
Telephone 741-4410  
Fax 741-4645

COURT SERVICES  
Telephone 741-7141

CENTRAL RECORDS  
Telephone 741-4470  
Fax 741-4492

COMMUNICATIONS  
Telephone 741-4625  
Fax 741-4475

DETECTIVE BUREAU  
Telephone 741-4400  
Fax 741-4492

DRUG UNIT  
Telephone 741-4600  
Fax 741-4643

PATROL DIVISION  
Telephone 741-4400  
Fax 741-4492

PROCESS DIVISION  
Telephone 741-4480  
Fax 741-4492

TRAINING DIVISION  
Telephone 741-4680  
Fax 741-4615

EMERGENCY GOVERNMENT  
Telephone 741-4616  
Fax 741-4645

JAIL OPERATIONS

---

ADMINISTRATION  
Telephone 741-4510  
Fax 741-4644

CLASSIFICATION  
Telephone 741-4547  
Fax 741-4640

INTAKE  
Telephone 741-4530  
Fax 741-4671

WORK RELEASE  
Telephone 741-4580  
Fax 741-4642

**To:** David Bretl, County Administrator

**From:** Tim O'Neill, Chairman, 9-1-1 Governing Board *To/wjw*

**Date:** October 13, 2011

**Re:** 911 Governing Board member reappointments

---

I respectfully request your recommendation for the following reappointments to the 9-1-1 Governing Board:

Tim O'Neill (current term expires 5/8/11)  
Jean Froggatt (current term expires 5/8/11)  
Melody Lentz (current term expires 5/8/11)

Thank you for your consideration. Please let me know if you have any questions.

/wjw

**Nomination for Committee/Board/Commission Appointment**

**Committee:** Walworth County Workforce Development Board

**Nominees:** Reappointment: Saul Arteaga, Joe Cardiff, Charles Colman, Lisa Furseth, Brianna Fox, Michel O'Donnell, Thomas Lothian, Marilyn Putz, Nancy Russell, Cindy Simonsen and EricWentz. New appointments: Patti Pagel and Mike Van Den Bosch

**Address:** Please see the attached correspondence from the Workforce Development Office.

**Submitted by:** David Bretl, County Administrator

**Authority:** Section 59.18, Wisconsin Statutes

**Who will the nominee replace?** Please refer to the attached correspondence for details.

**When did/does the incumbent's current term expire?** There are no term limits.

**Was this vacancy advertised?** \_\_\_\_\_

**Comment** Workforce Development Board positions are reviewed annually by the Executive Committee.

**Names of individuals who have expressed interest in serving in this position:**

\_\_\_\_\_  
\_\_\_\_\_

**For incumbents, committee attendance, if known:**

\_\_\_\_\_  
\_\_\_\_\_



WEISS  
BERZOWSKI  
BRADY LLP  
ATTORNEYS AT LAW

RECEIVED  
WALWORTH COUNTY CLERK

700 NORTH WATER STREET, SUITE 1400  
MILWAUKEE, WI 53202-4222  
(414) 276-5800  
(414) 276-0458 FAX

400 GENESEE STREET, SUITE D  
DELAFIELD, WI 53018-1801  
(262) 646-5812  
(262) 646-3340 FAX

2011 OCT 26 AM 9:00

Richard J. Rakita  
Reply to Milwaukee  
(414) 270-2531  
rjr@wbb-law.com

October 25, 2011

CERTIFIED MAIL --  
RETURN RECEIPT REQUESTED

Walworth County  
Attn: Kimberly S. Bushey,  
County Clerk  
100 West Walworth Street  
Elkhorn, WI 53121

RE: Easement Issue

Dear Ms. Bushey:

Please be advised that I represent Mr. and Mrs. Jess Dynek and Mr. and Mrs. Victor Stepaniuk, both of whom are residents in Itsa Little Subdivision in the Town of East Troy. The Dyneks' address is W1969 Itsa Little Road, Mukwonago, WI 53149; and the Stepaniuks' address is W1959 Itsa Little Road, Mukwonago, WI 53149.

There is a property abutting my clients' properties to the south, which property is owned by the Estate of Odilia Zielinski. The property owned by the Zielinski estate is zoned C2, pursuant to the official county zoning map. The Zielinski property consists of three parcels which were created by a certified survey map in 1979. The Town of East Troy opted to be governed by the Walworth County Zoning Code in 1974. The only land access to the Zielinski estate property is across an ingress/egress easement which traverses my clients' lands.

The Zielinski estate seeks to develop at least three residential lots on its property, to be accessed by the easement across my clients' properties. Among other deficiencies, the lots are too small to meet the area and setback requirements of C2 zoning. If the Estate is successful in its attempt, the burden on my clients' easement will be significantly increased, and the value of their properties will be significantly diminished.

The Zielinski land has never in the past been used for more than one residential structure and is not a legal nonconforming use, as that term is used in zoning ordinances. Upon

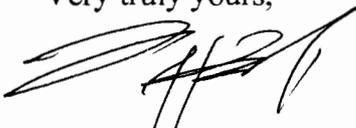
WEISS  
BERZOWSKI  
BRADY<sup>LLP</sup>

Walworth County  
Attn: Kimberly S. Bushey, County Clerk  
October 25, 2011  
Page 2

information and belief, employees of the Walworth County Land Use and Resource Management Department have indicated that they will waive compliance with the established C2 zoning requirements for the benefit of the Zielinski estate. No established exceptions to the requirement of complying with the zoning code exist with respect to this property.

The purpose of this correspondence is to formally give you notice, pursuant to Section 893.80, Wis. Stats., that my clients intend to commence an action for declaratory judgment and, if successful, to seek injunctive relief as part of that action to see that the appropriate zoning codes and procedures are complied with, so as not to cause damage to my clients' interests, as indicated above.

Very truly yours,



Richard J. Rakita

RJR:wll

cc: Mr. and Mrs. Jess Dynek  
Mr. and Mrs. Victor Stepaniuk

Motion by: Zeitz  
 Second by: Rankin

Dist.	Supervisor	Y	N	Abs
13	Alber	X		
18	Bailey	X		
12	Berndt	X		
3	Bloomer	X		
1	Caylor	X		
19	Fox	X		
10	Giese	X		
8	Krueger	X		
15	Lee	X		
16	Loka	X		
14	Lussow	X		
20	Meyer		X	
11	Mittelsteadt	X		
17	Nelson	X		
4	Pampuch	X		
22	Rankin	X		
7	Rusch	X		
5	Saal	X		
21	Simon	X		
2	Weaver		X	
6	Woller	X		
9	Zeitz	X		
<b>Totals</b>		<u>20</u>	<u>2</u>	
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Resolution 2011-10-60

RESOLUTION SUPPORTING H.R. 1496 IN THE U.S. HOUSE OF REPRESENTATIVES AND U.S. SENATE BILL 202 TO AMEND TITLE 31 UNITED STATES CODE TO AUDIT THE FEDERAL RESERVE SYSTEM OF THE UNITED STATES

WHEREAS, the U.S. Congress has the constitutional authority "to coin money, regulate the value thereof, and of foreign coin" (Article 1 Sec. 8); and

WHEREAS, the U.S. Congress in December 1913 gave up this power to a private banking cartel known as the Board of Governors of the Federal Reserve System; and

WHEREAS, this private banking cartel has exercised dominant control over U.S. monetary policy under both Democratic and Republican administrations; and

WHEREAS, Federal Reserve policies have created and continue to create booms and busts in the American economic cycle resulting in hardships which include loss of jobs, decline in the purchasing power of the dollar, and bankruptcies and foreclosures of American businesses and households; and

WHEREAS the bailouts of U.S. Banks by the Federal Reserve has cost trillions of dollars and place this and future generations under tremendous debt obligations; and

WHEREAS Federal Reserve policies and actions have never been audited to determine whether illegalities or irregularities have been committed; and

WHEREAS Lincoln County citizens, old and young, are adversely impacted by these policies.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors supports H.R. 1496 and S. 202 to reform the Federal Reserve System by having the Comptroller General of the United States audit the Federal Reserve according to the provisions of H.R. 1496 and S. 202.

NOW, THEREFORE BE IT FURTHER RESOLVED that this resolution be sent to the President, all Wisconsin U.S. Senators and Representatives, the U.S. Treasury Secretary, the Chairman of the Federal Reserve, the Comptroller General of the U.S., all appropriate Congressional Committees, all Wisconsin counties and the Wisconsin Counties Association.

Dated this 18th day of October, 2011.

Committee Action:

Fiscal Impact: Unknown

Drafted by: Bill Zeitz, District 9

STATE OF WISCONSIN )  
 ) SS:  
 COUNTY OF LINCOLN )

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

Oct. 18, 2011  
Sheila Pudelko  
 Sheila Pudelko, County Clerk

**OUTAGAMIE COUNTY BOARD MEETING  
OCTOBER 11, 2011**

RESOLUTION NO. 41--2011-12

SUPERVISOR HIRTE MOVED, SECONDED BY SUPERVISOR MCANDREWS, FOR ADOPTION.

RESOLUTION NO. 41--2011-12 IS ADOPTED.

1 C. SCHMIDT	NO	19 VANDENHEUVEL	YES
2 H. NAGLER	YES	20 M. TRENTLAGE	YES
3 J. MAHAN	YES	21 L. HAMMEN	YES
4 W. DEFFERDING	NO	22 P. HIRTE	YES
5 J. IVERSON	YES	23 D. SCHOMMER	YES
6 T. RABEC	YES	24 J. McDANIEL	YES
7 J. MUELLER	YES	25 M. McANDREWS	YES
8 P. BECKLEY	YES	26 VANDER HEIDEN	YES
9 P. STUECK	YES	27 C. KRAMER	YES
10 A. STRAUCH	YES	28 N. AUSTIN	YES
11 K. GROAT	YES	29 J. SCHUETTE	YES
12 R. GOSSE	YES	30 R. WEYENBERG	YES
13 D. JANSSEN	NO	31 N. HOFACKER	YES
14 D. BUECHEL	YES	32 A. SCHMIDT	YES
15 J. PLEUSS	Not Present	33 D. CULBERTSON	Not Present
16 V. CALLIES	YES	34 S. GRIESBACH	NO
17 J. DUNCAN	YES	35 R. THERN	YES
18 D. DE GROOT	YES	36 C. ANTHONY	YES
<b>Results</b>	<b>Item 9 Passed (30 YES - 4 NO)</b>		<b>Maj</b>

**RESOLUTION NO.: 41—2011-12**

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 LRB 2647/2 criminalizes violations of the 72 hour no-contact condition for domestic abuse  
2 offenders. Under current law, abusers have little incentive to respect the no-contact condition,  
3 putting victims and responding officers at risk. Under current law, if the individual intentionally  
4 violates this requirement, the individual must forfeit not more than \$1,000. Under this proposal,  
5 the individual is guilty of a misdemeanor and is subject to a fine up to \$10,000 or imprisonment  
6 of up to nine months or both. This resolution supports this proposal.  
7

8 NOW THEREFORE, the undersigned members of the Public Safety Committee recommend  
9 adoption of the following resolution.

10 BE IT RESOLVED, that the Outagamie County Board of Supervisors does support criminalizing  
11 violations of the 72 hour no-contact condition for domestic abuse offenders, and

12 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors supports this  
13 violation as a misdemeanor and being subject to a fine up to \$10,000 or imprisonment of up to nine  
14 months or both, and

15 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
16 of this resolution to the Outagamie County District Attorney, the Outagamie County Executive, the  
17 Outagamie County Lobbyist for distribution to the legislature, and all Wisconsin Counties.

18 Dated this 27th day of September, 2011

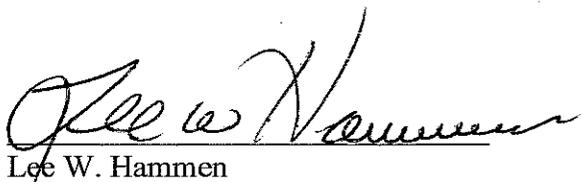
19 Respectfully Submitted,  
20 PUBLIC SAFETY COMMITTEE

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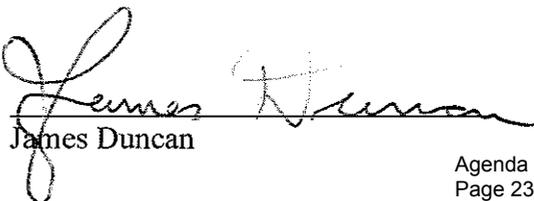
25 Paul Hirte

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30 Mark McAndrews

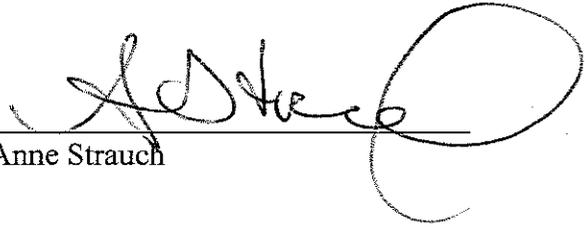
31  


Lee W. Hammen

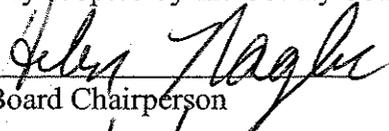


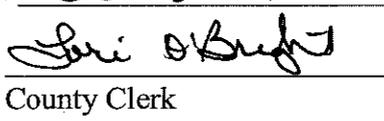
James Duncan

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\_\_\_\_\_  
Anne Strauch

Duly and officially adopted by the County Board on: October 11, 2011

Signed:   
\_\_\_\_\_  
Board Chairperson

  
\_\_\_\_\_  
County Clerk

Approved: 10/12/11  
\_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed:   
\_\_\_\_\_  
County Executive



State of Wisconsin  
2011 - 2012 LEGISLATURE



LRB-2647/2  
CMH:wlj/jf

2011 BILL

1 AN ACT to renumber and amend 941.39; to amend 968.075 (5) (a) 2. and  
2 973.049 (2) and (3); and to create 941.39 (1) of the statutes; relating to:  
3 prohibitions against contacting certain persons and providing penalties.

---

*Analysis by the Legislative Reference Bureau*

Under current law, an individual who has been arrested for a domestic abuse incident must, unless the victim of the alleged domestic abuse signs a waiver, avoid the victim's residence and avoid contacting the victim for 72 hours following the arrest. If the individual intentionally violates this requirement, the individual must forfeit not more than \$1,000 (a civil penalty). Under this bill, the individual is guilty of a misdemeanor and is subject to a fine of up to \$10,000 or imprisonment of up to nine months, or both.

Under current law, when a court imposes a sentence on an individual or places an individual on probation for a conviction for a crime, the court may prohibit the individual, during his or her sentence or probation period, from contacting victims of, or co-actors in, a crime considered at sentencing if the court determines that such a prohibition would be in the interest of public protection. An individual who violates the prohibition is guilty of a Class A misdemeanor. This bill adds that a court may also prohibit the individual from contacting witnesses to the crime. In addition, this bill changes the penalty for violating a prohibition imposed following a conviction for a felony to a Class H felony.

Because this bill creates a new crime or revises a penalty for an existing crime, the Joint Review Committee on Criminal Penalties may be requested to prepare a

2011 – 2012 Legislature

- 2 -

LRB-2647/2  
CMH:wlj/jf

## BILL

report concerning the proposed penalty and the costs or savings that are likely to result if the bill is enacted.

For further information see the *state and local* fiscal estimate, which will be printed as an appendix to this bill.

---

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

1 SECTION 1. 941.39 of the statutes is renumbered 941.39 (intro.) and amended  
2 to read:

3 941.39 Victim, witness, or co-actor contact. (intro.) Whoever intentionally  
4 violates a court order issued under s. 973.049 (2) is guilty of one of the following:

5 (2) If the court order results from a conviction for a misdemeanor, a Class A  
6 misdemeanor.

7 SECTION 2. 941.39 (1) of the statutes is created to read:

8 941.39 (1) If the court order results from a conviction for a felony, a Class H  
9 felony.

10 SECTION 3. 968.075 (5) (a) 2. of the statutes is amended to read:

11 968.075 (5) (a) 2. An arrested person who intentionally violates this paragraph  
12 shall be required to forfeit may be fined not more than \$1,000 \$10,000 or imprisoned  
13 for not more than 9 months or both.

14 SECTION 4. 973.049 (2) and (3) of the statutes are amended to read:

15 973.049 (2) When a court imposes a sentence on an individual or places an  
16 individual on probation for the conviction of a crime, the court may prohibit the  
17 individual from contacting victims of, witnesses to, or co-actors in, a crime  
18 considered at sentencing during any part of the individual's sentence or period of  
19 probation if the court determines that the prohibition would be in the interest of

2011 - 2012 Legislature

- 3 -

LRB-26472  
CMH:wj/jf  
SECTION 4

**BILL**

1 public protection. For purposes of the prohibition, the court may determine who are  
2 the victims of or witnesses to any crime considered at sentencing.

3 (3) If a court issues an order under sub. (2), the court shall inform the individual  
4 of the prohibition and ~~of the penalty under s. 941.39~~ include the prohibition in the  
5 judgment of conviction for the crime.

6 **SECTION 5. Initial applicability.**

7 (1) The treatment of section 973.049 (2) and (3) of the statutes first applies to  
8 sentences imposed or placements made on the effective date of this subsection.

9 (END)



**VILLAGE OF GENOA CITY**  
715 WALWORTH ST; P.O. BOX 428  
GENOA CITY, WISCONSIN 53128  
(262) 279-6472 OFFICE

October 14, 2011

Walworth County Clerk  
Kim Bushey  
100 West Walworth Street  
P.O. Box 1001  
Elkhorn, WI. 53121

Re: Resolution Amending Comprehensive Plan

Kim Bushey:

Enclosed is a copy of the Resolution passed by the Village of Genoa City's Planning Commission Thursday, October 13, 2011, regarding amending the Village of Genoa City's Comprehensive Plan.

If you have any questions, please feel free to call me (279-6472).

Sincerely,

Mary Buchert  
Village Clerk

Enclosures

**VILLAGE OF GENOA CITY  
RESOLUTION # 10-13-2011**

WHEREAS, the Plan Commission of the Village of Genoa City, Walworth and Kenosha Counties, Wisconsin has reviewed the proposed amendments to the Village Comprehensive Plan 2025; and

WHEREAS, the Plan Commission held a public hearing on the proposed amendments on October 13, 2011; and

WHEREAS, the Plan Commission has considered the comments of the public;

NOW, THEREFORE, IT IS HEREBY RESOLVED, BY THE Plan Commission of the Village of Genoa City, Walworth and Kenosha Counties, Wisconsin that:

That the Comprehensive Plan 2025 prepared by Crispell-Snyder, Inc. and Teska Associates, Inc. dated May, 2008 as adopted by the Village Board of Genoa City on August 14, 2008 is hereby amended as follows:

On a Borowiec/Fort motion to amend the Master Plan on the property commonly known as the Tracy Group Property, and legally described in attached Exhibit A from Industrial District to Civic Institutional: Carried 6-0.

Wrzeszcz-yes Antti-yes Borowiec-yes Fort-yes Hinterberg-yes Popenhagen-yes  
Sherman-yes

Dated this 13 day of October, 2011

VILLAGE OF GENOA CITY

BY:

  
John Wrzeszcz, Village President

ATTEST:

BY:

  
Mary Buchert, Village Clerk

**Exhibit A**

**Fenmore and Elizabeth Lane  
Commonly Known as Tracy Group Property**

**THBP 00004**

**Lot 4 Hornsby Business Park as recorded in Cabinet B Slide 94 Document No  
194059 Located in NE ¼ NW ¼ & SE ¼ NE ¼ SW ¼ Section 36 Tin R18E 1.01  
A CMITS TVGC-87B, 87C & 89 Village of Genoa City**

**THBP 00005**

**Lot 5 Hornsby Business park as recorded in Cabinet B Slide 94 Document No. 194058. Located  
in NE ¼ NW ¼ & SE ¼ NE ¼ SW ¼ Section 36 Tin R18E 1.42 A CMITS TVGC-87B, 87C &  
89 Village of Genoa City**



**Keep guns out of county-owned buildings**  
Pat Devon to: twerblow  
Please respond to pdevon18

10/12/2011 03:06 PM

---

Dear County Board Supervisors:

I am writing to urge you to keep guns out of all of our county-owned buildings and our special events.

Just like most of the other residents of Walworth County, I'll feel less safe if guns are allowed in our public places.

Sincerely,

Pat Devon  
538 Wisconsin St.  
Genoa City, WI 53128

**NOTICE OF LIS PENDENS**



**Doc # 824638**  
Recorded  
October 25, 2011 11:53 AM

CONNIE J WOOLEVER  
REGISTER OF DEEDS  
WALWORTH COUNTY, WI  
Fee Amount: \$30.00  
Total Pages: 3

Notice is hereby given that an action is now pending between the Town of Delavan and Jay A. Kelly. The purpose of this action is to prosecute proceedings to raze a building located on the premises described below pursuant to the provisions of Section 66.0413 of the Wisconsin Statutes.

The dwelling located at Lot 1, Block E, Delavan Lake Assembly Grounds, according to the recorded plat thereof. Said land being in the Town of Delavan, Walworth County, Wisconsin.

A copy of the Resolution and Order to Raze Building issued by the Delavan Town Board is attached as Exhibit A and incorporated herein by reference.

NAME AND RETURN ADDRESS:  
Richard Scholze  
Konicek, Kaiser, Scholze & Wanasek, S.C.  
133 S. Pine Street, P. O. Box 717  
Burlington, WI 53105-0717

Dated this 19 day of October, 2011.

KONICEK, KAISER, SCHOLZE & WANASEK, S.C.  
Attorneys for the Town of Delavan, Walworth County, Wisconsin

FDLA 00061  
Parcel Identification Number (PIN)

By: *Richard Scholze*  
Richard Scholze, State Bar No. 01003740

**ACKNOWLEDGMENT**

STATE OF WISCONSIN    )  
  ) ss.  
RACINE COUNTY         )

Personally came before me this 19 day of October, 2011, the above named Richard Scholze, to me known to be the person who executed the foregoing instrument and acknowledge the same.

*Maureen M. Leffelma*  
Notary Public, Racine County, Wis.  
My commission expires Aug. 16, 2015

This document was drafted by:  
Richard Scholze, Attorney  
Konicek, Kaiser, Scholze & Wanasek, S.C.  
133 South Pine Street  
Post Office Box 717  
Burlington, WI 53105-0717  
(262) 763-8185

**RESOLUTION AND ORDER  
TO RAZE BUILDING  
RESOLUTION #13-2011**

STATE OF WISCONSIN  
Town of Delavan  
Walworth County

To: Jay A. Kelly  
P.O. Box 790  
Kailua, HI 96734

The Town Board of the Town of Delavan, Walworth County, Wisconsin, by this resolution, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

Based on the report of the Town Building Inspector and evidence presented at the public hearing on this matter conducted on October 18, 2011.

The Town Board has found that the following described building is old, dilapidated, or out of repair, and, consequently, dangerous, unsafe, unsanitary, or otherwise unfit for human habitation and that repair of the building is unreasonable, and has specifically found that the building inspector has determined that the cost of repairs to the building would exceed 50% of the assessed value of the building divided by the ratio of the assessed value to the recommended value as last published by the State of Wisconsin, Department of Revenue for the Town.

Upon the above findings, the owner of the following-described real property is ordered to raze the building in the Town of Delavan located upon the following described real property by not later than within thirty (30) days of service of this Order, to wit:

The dwelling located at Lot 1, Block E, Delavan Lake Assembly Grounds, according to the recorded plat thereof, in the Town of Delavan, Walworth County, Wisconsin.

Tax Parcel No. FDLA 00061

Property Address: 1625 Polk Avenue, Delavan, Wisconsin

**THIS BUILDING MAY NOT BE USED FOR HUMAN HABITATION, OCCUPANCY, OR USE.**

The building inspector or other designated officer shall post a copy of this Resolution and Order on the premises.

The building inspector or other designated officer shall prohibit use of the

building for human habitation, occupancy, or use until necessary repairs have been made.

If the owner of the above-described real property fails or refuses to comply with this order within the time prescribed above, the building inspector or other designated officer shall, subject to Section 66.0413 (1) (h) and (j), Wis. stats., relating to salvage and personal property, proceed to raze the building through any available public agency or by contract or arrangement with private persons, or to secure the building and, if necessary, the property on which the building is located if unfit for human habitation. The cost of razing or securing the building may be charged in full or in part against the real estate upon which the building is located, and if that cost is so charged it is a lien upon the real estate and may be assessed and collected as a special tax.

A copy of this Resolution and Order shall be served as follows:

1. On the owner of record of the building that is subject to the order, or on the owner's agent if the agent is in charge of the building, in the same manner as a summons is served in circuit court.

2. On the holder of each encumbrance of record by 1st class mail at the holder's last-known address and by publication as a class 1 notice under Chapter 985, Wis. stats.

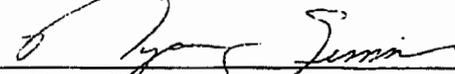
If the owner, and the owner's agent, if any, cannot be found, or if the owner is deceased and an estate has not been opened, the order may be served by posting it on the main entrance of the building and by publishing it as a class 1 notice under Chapter 985, Wis. stats., before the time limited in the order begins to run.

The Town Clerk shall file or cause to be filed a Notice of Lis Pendens in the Office of the Register of Deeds for Walworth County, Wisconsin, on the tract of the above-described real property to provide notice of this resolution and raze order of the Town.

The Town Clerk shall properly post this resolution as required under Section 60.80, Wis. stats.

Adopted this 18<sup>th</sup> day of October, 2011.

TOWN BOARD, TOWN OF DELAVAN

By:   
Ryan Simons, Town Chair

By:   
Dixie Bernsteen, Town Clerk



November 8, 2011 – Walworth County Board Meeting

County Clerk

Kimberly S. Bushey  
County Clerk

**Report of the County Clerk Regarding Communications Received by the  
Board and Recommended to be Placed on File**

- There were none.

100 W. Walworth  
PO Box 1001  
Elkhorn, WI 53121  
262.741.4241 tel  
262.741.4287 fax

REFERRAL AND NOTICE OF PETITION TO  
WALWORTH COUNTY ZONING AGENCY, COUNTY SUPERVISORS OF  
AFFECTED DISTRICTS AND COUNTY BOARD

WHEREAS the following petitions have been filed with the County Clerk requesting that the County Zoning Ordinance and Shoreland Zoning Ordinance be amended as specified:

REPORT OF PETITIONS REFERRED TO  
WALWORTH COUNTY ZONING AGENCY

The undersigned County Clerk hereby reports that the following petitions for rezone of lands in Walworth County as specified were referred to the County Zoning Agency for public hearing:

NAME	TOWN	CHANGE REQUESTED	DATE REFERRED
Community Action Inc. of Rock and Walworth Counties	Darien, Tax Parcel B D 700003A	Rezone Approx. 2.22 Acres of B-4 Highway Business & A-1 Prime Agricultural Districts to P-2 Institutional Park District	November 8, 2011
Amendment to Section(s) 74-44, 74-51, and 74-52 of the Zoning Ordinance and Section(s) 74-171, 74-178 and 74-179 of the Shoreland Zoning Ordinance, Walworth County Code of Ordinances relative to agricultural rear yard and side yard setbacks.			

Said petition/s is hereby referred to the County Zoning Agency as the Zoning Agency of this County, which is hereby directed to hold one or more public hearings on the changes proposed in said petition/s, pursuant to Section 59.69(5) (e) Wisconsin Statutes. That copies of said petitions are available for review on the Walworth County Website at ([www.co.walworth.wi.us](http://www.co.walworth.wi.us)).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
County Clerk

c.c County Supervisor Carl Redenius

ORDINANCE NO. 692 – 10/11

AMENDING CHAPTER 16 OF THE WALWORTH COUNTY CODE OF ORDINANCES  
RELATING TO PROHIBITION OF FIREARMS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
FOLLOWS:

1 PART I: That Chapter 16 of the Walworth County Code of Ordinances is hereby  
2 reorganized and renumbered as follows:

3  
4 Article I. In General

5 Sec. 16-1. Authority; purpose; policy establishment; interpretation and enforcement.

6 Sec. 16-2. Definitions.

7 Sec. 16-3--16-10. Reserved.

8  
9 Article II. Public Property

10 ~~Sec. 16-3~~ 16-11. Use of county-owned property for private functions and events.

11 ~~Sec. 16-4~~ 16-12. Use prohibited.

12 Sec. 16-13. Firearms prohibited

13 Se. 16-14--16-20. Reserved.

14  
15 Article III. Highway Operations

16 ~~Sec. 16-5~~ 16-21. Intergovernmental cooperation projects.

17 ~~Sec. 16-6~~ 16-22. Disposition of harvested wood from county rights-of-way.

18 ~~Sec. 16-7~~ 16-23. Salt.

19 ~~Secs. 16-8--16-20~~ 16-24--16-30. Reserved.

20  
21 Article IV. Reserved

22 ~~Secs. 16-21~~ 16-31--16-49. Reserved.

23  
24 Article V. County Fleet Management

25 Sec. 16-50. County fleet management.

26  
27 PART II: That Section 16-13 of the Walworth County Code of Ordinances is hereby  
28 created to read as follows:

29  
30 “Sec. 16-13. Firearms prohibited.

31  
32 (a) No person, except a Law Enforcement Officer may carry, possess, or control a  
33 firearm within the confines of any county-owned structure including, but not  
34 limited to, the Government Center, Health and Human Services, Judicial Center,  
35 Lakeland Health Care Center, Lakeland School, Public Works Department and  
36 Sheriff’s Office.

37 (b) Sub (a) shall not apply to any structure located on the County-owned shooting  
38 range.





October 21, 2011 - expanded  
October 24, 2011 – expanded - amended

Please include the following County Zoning Agency items on the November 8, 2011, County Board agenda:

Comprehensive Plan Map Amendments:

- 1) Marc A. Benaim Trust / Town of Delavan. Amend approximately 7.75 acres of the 2035 Land Use Plan Map from the Primary Environmental Corridor Land Use Category to the Commercial Land Use Category in order to match the land use category with the existing B-3 Waterfront Business zoning.

**Approved 7 – 0 at the October 20, 2011, County Zoning Agency public hearing**

- 2) Berg Construction Inc. / Marty Kern – Applicant / East Troy Township. Amend approximately 11 acres of the 2035 Land Use Plan Map from the Extractive land use category to the Agricultural Related Manufacturing, Warehousing and Marketing land use category for an indoor and outdoor contractor storage yard with a caretaker’s residence.

**Approved 7 – 0 at the October 20, 2011, County Zoning Agency public hearing**

Rezoning With Conditional Uses

3. Berg Construction Inc. (Cheryl Berg – Owner, Marty Kern / Axel Brynelson LLP, representatives) / East Troy Township. Rezone 10.5 acres of land in the M-3 Mineral Extraction District to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing District.

**Approved 7 – 0 at the October 20, 2011, County Zoning Agency public hearing**

CONFORMANCE WITH COUNTY LAND USE PLAN:

The rezone will result in the reclamation of the mineral extractive area.

4. Gary P. and Donan M. Johnson / Troy Township. Rezone approximately 3.02 acres of C-3 Conservancy-Residential District to A-5 Agricultural-Rural Residential District.

**Approved 4 – 3 at the October 20, 2011, County Zoning Agency public hearing**

**CONFORMANCE WITH COUNTY LAND USE PLAN:**

No new residence would result from the rezone. The area is primarily agricultural land previously severed from a larger agricultural parcel and not in agricultural production therefore consistent with A-5 zoning.

ORDINANCE NO. 699-11/11

AMENDING SECTION 2-45 (b) OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO COUNTY BOARD COMPENSATION

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 2-45 (b) of the Walworth County Code of Ordinances is hereby amended to read as follows (additions shown by underline; deletions shown by strike-through):

“Sec. 2-45. County board supervisor compensation.

(a) The county board shall fix the compensation of the board members to be next elected at its November meeting by a two-thirds vote of all the members. The executive committee shall review issues concerning supervisor compensation and make recommendations to the board.

(b) Effective January 1, 2013, the compensation for members of the county board shall be increased by 2% as follows:

(1) Salary compensation. Each supervisor except the chairperson shall be paid a salary of \$500.00 \$510.00 per month. The chairperson shall be paid a salary of \$1,000.00 \$1,020.00 per month. In April of the year in which a new chairperson is elected, the monthly salary shall be allocated 50 percent to the new term.”

PART II: This Ordinance shall become effective on January 1, 2013.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of November 2011.

Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: November 8, 2011

Action Required: Majority Vote X 2/3 Vote Other

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl
County Administrator/Corporation Counsel
Date 10/31/11

Nicole Andersen
Deputy County Administrator - Finance
Date 10/31/2011

If unsigned, exceptions shall be so noted by the County Administrator.

**Ordinance No. 699-11/11**  
**Fiscal Note and Policy Impact Statement**

- I. **Title:** Amending Section 2-45 (b) of the Walworth County Code of Ordinances Relating to County Board Compensation
- II. **Purpose and Policy Impact Statement:** The purpose of this ordinance is to fix compensation for county board supervisors and the county board chairperson for the next term.
- III. **Is this a budgeted item and what is its fiscal impact:** If this amendment is adopted, funds to implement the salary increase will be included in the 2013 County Board budget. The amendment reflects a total annual cost impact of \$1,440.
- IV. **Referred to the following standing committee(s) for consideration and date of referral:**

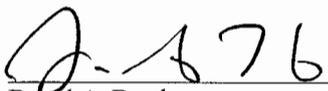
Committee: Executive

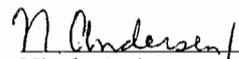
Date: October 17, 2011

Vote: 2 - 3

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

 10/31/11  
David A. Bretl Date  
County Administrator/Corporation Counsel

 10/31/2011  
Nicole Andersen Date  
Deputy County Administrator -- Finance

If unsigned, exceptions shall be so noted by the County Administrator.

ORDINANCE NO. 700-11/11

REPEALING AND RECREATING SECTIONS 2-41 AND 2-144 OF THE WALWORTH COUNTY CODE OF ORDINANCES PERTAINING TO COMMITTEE ASSIGNMENTS AND MEETING TIMES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 PART I: That section 2-41 (4) of the Walworth County Code of Ordinances is hereby  
2 amended to read as follows (additions shown by underline; deletions shown by strike-  
3 through):

4  
5 “Sec. 2-41. Committee assignments.

6  
7 (4) *Assignments.*

- 8  
9 a. The purpose of this paragraph is to ensure an equitable division of  
10 workload and influence on the county board.  
11  
12 b. Committees shall be assigned in accordance with the following chart, with  
13 each supervisor designated by a letter, A through K. Supervisor A shall  
14 designate the county board chair.  
15

16 Committees

Committee	No. of Supervisors	Supervisors
Public works	4 + Chair	A, C, D, E, G
Executive	4 + Chair	A, <del>B</del> , <u>C</u> , F, J, K
Finance	4 + Chair	A, <del>B</del> , <u>C</u> , E, I, J
Human resources	5	D, F, G, H, I
Land conservation, parks, ag-ext.	3	<del>A</del> , <u>I</u> , J, K
County zoning agency	5	B, E, F, G, H
Health and human services/Lakeland Health Care Center	5	C, D, H, I, K
Children with disabilities education board	5	B, C, D, <del>F</del> , <u>I</u> , K

17 PART II: That Section 2-144(d) (1) of the Walworth County Code of Ordinances is hereby  
18 amended to read as follows (additions shown by underline; deletions shown by strike-  
19 through):

20  
21 “Sec. 2-144. Committee procedures.

22  
23 (d) *Meetings.* To provide predictability to the public, media and supervisors wishing  
24 to attend standing committee meetings and to ensure adequate staff support of committee

1 meetings, the following rules shall apply:

- 2
- 3 (1) Except as provided in subsections (2) and (3), meetings of the standing
- 4 committees shall be held in accordance with the following schedule:
- 5
- 6 a. Agriculture and extension education committee: ~~2:30~~ 1:00 p.m. on
- 7 Monday following the regularly scheduled monthly county board meeting
- 8 (normally alternating months with the park committee);
- 9
- 10 b. Land conservation committee: ~~4:30~~ 2:00 p.m. on Monday following the
- 11 regularly scheduled monthly county board meeting;
- 12
- 13 c. Public works committee: ~~4:00~~ 3:30 p.m. on Monday following the
- 14 regularly scheduled monthly county board meeting;
- 15
- 16 j. Park committee: ~~2:30~~ 1:00 p.m. on Monday following the regularly
- 17 scheduled monthly county board meeting (normally alternating months
- 18 with the agriculture and extension education committee)."
- 19

20 **PART III:** That this ordinance shall become effective on April 19, 2012.

21  
22 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8<sup>th</sup> day of  
23 November 2011.

24  
25  
26  
27 \_\_\_\_\_  
28 Nancy Russell  
29 County Board Chair

\_\_\_\_\_

Kimberly S. Bushey  
Attest: County Clerk

30  
31 County Board Meeting Date: November 8, 2011

32 Action Required: Majority Vote \_\_\_\_\_ Two-thirds Vote  X  Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bret 10/31/11  
Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Date  
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.



**Resolution No. 70 - 11/11**  
**Reaffirming the Southeastern Wisconsin Tri-County Consortium  
Workforce Investment Act Agreement**

1 Moved/Sponsored by: Executive Committee  
2

3 **WHEREAS**, on July 13, 1999, the County Board adopted Resolution no. 36-07/99 authorizing  
4 Walworth County to enter into a consortium agreement with Kenosha and Racine counties in  
5 order to qualify as a service delivery area and to receive funding under the provisions of the U.S.  
6 Workforce Investment Act of 1998 ("WIA"); and,  
7

8 **WHEREAS**, on September 3, 1999 Walworth County entered into the Southeastern Wisconsin  
9 Tri-County Consortium Agreement Workforce Investment Act ("Consortium Agreement") with  
10 the counties of Kenosha and Racine; and,  
11

12 **WHEREAS**, the Agreement was created to facilitate mutual cooperation among the participants  
13 in regard to the planning and administration of programs under the WIA to provide a framework  
14 for State and local workforce investment activities and systems that increase the employment,  
15 retention and earnings of participants, increase the occupational skill and quality of the  
16 workforce and reduce welfare dependency; and,  
17

18 **WHEREAS**, the Consortium Agreement was amended on July 1, 2003 to authorize changes in  
19 the designation of the Fiscal Agent for the consortium and the Chief WIA Manager for the  
20 consortium, as provided in the bylaws of the consortium commissioners, as amended from time  
21 to time; and,  
22

23 **WHEREAS**, the State of Wisconsin requires that, by December 1, 2011, the Consortium  
24 Agreement be reaffirmed by the participants and submitted to the State as part of the updated  
25 Tri-County WIA plan as a binding agreement that will remain in effect until May 31, 2012.  
26

27 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that  
28 the attached Tri-County Consortium Agreement be and the same is hereby reaffirmed.  
29  
30

31 \_\_\_\_\_  
32 Nancy Russell  
33 County Board Chair  
34

\_\_\_\_\_   
Kimberly S. Bushey  
County Clerk

35 County Board Meeting Date: November 8, 2011  
36

37 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl 10/31/11  
Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Date  
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.



**Southeastern Wisconsin Tri-County Consortium Agreement  
Workforce Investment Act**

This Agreement, made this 3rd day of September, 1999, by and between the **COUNTY OF KENOSHA, COUNTY OF RACINE** and **COUNTY OF WALWORTH**, being counties in the State of Wisconsin (the "COUNTIES").

**WITNESSETH:**

**WHEREAS**, The Congress of the United States has enacted Public Law 105-220, the federal Workforce Investment Act of 1998 (the "Act") to establish programs to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation; and

**WHEREAS**, the **COUNTIES** recognize that employment and training, problems transcend governmental jurisdictional boundaries; and

**WHEREAS**, the **COUNTIES** recognize that the Act provides for the establishment of a consortium to act with mutual cooperation in the planning and administration of programs under the Act to serve substantial parts of a labor market area; and

**WHEREAS**, the **COUNTIES** have passed separate resolutions to enter into a tri-county consortium agreement; and

**WHEREAS**, the consortium of **COUNTIES** desires to establish a Workforce Development Board and to develop and administer programs under the Act;

**NOW, THEREFORE**, the **COUNTIES** agree as follows:

1. The **COUNTIES**, pursuant to Sec. 66.30 Wis. Stats., hereby establish a Consortium within the meaning of Section 117 of the Act, for the purpose of being designated a service delivery area by the Governor and for implementing the programs under the Act. The consortium shall be referred to as the "Southeastern Wisconsin WIA Consortium."
2. The units of government which members of this Consortium and the geographical areas which will be served by the Consortium and designated a service delivery area are the Counties of Kenosha, Racine and Walworth.
3. The chief local elected officials ("LEO's" who are chairpersons of the County

Boards of Supervisors or County Executives) or the designees of said officials of the Counties in paragraph 2 shall constitute the Southeastern Wisconsin WIA Consortium Commissioners (hereinafter, the "Commissioners").

4. The Commissioners shall elect from its membership a Chairperson, a Vice Chairperson and such other officers as may be provided in separate by-laws to serve for a term of one year or until a successor is elected and qualified. Vacancies for these offices shall be filled by election for the residue of the unexpired term. The Chairperson shall appoint a staff person of one of the consortium member counties to serve as board clerk.
5. Robert's Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
6. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Commissioners at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
7. The Commissioners shall appoint the members of the Workforce Development Board for the tri-county area, under Section 117 (c)(1)(A) of the Act and applicable rules thereunder.
8. The Consortium shall execute an agreement with the Workforce Development Board for the tri-county area for the operation and functions of the Board under Section 117 of the Act, and shall approve all Local Plans under Section 118 of the Act.
9. The Consortium shall perform functions for LEO's as contained in the Act and as set forth in this agreement and any adopted by-laws.
10. This agreement shall be effective when approved by Resolutions adopted by the County Boards of Supervisors of each county which is a party hereto and executed by the appropriate county officials thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements between the parties under P.L. 102-367, the Job Training Partnership Act. The Workforce Development Board shall act as the PIC Board, once established, and carry out the duties and responsibilities of the PIC Board pursuant to P.L. 102-367, the Job Training Partnership Act, until that act expires or is repealed or terminated. All funds and assets (liquidated and unliquidated) of the PIC Board will be transferred to the Workforce Development

Board, once established.

11. Amendments to this agreement may be adopted with the concurrence of the Boards of Supervisors of each county party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors of the counties party hereto and the Governor.
12. The Workforce Development Board for the tri-county area shall be named the Southeastern Wisconsin Workforce Development Board.
13. The members of the Workforce Development Board of Directors take office effective with their appointment by the Commissioners, and any adopted by-laws shall reflect the appointive, removal, substitution and replacement powers of the Directors by the Commissioners.
14. Under the provision of the Act, the Commissioners will convene the first meeting of the Southeastern Wisconsin Workforce Development Board within 30 days of the Governor's certification of the Tri-County Consortium.
15. The Consortium shall serve as the local grant funds recipient. The COUNTIES shall be liable for any misuse of the grant funds allocated to their local area under sections 128 and 133 of the Act. The local grant recipient shall disburse such funds for workforce investment activities at the direction of each county's local board, pursuant to the requirements of the Act. The local grant recipient shall disburse the funds immediately on receiving such direction from the local board. The Consortium designates Racine County as the fiscal agent for the Tri-County Consortium for the receipt of all funds provided pursuant to the Act.
16. The functions and duties of the Southern Wisconsin Workforce Development Board shall be those as set forth in the Act.
17. All funds distributed pursuant to the Act to the Southeastern Wisconsin WIA Consortium will be distributed to the three counties utilizing the following formula:
  - a. Administrative – The total designated percentage of administrative funding allowable will be distributed by the following:
    - 1) 15% to the County that assumes responsibility as Fiscal Agent, presently Racine County.
    - 2) 10% to the County that employs the Chief WIA Manager, presently Racine County.

- 3) 75% pursuant to the distribution formula described below:
  - b. Programmatic Funding – All programmatic funding and 75% of the administrative funds provided to the Workforce Development Board on behalf of the Tri-County Area will be disbursed to the COUNTIES using the following distribution:
  - c. Plant Specific Dislocated Worker Projects – Funding will be accepted by the fiscal agent on behalf of the county affected by the dislocation. If the dislocation affects multiple counties, a distribution of funding will be based upon the number of affected workers in each county. The county serving as fiscal agent will receive 15% and the county serving as Lead WIA Manager will receive 10% of the total administrative funding for the project. Presently both are provided by Racine County.
18. Racine County, as Fiscal Agent for the Southeastern Wisconsin WIA Consortium for funds received pursuant to the Act, will be responsible for:
  - a. Contracting with the other two counties for their portion of the funding;
  - b. Reimbursing counties for their actual expenditures authorized by the Act, based upon receipt of invoices;
  - c. Invoicing the Department of Workforce Development for funds for the entire Tri-County Area;
  - d. Maintaining combined fiscal records for the Tri-County Area;
  - e. Monitoring fiscal compliance by all three counties.
19. Kenosha and Walworth Counties' responsibilities shall include:
  - a. Ensuring that the funding is expended for appropriate services;
  - b. Ensuring that fiscal requirements and reporting mechanisms are in place and complied with;
  - c. Submitting timely invoices to the Fiscal Agent in compliance with reporting requirements of the Act and of the State of Wisconsin.
  - d. Submitting all reports and data which the fiscal agent needs to prepare

any reports, audits or comply with any procedures required under the Act or by the State of Wisconsin.

20. a. The counties of Racine, Kenosha and Walworth shall jointly indemnify, protect and defend the Southeastern Wisconsin Workforce Development Board, its board members and the Southeastern Wisconsin WIA Consortium from any liability and/or costs arising out of the actions or omissions of these parties in connection with their official duties under the Act. The costs for each county to be based proportionally on the percentage distribution of WIA funds received by each county as of the time that claim arose. This protection contained in this paragraph shall not apply to the county based WDB's which shall be the responsibility solely of the individual county which created each respective county based WDB.
  - b. Each county (indemnifying county) shall protect, defend, indemnify and hold harmless the other counties for any and all claims, damages, liabilities and/or lawsuits arising out of:
    - (i) Any misuse or disallowance of grant funds which is the result of the actions or omissions of the indemnifying county;
    - (ii) Any violation of any state or federal rules, regulations or guidelines attributable to the indemnifying county
- 
21. Each county shall be responsible for the delivery of program services consistent with the plan developed by the Southeastern Wisconsin Workforce Development Board through their respective Job Centers. Each County shall:
    - a. Create and staff its respective county-based Workforce Development Board ("county based WDB");
    - b. Develop a unified county plan as directed by its county-based WDB;
    - c. Develop Memorandums of Understanding as directed by county-based WDB;
    - d. Budget and monitor funding distributed through the county-based WDB;
    - e. Plan, implement and monitor workforce development services as directed by the county-based WDB;

- f. Collect data relative to performance measurement requirements.
22. Racine County shall designate, employ and have a Chief (Wisconsin Investment Act) WIA Manager. This individual will be responsible for the following:
- a. Single point of contact with the State regarding funding provided pursuant to the Act.
  - b. Staff the Southeastern Wisconsin Workforce Development Board.
  - c. Combine the unified plans, the Memorandums of Understanding, and other programmatic reporting from all three counties for submittal to the State through the Southeastern Wisconsin Workforce Development Board and Chief Local Elected Official.
23. Each county shall designate a rapid response team to react to local dislocations. The Chief WIA Manager will develop specific project proposals for submittal to the State for funding as necessary. The project proposals will be reviewed by the affected county-based WDB and will require approval by both the Chief Elected Officer in the affected county, the Chairman of the Consortium and the Chairman of the Workforce Development Board.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

RACINE COUNTY

BY: Joan C. Rennert

Joan C. Rennert  
Racine County Clerk

BY: Robert N. Miller 9-3-99

ROBERT N. MILLER  
RACINE COUNTY BOARD CHAIR.

Date 9-2-99  
Certified to be correct as to form.

By Mark [Signature]  
Racine County Corporation Counsel

KENOSHA COUNTY

BY: Allen [Signature] 9-24-99

REVIEWED BY  
KENOSHA COUNTY  
CORPORATION COUNSEL'S OFFICE

SEP 21 1999

[Signature]

REVIEWED BY FINANCE DIRECTOR  
[Signature]  
Date

WALWORTH COUNTY

BY: Shane P. Latta

APPROVED AS TO FORM  
Dennis D. Collett  
COUNSEL  
9/14/99  
DATE

07/24/03

**2003 Amendment to  
Southeastern Wisconsin Tri-County Consortium Agreement  
Workforce Investment Act**

This is the first Amendment to the September 3, 1999 Agreement by and between the **County of Kenosha, County of Racine and County of Walworth** that was created to act with mutual cooperation in the planning and administration of programs under the U.S. Workforce Investment Act of 1998 (hereafter the "Act") to provide a framework for State and local workforce investment activities and systems that increase the employment, retention and earnings of participants, and increase the occupational skill and quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.

**Whereas**, the Southeastern Wisconsin WIA Consortium (hereafter Consortium) operates successfully through its system of Consortium Commissioners (consisting of the chief elected officials of the three counties or their designees) and its Bylaws, and by the WIA Boards, approving all Local Plans under Section 118 of the Act, receiving all Federal and State funds which it distributes for the purposes enumerated, and complying with State and Federal policy and regulations; and

**Whereas**, the original September 3, 1999 Consortium agreement described a process for the Consortium Commissioners to select a new Chairperson, Vice Chairperson and such other officers as provided in the Bylaws; However, the original agreement failed to provide for a process to change the **Fiscal Agent** of the Consortium (initially designated as Racine County) or to change the **Chief WIA Manager** (initially designated as Racine County), and it would be beneficial to have a process designated to change the fiscal agent and chief manager from time to time.

**The Counties therefore agree as follows:**

The September 3, 1999 Agreement by the parties titled the "Southeastern Wisconsin Tri-County Consortium Agreement/ Workforce Investment Act" is hereby amended to authorize changes in the designation of the Fiscal Agent for the Consortium, and/or changes in the designation of the Chief WIA Manager for the Consortium, from time to time, as provided in the Bylaws of the Consortium Commissioners, as such Bylaws may be amended from time to time. Except for the changes to the original September 3, 1999 Agreement contained in this amendment, all other terms and conditions of the original September 3, 1999 Agreement remain in full force and effect.

Agreed and duly executed by all parties below. This amendment shall be effective as of the date of the 1<sup>st</sup> day of July, 2003.

KENOSHA COUNTY

RACINE COUNTY

WALWORTH COUNTY

by: [Signature]  
Kenosha County Executive

by: [Signature]  
Joan C. Rennert  
Racine County Clerk

by: [Signature]  
Kimberly S. Bushey  
Walworth County Clerk

[Signature]  
WILLIAM L. McREYNOLDS  
RACINE COUNTY EXECUTIVE

REVIEWED BY  
KENOSHA COUNTY  
CORPORATION COUNSEL'S OFFICE  
AUG 22 2003  
[Signature]

[Signature]  
OK KENOSHA COUNTY FINANCE

REVIEWED BY FINANCE DIRECTOR  
[Signature] 7/25/03  
Sign Date

Date 7-28-03  
Certified to be correct as to form  
By [Signature]  
Racine County Corporation Counsel



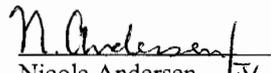
**Policy and Fiscal Note**  
**Resolution No. 71 – 11/11**

- I. **Title:** Setting the Annual Salary for the County Board Elected in 2012
- II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to set the annual salary compensation for County Board Supervisors elected in the spring of 2012.
- III. **Budget and Fiscal Impact:** The County Administrator's 2012 budget proposal includes money to pay the annual salaries of the County Board at the current rate of \$500.00 per month for Supervisors and \$1,000.00 per month for the County Board Chairperson.
- IV. **Referred to the following standing committees for consideration and date of referral:**

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

 10/31/11  
Date  
David A. Bretl  
County Administrator/Corporation Counsel

 10/31/2011  
Date  
Nicole Andersen JCL  
Deputy County Administrator - Finance

**ORDINANCE NO. 695-11/11**

**AMENDING SECTION 30-286 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATIVE TO FEES**

1 **NOW THEREFORE, THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES**  
 2 **ORDAIN AS FOLLOWS:**

3  
 4 **PART I: THAT** Sec. 30-286 of the Walworth County Code of Ordinances is hereby amended  
 5 to read as follows

6  
 7 “Sec. 30-286. Consolidated Fee Schedule.

8  
 9 There is hereby imposed the fees set forth in the following county consolidated fee schedule.

Walworth County  
 Consolidated Fee Schedule

10  
 11  
 12 The fee schedule table is intended as guidance and does not replace the Wisconsin State Statutes,  
 13 where applicable, as the source of authority.  
 14  
 15  
 16

Description	Fees	Effective Date	Authority
<b>Children with Disabilities Education Board</b>			
Lunch fees	<del>\$1.75</del> EC; <del>\$2.25</del> prim/int/jr high; <del>\$2.50</del> sr high; <del>\$3.00</del> adult; <del>\$0.35</del> milk <del>\$2.00</del> EC; <del>\$2.50</del> prim/int/jr high; <del>\$2.75</del> sr high; <del>\$3.25</del> adult; <del>\$0.50</del> milk	<del>Aug-08</del> <u>Aug-12</u>	Wis. School Laws 120.13(10); Public Law 111-296, section 205
Student fee: activity fee	<del>\$12.00</del> <u>\$16.00</u>	<del>Aug-08</del> <u>Aug-12</u>	Wis. School Laws FOCUS 5/94
Student fee: snacks/milk	<del>\$5.50</del> <u>\$8.00</u>	<del>Aug-08</del> <u>Aug-12</u>	Wis. School Laws FOCUS 5/94
Student fee: swim fee	<del>\$5.50</del> <u>\$6.00</u>	<del>Aug-08</del> <u>Aug-12</u>	Wis. School Laws FOCUS 5/94
Student fee: transportation/ <del>field trip</del> <u>community-based experiences</u>	<del>\$12.00</del> <u>\$20.00</u>	<del>Aug-08</del> <u>Aug-12</u>	Wis. School Laws 121.54(7)
<b>Clerk of Courts</b>			
<b>County fees</b>			
Clerk of courts fees	Actual amount (100% county)	Jan-03	Ord. 231-11/02
Court appointed attorney	Actual amount at \$85.00/hr (100% county)	Jan-08	Ord. 584-11/09
Credit or signature debit card convenience fee (via terminal)	Sliding scale of 2-3% of total fine/costs based on bank contract, minimum \$2.00 charge per transaction	Jun-10	Ord. 619-06/10
Criminal bail forfeiture	Actual amount (100% county)	Jan-03	Ord. 231-11/02
Guardian ad litem (GAL)	\$85.00/hr., \$700.00 up-front charge (100% county)	Jan-08	Ord. 584-11/09

Description	Fees	Effective Date	Authority
Guardianship packet w/booklet	\$10.00 (100% county)	Jul-05	Wis. Stats. § 814.66
Interest on judgment	5% or 12%	Jan-03	Ord. 231-11/02, Wis. Stats. ch. 767, 779, 814
NSF fee per check	\$30.00 (100% county)	Jan-07	Ord. 393-11/06
Par after separation	\$25.00 (100% county)	Jan-03	Ord. 231-11/02
Par after separation - Instructor	\$25.00 (100% instructor)	Jan-03	Ord. 231-11/02
Payment plan	Fines/costs less than \$400.00 to be paid within 30 days of conviction; \$400.00 to \$1,200.00 to be paid at a rate of \$100.00/month; over \$1,200.00 to be based on adjusted net monthly income. All payment plans require down payment of 17% of total fines/costs plus \$15.00 processing fee per payment plan.	April 2, 2006	Ord. 344-03/06
Payment plan processing fee	\$15.00 per payment plan unless an affidavit of indigence or hardship is approved by the judge, based on ability to pay as measured by income.	April 2, 2006	Ord. 344-03/06
Probate certificate-certified copies includes attestation and comparison	\$4.00 + \$1.00/page to copy (100% county)	Jul-05	Wis. Stats. § 814.66
Probate copies	\$1.00/page (100% county)	Jul-05	Wis. Stats. § 814.66
Probate packet w/booklet	\$10.00 (100% county)	Jul-05	Wis. Stats. § 814.66
Small claims answer and counterclaim 3-part form	\$3.00	Jan-03	Ord. 465-11/07
Small claims writ of replevin 3-part form	\$3.00	Jan-03	Ord. 465-11/07
Small claims writ of restitution 3-part form	\$3.00	Jan-03	Ord. 465-11/07
<b>Civil filing fees (CSS-court support services surcharge, JINFO-justice information surcharge, FCCS=family court counseling services fees):</b>			
Appeal - From administrative decision - new trial	\$144.50 (\$55.00 filing fee, \$68.00 CSS, \$21.50 JINFO)	Jul-09	Wis. Stats. § 814.61(8)(am)1
Appeal - From administrative decision - on the record or by certiorari	\$129.50 (\$40.00 filing fee, \$68.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.61(8) (am)1
Appeal - From circuit court to court of appeals - civil appeal - transmittal fee	\$15.00 plus postage (100% county)	Jul-05	Wis. Stats. § 814.61(9)
Appeal - From circuit court to court of appeals - filing fee	\$195.00 (no filing fee for state agencies) (100% state)	Jul-05	Wis. Stats. § 809.25(2)(a)1, 814.64
Arbitration - Appointment of arbitrator	\$0.00	Jul-05	Wis. Stats. § 788.04(2)(a)
Arbitration - Compel, confirm, modify, vacate arbitrators award	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61(1)

Description	Fees	Effective Date	Authority
Arbitration - Repurchase of real property	\$94.50 (\$22.00 filing fee, \$51.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 799.01(1)(cm)
Certificates - Certified copies - includes attestation and comparison	\$5.00/certification + \$1.25/page to copy, (100% county)	Jul-05	Wis. Stats. § 814.61(5)(a), 814.61(10)(a), OAG 4-84
Certificates - Certifying and transmitting documents (includes appeals, changes of venue, foreign judgments)	\$15.00 + postage (100% county)	Jul-05	Wis. Stats. § 814.61(9)
Certificates - Issuing certificate, execution, commission, writ not commencing an action	\$5.00/certification (100% county)	Jul-05	Wis. Stats. § 814.61(5)(a)
Civil action - Jury fee	\$6.00 per juror requested (\$36.00 per 6-person jury or \$72.00 per 12-person jury)	Jul-09	Wis. Stats. § 814.61(4)
Civil action - Money judgment greater than \$5,000.00 (includes foreclosure)	\$265.50 total (\$30.00 county; \$235.50 state) (\$75.00 filing fee, \$169.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.61(1)(a), 808.02(1m)
Civil action - Money judgment greater than \$5,000.00	\$0.00 This pertains to the cross claim	Jul-11	Wis. Stats. § 814.61
Civil action - Motion costs	\$0.00 to \$300.00 discretion of the Court	Jul-09	Wis. Stats. § 814.07, OAG 1-00
Civil action - Motion to intervene	\$0.00	Jul-05	Wis. Stats. § 803.09
Civil action - No money judgment - Petition for Writ of Certiorari	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO)	Jul-10	Wis. Stats. § 814.61(8)(am)1, 801.02(5)
Civil action - No money judgment (includes name change, declaratory judgment, habeas corpus, minor settlements), vital statistics amendments after one year and delayed registrations)	\$164.50 total (\$30.00 county; \$134.50 state) (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.61(1)(a)
Civil action - Personal injury or tort claim greater than \$5,000	\$265.50 (\$75 filing fee, \$52 CSS, \$21.50 JINFO; or small claims fees)	Jul-11	Wis. Stats. §802.02(1m)
Civil action - Petition to require DNA sample	\$0.00	Jul-10	165.76(6), 814.61(1)(c)7
Civil Action - Petition for writ of certiorari	\$129.50	Jul-11	814.61(8)(am)1, 801.02(5)
Civil action - Taxing authority; permissive use of civil procedures for claims \$10,000.00 or less	\$147.50 total (\$30.00 county; \$117.50 state) (\$75.00 filing fee, \$51.00 CSS, \$21.50 JINFO; or small claims fees)	Jul-11	Wis. Stats. § 799.01(2), 814.85(1)
Civil action - Third party complaint - no money judgment	\$134.50 (\$45.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61
Civil action - Third party complaint - claim less than or equal to \$5,000.00	\$117.50 total (\$10.20 county; \$107.30 state) (\$45.00 filing fee, \$51.00 CSS, \$21.50 JINFO, one fee per action)	Jul-11	Wis. Stats. § 814.61(3), 799.01(1)(cr)
Civil action - Third party complaint - claim greater than \$5,000.00	\$235.50 total (\$20.00 county; \$215.50 state) (\$45.00 filing fee, \$169.00 CSS, \$21.50 JINFO, one fee per action)	Jul-11	Wis. Stats. § 814.61(3), 799.01(1)(cr)

Description	Fees	Effective Date	Authority
Condemnation appeals - New trial	\$144.50 total (\$32.50 county; \$112.00 state) (\$55.00 filing fee, \$68.00 CSS, \$21.50 JINFO)	Jul-09	Wis. Stats. § 814.61(8)(am)2
Condemnation appeals - On the record or by certiorari	\$129.50 total (\$17.50 county; \$112.00 state) (\$40.00 filing fee, \$68.00 CSS, \$21.50 JINFO; first class cities only)	Jul-09	Wis. Stats. § 814.61(8)(am), 32.61
Contempt proceedings - Disbursement surcharge per deposit (for deposits in contempt proceedings under ch. 785)	\$10.00 (100% county) (surcharge deducted from deposit)	Jul-05	Wis. Stats. § 814.61(12)(c), 818.12
Copies - Certified	\$5.00/certification + \$1.25/page to copy (100% county)	Jul-11	Wis. Stats. § 814.61(5)(a), 814.61(10)(a), OAG 4-84
Copies - for Dept. of Public Instruction	\$0.00 No fee for copy of complaint and judgment of conviction against a teacher	Jul-09	Wis. Stats. § 973.135
Copies - For public defender	Actual, necessary, and direct	Jul-05	Wis. Stats. § 814.61(10)(b)
Copies - For secretary of state, treasurer, attorney general/DOJ	\$0.00 No fee for these three state offices	Jul-05	Wis. Stats. § 19.25
Copies - For U.S. immigration, certified copies of criminal records	\$0.00	Jul-05	42 USC 3753(a)(11)
Copies - Mandatory forms	\$0.00 (No fee for single copies of blank mandatory forms; may be a fee for forms packets with local instructions.)	Jul-05	Wis. Stats. § 814.61
Copies - Regarding veteran's benefits, any state or federal agency	\$0.00	Jul-11	Wis. Stats. § 59.535
Copies - Regular copies and reports	\$1.25/page (100% county)	Jul-05	Wis. Stats. § 814.61(10)(a)
Docketing - Docket judgment, transcript of judgment, lien, warrant, award, satisfaction, assignment	\$5.00 (100% county)	Jul-05	Wis. Stats. § 814.61(5)(b)
E-filing convenience fee (ECF)	\$5.00 Electronic filing available in civil cases in some counties	Jul-09	Wis. Stats. § 758.19(4m)
Family action - Acknowledgment of paternity	\$184.50	Jul-09	Wis. Stats. § 767.805
Family action - Action to compel support or maintenance	\$0.00	Jul-05	Wis. Stats. § 767.08
Family action - Commence action (divorce, annulment, legal separation, acknowledgement of paternity) with no request for support or maintenance	\$184.50 total (\$40.00 county; \$20.00 CFS; \$124.50 state) (\$75.00 filing fee, \$20.00 FCCS, \$68.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.61(1)(a) and (b)

Description	Fees	Effective Date	Authority
Family action - Commence action (divorce, annulment, legal separation, acknowledgement of paternity) with request for support or maintenance	\$194.50 total (\$40.00 county; \$20.00 CFS; \$134.50 state) (\$75.00 filing fee, \$20.00 FCCS, \$68.00 CSS, \$21.50 JINFO, \$10.00 fee for parties not receiving public assistance) pursuant to Wis. Stats. § 814.61(13)	Jul-11	Wis. Stats. § 814.61(1)(a) and (b)
Family action - Commence action by child support agency	\$194.50 Fee waived only for paternity cases and Chapter 769	Jul-11	Wis. Stats. § 814.61(1)(c)1
Family action - Commence action by state, Ch. Support agency, GAL	\$0.00	Jul-09	Wis. Stats. § 814.61(1)(c)
Family action - Custody - Updated study	\$100.00 (100% county)	Jan-03	Ord. 231-11/02
Family action - Enforce legal custody, physical placement or visitation order 767.471	\$0.00 (no fee for enforcement motions (contempt))	Jul-09	Wis. Stats. § 767.471(3)(e), 785.03 (contempt)
Family action - Grandparent visitation - In new or pending guardianship	\$60.00 total (\$30.00 county; \$30.00 state) (fee should be filed with register in probate)	Jul-09	Wis. Stats. § 54.56, 814.66(1m)
Family action - Grandparent visitation - in pending family action	\$0.00 (no fee for motion in pending family action)	Jul-05	Wis. Stats. § 767.43
Family action - Grandparent visitation - New action	\$184.50 (\$75.00 filing fee, \$20.00 FCCS, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. ch 767
Family action - Grandparent visitation - Post judgment motion	\$30.00 motion (100% county)	Jul-05	Wis. Stats. § 814.61(7)(a)
Family action - Mediation	\$200.00 or local fee (100% county) (first session free)	Jul-09	Wis. Stats. § 814.615(1)(a)1 and 2, 767.404(5)
Family action - Out-of-county orders - File out-of-county judgment	\$5.00 (\$10.00 to file transcript of judgment; regular fees apply to later motions; no fee for protective orders) (100% county)	Jul-09	Wis. Stats. § 767.281
Family action - Out-of-state custody judgment under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)	\$15.00 (regular fees apply to later motions)	Jul-09	Wis. Stats. § 814.61(6), ch 822
Family action - Out-of-state divorce judgment	\$15.00 ( regular fees apply to later motions) (100% county)	Jul-09	Wis. Stats. § 814.61(6), 806.24
Family action - Out-of-state orders - Child support Uniform Interstate Family Support Act (UIFSA) action	\$0.00 (no fee to register and enforce out-of-state support orders)	Jul-05	Wis. Stats. § 814.61(1)(c)2, 769.313
Family action - Out-of-state protective order	\$0.00 (no fee for protective orders)	Jul-05	Wis. Stats. § 814.61(1)(c)(d)
Family action - Paternity - Commence action by private party	\$184.50 total (\$75.00 filing fee, \$20.00 FCCS, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61(1)(a)

Description	Fees	Effective Date	Authority
Family action - Paternity - Commence action with request for support	\$194.50 total (\$75.00 filing fee, \$20.00 FCCS, \$68.00 CSS, \$21.50 JINFO, \$10.00 fee for parties not receiving public assistance) (100% state)	Jul-09	Wis. Stats. § 814.61(13)
Family action - Revision of judgment - By stipulation	\$0.00	Jul-05	Wis. Stats. § 814.61(7)(a)
Family action - Revision of judgment - Judgments other than custody or placement (includes revisions of child support under 767.59)	\$30.00 total (\$15.00 county; \$15.00 state)	Jul-09	Wis. Stats. § 814.61(7)(a)
Family action - Revision of judgment - Legal custody or physical placement pursuant to Wis. Stats. § 814.61(7)(b)	\$50.00 total (\$12.50 county; \$25.00 FCS; \$12.50 state)	Jul-09	Revisions under Wis. Stats. § 767.451, 767.481
Family action - Revision of judgment - Paternity	\$0.00 (no motion fee for child support agency, state, GAL, or court-appointed attorney under 767.407(1)(c)1 and 2) (100% county)	Jul-09	Wis. Stats. § 814.61(7)(c)
Family action - Revision of judgment - Support or maintenance	\$0.00 No fee if action is for support or maintenance w/o request for divorce or adjudication of paternity	Jul-10	Wis. Stats. § 767.501, 767.56, 767.57
Family action - Revision of judgment - Terminate parental rights	\$0.00	Jul-10	Wis. Stats. § 814.61(1)(c)4
Family action - Study re legal custody and physical placement	\$300.00 (100% county)	Jul-05	Wis. Stats. § 814.615(1)(a)3
Foreclosure under ch. 846	\$265.50 (\$75.00 filing fee, \$169.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. ch 846
Forfeiture of property - Action to seize vehicle, drugs, or other property used in crime under 973.075-077	\$0.00 (no filing fee)	Jul-05	Wis. Stats. § 814.61(1)(c)3, 973.075-077, 961.55-56
Forfeiture, complex - Action for environmental damage, consumer protection, or other significant violation of the public interest	\$0.00 (open as CX case with no fee; civil procedures apply; forfeiture schedule available)	Jul-05	Wis. Stats. - dependent on type of violation.
Garnishment (amount less than or equal to \$10,000.00)	\$92.50 total (\$7.50 county; \$85.00 state) (\$20.00 filing fee, \$51.00 CSS, \$21.50 JINFO per debtor)	Jul-11	Wis. Stats. § 814.62(1), ch. 812
Garnishment (amount greater than \$10,000.00)	\$210.50 total (\$7.50 county; \$203.00 state) (\$20.00 filing fee, \$169.00 CSS, \$21.50 JINFO per debtor)	Jul-11	Wis. Stats. § 814.62(1), ch. 812
Judgments and liens - Docket judgment, FJ, TJ, lien, warrant, satisfaction, writ, execution, assignment	\$5.00 (100% county) (No fee for protective orders, collect both FJ/TJ filing fee & docketing fee if applicable)	Jul-11	Wis. Stats. § 814.61(5)(b)
Judgments and liens - File foreign judgment FJ (from other states, countries, tribes, federal courts)	\$15.00 (100% county)	Jul-05	Wis. Stats. § 814.61(6), 806.24

Description	Fees	Effective Date	Authority
Judgments and liens - File foreign protective order	\$0.00	Jul-05	Wis. Stats. § 814.61(1)(c)(d), 42 USC 3796gg
Judgments and liens - File transcript of judgment TJ (judgments from other Wisconsin counties)	\$5.00 (100% county)	Jul-09	Wis. Stats. § 814.61(5)(b), 806.12-806.17
Judgments and liens - Issue transcript from judgment and lien docket	\$5.00 (100% county)	Jul-05	Wis. Stats. § 814.61(5)(b)
Judgments and liens - Reopen default judgment in forfeiture action	\$0.00 - \$300.00 (amount set in discretion of court)	Jul-05	Wis. Stats. § 814.07, OAG 1-00
Juvenile recoupment - Attorney fee	\$250.00/\$400.00 (25% county; 75% state)	Jan-03	Wis. Stats. § 48.275 and 938.275
Minor settlements - Petition to approve	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 807.10
Minor settlements - Receive, handle, or deposit funds	Greater of \$10.00 or 0.5% of funds deposited with clerk (100% county)	Jul-05	Wis. Stats. § 814.61(12)(a)1
Minor settlements - Withdraw funds, per transaction	\$10.00 (100% county)	Jul-05	Wis. Stats. § 814.61(12)(a)1
Name change	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 767.51(3m)
Name change - In paternity action, new	\$0.00 (name change may be part of paternity action)	Jul-05	Wis. Stats. § 767.51(3m)
Occupational drivers license petition - File petition	\$40.00 (100% state)	Jul-05	Wis. Stats. § 343.10(4), 351.07(1g), 814.61(14)
Probate - Probate/guardianship filing	2/10 of 1% of total inventory (1/3 to county; 2/3 to state)	Jan-06	Wis. Stats. § 814.66
Receiving and disbursing money - Contempt proceedings, deposits	\$10.00/transaction (100% county)	Jul-05	Wis. Stats. § 814.61(12)(a)
Receiving and disbursing money - Receive trust fund, handle or deposit money (includes general deposits, minor settlements, trust funds, small estates, conservator accounts)	\$10.00+ (greater of \$10.00 or 0.5% of funds deposited with clerk) (100% county)	Jul-09	Wis. Stats. § 757.25, 807.10(3), or 54.12(1)(a), 814.61(12)
Receiving and disbursing money - Withdraw funds	\$10.00/transaction (100% county)	Jul-05	Wis. Stats. § 814.61(12)(a)1
Search - Probate	\$4.00 (100% county)	Jan-03	Wis. Stats. § 814.66(1)(j)
Searches - Search file or record to locate any one action	\$5.00 (per action, when no case number is provided) (100% county)	Jul-05	Wis. Stats. § 814.61(11)

Description	Fees	Effective Date	Authority
Small claims - Commence action (includes evictions, replevin, arbitration, forfeitures, actions \$10,000.00 or less; consolidated claim of multiple creditors - single action) – except tort/personal injury	\$94.50 (\$10.20 county; \$84.30 state) (\$22.00 filing fee, \$51.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.62(3)(a), 799.01
Small Claims – Commence action \$5000 or less – tort/personal injury	\$94.50 (\$22.00 filing fee, \$51.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 799.01(1)(cr)
Small claims - Cross claim or counterclaim over \$10,000.00	\$125.50 (\$25.80 county; \$99.70 state) (\$53.00 filing fee, \$51.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.62(3)(b)
Small claims - Demand for jury trial	\$89.00 total (\$53.00 jury demand plus jury fee of \$36.00) (100% county)	Jul-05	Wis. Stats. § 814.62(3)(e) and 814.61(4)
Small claims - Service by mail	\$2.00 /defendant + postage if sent by certified mail (100% county)	Jul-05	Wis. Stats. § 814.62(4)
Small claims - Third-party complaint \$5,000.00 or less	\$117.50 (\$45.00 filing fee, \$51.00 CSS, \$21.50 JINFO) (100% state)	Jul-11	Wis. Stats. § 814.61(3), 799.01(cr)
Subpoena - In-state subpoena	\$0.00	Jul-05	Wis. Stats. § 885.01(1)
Subpoena - Out-of-state subpoena to depose WI resident	\$0.00	Jul-05	Wis. Stats. § 887.24
Temporary restraining orders and injunctions - combined actions - no fee, may collect from respondent if convicted of violating TRO	\$0.00	Jun-06	Wis. Stats. § 813.127, 814.61(1)(d)
Temporary restraining orders and injunctions - Domestic abuse, child abuse, vulnerable adult	\$0.00 No fee; may collect fee from respondent if convicted of violating TRO)	Jul-05	Wis. Stats. § 813.12, 812.122, 812.123, 814.61(1)(d)
Temporary restraining orders and injunctions - File foreign or out-of-county protective order	\$0.00	Jul-05	Wis. Stats. § 814.61
Temporary restraining orders and injunctions - harassment, if petition alleges stalking, sexual assault, physical violence, impaired phys. Condition, or threats; may collect fee from respondent if convicted of violating TRO	\$0.00 May collect fee from respondent if convicted of violating TRO	Jun-06	Wis. Stats. § 813.125, 814.61(1)(e)
Temporary restraining orders and injunctions - Other injunctions and restraining orders	\$164.50 (file as civil actions) (100% state)	Jul-09	Wis. Stats. § 814.61
Temporary restraining orders and injunctions - Without allegations above	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61(1)

Description	Fees	Effective Date	Authority
Third party complaint - Claim less than or equal to \$5,000.00	\$117.50 (\$10.20 county; \$107.30 state) (\$45.00 filing fee, \$51.00 CSS, \$21.50 JINFO)	Jul-11	Wis. Stats. § 814.61(3), 799.01(1)(cr)
Third party complaint - Claim greater than \$5,000.00	\$235.50 (\$20.00 county; \$215.50 state) (\$45.00 filing fee, \$169.00 CSS, \$21.50 JINFO, one fee per action)	Jul-11	Wis. Stats. § 814.61(3), 799.01(1)(cr)
Third party complaint - No money judgment requested	\$134.50 (\$45.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61(3)
Transcript from judgment docket - Issue or file transcript	\$5.00 (100% county) Collect both TJ fee and docketing fee if applicable	Jul-05	Wis. Stats. § 814.61(5)(a) and (b)
Transmit documents - Certify and transmit documents on appeal, writ, change of venue, real estate judgments, out-of-state judgments	\$15.00 + postage (100% county)	Jul-05	Wis. Stats. § 814.61(9)
Venue, change of - Civil, receiving court	\$75.00 total (\$30.00 county; \$45.00 state) (fee equal to original filing fee, payable by the party that necessitated the change of venue, no CSS or JINFO)	Jul-05	Wis. Stats. § 814.61(2)
Venue, change of - Civil, transmitting court	\$15.00 + postage, (100% county)	Jul-05	Wis. Stats. § 814.61(9)
Venue, change of - Discretionary	\$0.00	Jul-05	Wis. Stats. § 801.52, 814.61(2)
Venue, change of - Family, receiving court	\$95.00 total (\$30.00 county; \$20.00 FCS; \$45.00 state) (\$75.00 filing fee, \$20.00 FCCS)	Jul-05	Wis. Stats. § 814.61(1)(b), (2)
Venue, change of - Family, receiving court, with request for support or maintenance	\$105.00 total (\$40.00 county; \$20.00 FCS; \$45.00 state) (\$75.00 filing fee, \$20.00 FCCS, \$10.00 under 814.61(13))	Jul-05	Wis. Stats. § 814.61(13)
Venue, change of - Small claims, receiving court	\$22.00 total (\$10.20 county; \$11.80 state)	Jul-05	Wis. Stats. § 814.61(2)
Vital statistics - Amendments after one year and delayed registration (name, sex change, birth record, death, marriage, surrogate mother)	\$164.50 (\$75.00 filing fee, \$68.00 CSS, \$21.50 JINFO) (100% state)	Jul-09	Wis. Stats. § 814.61
Wage claim action - DA claim against employer for unpaid wages	DA may choose to file as small claims, civil or criminal action. If small claims or civil, regular filing fee applies.	Jul-09	Wis. Stats. § 109.03(6), 109.11(2) and (3)
Wage earner action - Voluntary debt proceeding	\$31.50 (\$10.00 county; \$12.00 state) (\$10.00 filing fee, \$21.50 JINFO)	Jul-09	Wis. Stats. § 814.62(2), 128.21
Warrants - Failure to pay, failure to appear	\$0.00 (no clerk's fee; sheriff's fees provided under 814.70)	Jul-05	Wis. Stats. § 814.70
Warrants - Satisfaction, voidance or withdrawal	\$5.00 (100% county)	Jul-05	Wis. Stats. § 814.61(5)(b), 71.91(5)(g)
Warrants - Tax warrants, filing and docketing (warrants issued under ch. 70-77)	\$5.00 (100% county)	Jul-05	Wis. Stats. § 814.61(5)(b), 806.11
<b>Fines, Forfeitures and Surcharges (CCAP = Consolidated Court Automation Program):</b>			

Description	Fees	Effective Date	Authority
Bisphenol A Enforcement Surcharge (BPAS)	50% of fine or forfeiture (100% to Dept. of Agriculture Trade & Consumer Protection)	Jun-15, 2010	Wis. Stats. § 100.335(7)
Child pornography surcharge (CHPRN)	\$500.00 per image (50% DOC, 30% DOJ, 20% Office of Justice Assistance)	Jun-06	Wis. Stats. § 973.042
Clerk fee - Civil forfeiture (CCFP) (applies to most forfeitures; does not apply to smoking, safety belt use, disability ID, or failure to carry proof of insurance violations)	\$25.00 per count (\$5.00 CCAP, \$7.50 county, \$12.50 state)	Jul-10	Wis. Stats. § 814.63(1)(b), 814.63(1)(c)
Clerk fee - Criminal (CCFP) (applies to all criminal actions)	\$163.00 per count (50% county, 50% state) (paid when judgment is entered)	Jul-10	Wis. Stats. § 814.60
Commercial fish protection surcharge (CFISH)	Amount varies based on value of fish (100% DNR)	Jun-06	Wis. Stats. § 29.984
Consumer protection surcharge (CONPR) (applies to violations of ch. 98 (weights and measures), ch. 100 (marketing and trade practices), and related ordinances and administrative rules) (if the court imposes a fine or forfeiture, the court shall also impose this surcharge)	25% of fine or forfeiture (100% state)	Jul-05	Wis. Stats. § 100.261, 20.115(1)(jb)
Court support services surcharge (CSS) - Civil actions where amount claimed exceeds \$5,000.00; includes personal injury, property damage, foreclosure, even if amount claimed is not specified; includes garnishments and wage claims over \$5,000.00	\$169.00 (100% state)	Jul-05	Wis. Stats. § 814.85(1)(b), 808.02(1)(m)
Court support services surcharge (CSS) - Civil actions where no money judgment is sought, such as name change, declaratory judgment, habeas corpus, minor settlements	\$68.00 (100% state)	Jul-05	Wis. Stats. § 814.85(1)(a)
Court support services surcharge (CSS) - Small claims, garnishments, wage claims, and other actions where amount claimed is \$5,000.00 or less	\$51.00 (100% state)	Jul-05	Wis. Stats. § 814.85(1)(c)
Court support services surcharge (CSS) - State and county forfeitures, municipal ordinance violations, appeals from municipal court; does not apply to safety belt or disability ID Card violations or failure to carry proof of insurance	\$68.00 (100% state) (paid when judgment is entered)	Jul-11	Wis. Stats. § 814.85(1)(a)

Description	Fees	Effective Date	Authority
Crime lab and drug law enforcement surcharge (CLD) - Applies to state law and municipal or county ordinances; does not apply to smoking, non-moving traffic, safety belt violations, disability ID card, or failure to carry proof of insurance under 344.62(2)	\$13.00 per count (if the court imposes a sentence, places a person on probation, or imposes a forfeiture, a separate surcharge shall be imposed for each offense or count) (100% state)	Jul-10	Wis. Stats. § 165.755
Criminal Processing - Applies to all criminal actions; the clerk shall collect the fee when judgment is entered.	\$163.00 (50% county; 50% state)	July 1, 2010	Wis. Stats. § 814.60
DNA analysis surcharge (DNAAS) (requiring a sample is different from imposing a surcharge: 973.047(1) provides that the court shall order any person convicted of a felony to provide a DNA sample to the state crime laboratory so for most offenses, the sample is mandatory and the surcharge is discretionary)	\$250.00 per case(if the court imposes a sentence or places a person on probation for sexual assault crimes under 940.225, 948.02(1), 948.02(2), or 948.025, the court shall impose this surcharge; the court may assess the DNA surcharge if the court imposes a sentence or places a person on probation for any felony judgment in addition to the above offenses) (100% state)	Jul-05	Wis. Stats. § 973.046(1g), 940.225, 948.02(1), 948.02(2), 948.025, 973.047(1)
Domestic abuse surcharge (DOMAB)	\$100.00 per count (when the court imposes a sentence on an adult person or places that person on probation, regardless of whether any fine is imposed, the court shall impose this surcharge for each offense if: (1) the court convicts the person of a violation of various crimes listed in 973.055; (2) the court finds that the conduct involved an act by the defendant against a spouse or former spouse, against an adult with whom the defendant resides or formerly resided, or against an adult with whom the defendant has created a child; or (3) the court convicts a person for violation of a temporary restraining order under 813.12(8)(a) or a conforming municipal ordinance) (100% state)	Apr-08	Wis. Stats. § 973.055, 813.12(8)(a)

Description	Fees	Effective Date	Authority
Driver improvement program surcharge (DIS) (does not apply to failure to carry proof of insurance under 344.62(2))	\$365.00 (if the court imposes a fine or forfeiture for a violation of operating under influence of intoxicant or other drug under 346.63(1) or (5) or a local ordinance in conformity; or injury by intoxicated use of a vehicle under 346.63(2) or (6) or 940.25; or homicide by intoxicated use of a vehicle under 940.09, it shall impose a driver improvement surcharge) ( 60% county, 40% state)	Jul-11	Wis. Stats. § 346.665, 346.63(1) and (5), 346.63(2) and (6), 940.25, 940.09
Drug abuse program improvement surcharge (DRG)	75% of fine and penalty surcharge (when a fine is imposed for most drug offenses, listed in 961.41, the court shall also impose this surcharge on the amount of the fine and penalty surcharge imposed) (100% state)	Jul-05	Wis. Stats. § 961.41(5)(a)
Drug offender diversion surcharge (DRGOD) (applicable to offenses committed on or after 10/1/05)	\$10.00 per case (if the court imposes a sentence or places a person on probation for property crimes under ch. 943, the court shall impose this surcharge for each conviction) (100% state)	Jul-05	Wis. Stats. § 974.043
E-Filing Convenience Fee (ECF)	\$5.00 per case – users of the electronic filing system under 801.17(7)(d) pay a convenience fee for filing the complaint or petition in the amount set by the Director of State Courts under 758.19(4)	Jul-11	Wis. Stats. §758.19(4m), 801.17(7)(d)
Environmental surcharge (ENV)	20% of fine or forfeiture (if the court imposes a fine or forfeiture for a violation of ch. 280 (pure drinking water), ch. 281 (water and sewage), ch. 283 (pollution discharge elimination), ch. 285 (air pollution), ch. 289 (solid waste facilities), ch. 291 (hazardous waste management), ch. 292 (remedial action), ch. 293 (metallic mining), ch. 295 (nonmetallic mines reclamation: oil and gas), or ch. 299 (general environmental), the court shall impose this surcharge) (100% the state)	Jul-09	Wis. Stats. § 299.93, ch. 280, ch. 281, ch. 283, ch. 285, ch. 289, ch. 291, ch. 292, ch. 293, ch. 295, ch. 299
Fishing net removal surcharge (FNETC) (FNETS)	Cost of Removal + 75% (100% DNR Conservation Fund)	Jun-06	Wis. Stats. § 29.991

Description	Fees	Effective Date	Authority
Fishing shelter removal surcharge (FSH)	Varies (defendant to pay the cost of seizure, destruction or sale of the fishing shelter; in addition, the court shall impose a fishing shelter removal surcharge equal to the costs that should have been reimbursed under 29.404(2); if defendant does not reimburse these costs within 20 days, court may also impose forfeiture up to \$100.00 under 29.404(3)) (100% state)	Jul-05	Wis. Stats. § 29.985, 29.404(3)
Great Lakes resources surcharge (GLRES)	75% of fine or forfeiture (100% DNR)	Jun-06	Wis. Stats. § 29.9905
Ignition Interlock Device (IID) Surcharge	\$50.00 (100% county)	July 1, 2010	Wis. Stats. § 343.301 (5)
Jail surcharge (JAIL) (does not apply to smoking, disability ID Card, non-moving traffic, or safety belt violations or failure to carry proof of insurance; does not apply to first offense prohibited alcohol concentration of at least 0.08% but less than 0.10%)	1% of fine or forfeiture or \$10.00, whichever is greater (if the court imposes a fine or forfeiture for a violation of state law or municipal or county ordinance, it shall impose a jail surcharge for each count) (100% county)	Jul-11	Wis. Stats. § 302.46(1)
Justice information surcharge (JINFO) ( does not apply to safety belt violations, disability ID card violations or failure to carry proof of insurance)	\$21.50 (the clerk of circuit court shall collect \$21.50 from any person paying a fee for civil actions under 814.61(1)(a) or (3); administrative and municipal appeals under 814.61(8m); garnishment, wage earner, and small claims actions under 814.62; or forfeiture actions under 814.63(1) (100% state)	Jul-11	Wis. Stats. § 814.86(1)
Juvenile delinquency victim witness surcharge (JDVWA)	\$20.00 per case (for violations for which a juvenile is adjudicated delinquent, the court shall, in addition to any disposition imposed under 938.34, impose a delinquency victim and witness assistance surcharge of \$20.00) (100% state)	Jul-05	Wis. Stats. § 938.34(8d)
Municipal fee (does not apply to safety belt violations or failure to carry proof of insurance)	\$5.00 (upon disposition of a forfeiture action in circuit court for violation of a county, town, city, village, town sanitary district or public inland lake protection and rehabilitation district ordinance, the above government unit shall pay a nonrefundable \$5.00 fee) (100% county)	Jul-10	Wis. Stats. § 814.63(2)

Description	Fees	Effective Date	Authority
Natural resources restitution surcharge (NREST)	Varies (equal to the amount of the fee of the license or stamp that should have been paid; if the court imposes a natural resources surcharge for violation of ch. 29, ch. 169, or a related order the court shall impose this surcharge also) (100% state)	Jul-05	Wis. Stats. § 29.989, 169.46(2)
Natural resources surcharge (NATR)	75% of fine or forfeiture (if the court imposes a fine or forfeiture for violation of ch. 29 (wild animals and plants) or ch. 169 (captive wildlife) or related order, the court shall impose this surcharge) (100% state)	Jul-05	Wis. Stats. § 29.987, 169.46(1)
Occupational license fee - for filing a petition for occupational license under 343.10(4) or 351.07	\$40.00 (100% to county; for habitual traffic offenders under 351.07, 50% to state, 50% to county)	Jul-05	Wis. Stats. § 814.61(14), 343.10(4), (6), 351.07(1g)
Penalty surcharge (PEN) (does not apply to smoking, disability ID card, non-moving traffic, or safety belt violations or failure to carry proof of insurance)	26% of fine or forfeiture (if the court imposes a fine or forfeiture for a violation of state law or municipal or county ordinances, it shall impose a penalty surcharge) (100% state)	Jul-11	Wis. Stats. § 757.05
Railroad crossing improvement surcharge (RRCI)	50% of forfeiture (if the court imposes a forfeiture under 346.49(1g), (2m)(a), (am), or (b), for a violation of 346.44, 346.45, or 346.46(3), the court shall impose this surcharge (100% state)	Jul-11	Wis. Stats. § 346.495, 346.65(4r), 346.177
Restitution administrative surcharge (REST5)	5% of total fines, surcharges, costs, etc. (if defendant is not placed on probation or sentenced to prison, the court may order that restitution be paid to the clerk of circuit court for transfer to the appropriate person; if defendant is placed on probation, restitution paid to Dept. of Corrections for transfer to the appropriate person; surcharge equals 5% of the total amount of restitution, costs, attorney fees, fines and surcharges, including the 10% restitution surcharge; the complete name and address of the party to be paid should be provided) (100% state)	Jul-05	Wis. Stats. § 973.20(11)(a)
Restitution surcharge (RST10)	10% of any restitution ordered (if the court orders restitution under 973.20(1r), the court shall impose as a surcharge an amount equal to 10% of the restitution ordered) (100% county)	Jul-09	Wis. Stats. § 973.06(1)(g)

Description	Fees	Effective Date	Authority
Sheriff's surcharge (WF)	Varies (the necessary disbursements and surcharges of officers allowed by law and incurred in connection with the arrest, preliminary examination and trial of the defendant; use amount on the bench warrant or order to produce; if none, don't assess) (100% county)	Jul-05	Wis. Stats. § 973.06(1)(a), 814.70
Snowmobile registration restitution payments (SNOW) (not treated as restitution for purposes of the restitution surcharge under 973.06(1)(g))	Varies (if court imposes a forfeiture for a violation of ch. 350 where payment of a snowmobile registration fee is required, the court shall impose a snowmobile registration restitution payment equal to the required fee that should have been paid; do not treat this as restitution for purposes of the restitution surcharge under Wis. Stats. § 973.06(1)(g))	Jul-11	Wis. Stats. § 350.115
Special prosecution clerks surcharge (MILWP)	\$3.50 Milwaukee only (applies whenever the Justice Information Surcharge is assessed; 100% to state to reimburse Milwaukee County DA)	Jul-09	Wis. Stats. § 814.86(1m)
Supplemental food enforcement surcharge (formerly WIC) (FOOD)	50% of fine or forfeiture (if a court imposes a fine, forfeiture or recoupment for a violation of this subsection, the court shall impose this surcharge) (100% state)	Jul-05	Wis. Stats. § 253.06(4)(c)
Truck driver education surcharge (TRUCK)	\$8.00 per count (if the court imposes a fine or forfeiture for a violation of ch. 346-348 or a rule issued under ch. 346-48 and the violation involved a commercial motor vehicle, the court shall impose a truck driver education surcharge of \$8.00) (100% state)	Jul-10	Wis. Stats. § 349.04(1)
Uninsured employers surcharge (UNEMP)	75% of fine or forfeiture (when an employer fails to comply with ch. 102.16(3) or 102.28(2) (worker's compensation) and if the court imposes a fine or forfeiture, it shall impose this surcharge) (100% state)	Jul-05	Wis. Stats. § 102.85(4)(a)

Description	Fees	Effective Date	Authority
Victim witness surcharge (VWA) (VWAB)	Misdemeanor \$67.00; felony \$92.00; Part A=\$40.00/\$65.00, Part B=\$20.00/\$20.00, Part C=\$7.00/\$7.00 (if the court imposes a sentence or places a person on probation, the court shall impose the crime victim and witness assistance surcharge for each offense or count; surcharge applies even if no fine or forfeiture is imposed; surcharge also imposed if the complaint charged one or more crimes and, as a result of the complaint being amended, the defendant is found guilty of a forfeiture in lieu of one of those crimes. Either the felony or misdemeanor surcharge applies depending on the crime originally charged in the complaint. In this case, the entire surcharge goes to Part A.) (100% state)	Jul-11	Wis. Stats. § 973.045(1)
Weapons surcharge (WEAP)	75% of fine or forfeiture (if the court imposes a fine or forfeiture for a violation of this section, the court shall impose a weapons surcharge) (100% state)	Jul-05	Wis. Stats. § 167.31(5)(a)
Wild animal protection surcharge (WLDAN)	Varies by animal (if the court imposes a fine or forfeiture under this chapter for unlawful killing, wounding, catching, taking, trapping or possession of a wild animal specified in par(b), the court may impose this surcharge; surcharge is imposed per animal-see Wis. Stats. § 29.983(b) for detail) (100% state)	Jul-05	Wis. Stats. § 29.983(1)(a)
Wildlife violator compact surcharge (WVCS)	\$5.00 per count (if the court imposes a fine or forfeiture for a violation of Ch. 29 or an order issued under it) (100% DNR Conservation Fund)	Apr-06	Wis. Stats. § 29.99
<b>Coroner</b>			
Cremation permit	<del>\$200.00</del> \$225.00	<del>Jan-11</del> Jan-12	Wis. Stats. § 979.10
<b>County Clerk</b>			
Annual subscription - Co. board agenda	\$20.00	Jan-06	Ord. 321-11/05
Annual subscription - Co. board packet	\$100.00	Jan-03	Ord. 231-11/02
CD data disc	<u>\$5.00</u>	<u>Jan-12</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
County directory (person outside normal distribution or replacements) - Hand delivered	\$1.00	Jan-04	Ord. 246-10/03

Description	Fees	Effective Date	Authority
County directory (person outside normal distribution or replacements) - Mailed	\$2.00	Jan-04	Ord. 246-10/03
Declaration of domestic partnership or termination of domestic partnership	\$80.00 total - \$55.00 County; \$25.00 state; \$10.00 waiver if applicable	Aug. 3, 2009	Wis. Act 28 Wis. Stats. § 770.17 and 770.07(1)(b)(2)
Declaration of domestic partnership or termination of domestic partnership	\$10.00 fee for duplication; emergency/after hours pick up; \$35.00; \$2.00 fee to mail the declaration	Aug. 14, 2009	Ord. 569-08/09
Marriage license	\$80.00 total - \$35.00 county; \$20.00 family court; \$25.00 state; \$10.00 waiver if applicable; \$10.00 fee for duplication; emergency/after hours pick up; \$35.00; \$2.00 fee to mail the license	Jan-09	Wis. Stats. § 765.05; Ord. 518-11/08
<u>Photocopies</u>	<u>\$0.25</u>	<u>Jan-12</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
<b>District Attorney</b>			
Copy of CD/DVD	\$10.00	Jan-09	Ord. 584-11/09
Photocopy charge	\$1.25 per page	Nov-04	Ord. 276-11/04
<b>Finance</b>			
Check reissuance fee	\$10.00	Jan-09	Ord. 518-11/08
Payroll garnishments (excluding fed/state tax debts)	\$15.00 initial fee; \$3.00 per pay period	Nov-04	Wis. Stats. § 812.42(2)(c); Ord. 518-11/08
Replacement of employee identification cards	\$5.00/replacement	Mar-06	Ord. 344-03/06
<b>General</b>			
Annual dog license	\$6.00 neutered males or spayed females, over 5 months in age on January 1 of any year, or 5 months of age within the license year before the date the dog becomes 5 months of age; \$3.00 neutered males or spayed females which become 5 months of age after July 1 of the license year; \$11.00 unneutered males or unspayed females, over 5 months in age on January 1 of any year, or 5 months of age within the license year before the date the dog becomes 5 months of age; \$5.50 unneutered males or unspayed females which become 5 months of age after July 1 of the license year	Jan-10	Wis. Stats. Ch 174; Ord. 584-11/09
Credit or signature debit card convenience fee for all departments unless otherwise specifically stated by department (via terminals)	Sliding scale of 2-3% of total costs based on bank contract, minimum \$2.00 charge per transaction	Jun-10	Ord. 619-06/10

Description	Fees	Effective Date	Authority
Credit or signature debit card convenience fee for all departments unless otherwise specifically stated by department (via online services)	2.49% of total costs, minimum \$2.00 charge per transaction	Jun-10	Ord. 619-06/10
PIN debit card convenience fee for all departments unless otherwise specifically stated by department (via terminal/online service)	\$2.00/ transaction	<del>Jun-10</del> Jan-12	Ord. 619-06/10
Photocopies (not listed separately for specific department)	\$0.10	Jan-04	Ord. 246-10/03
<b>Health and Human Services</b>			
AODA - Urinalysis	\$10.00/each	Jun-08	Wis. Stats. § 51.42, Wis. Stats. § 938.34
AODA Book Fee	\$3.00/each	Jun-08	Wis. Stats. § 346.65
<u>Birth to 3 Administration Cost Share</u>	<u>\$150.00/month</u>	<u>Jan-12</u>	<u>Wis. Stats. § Administrative Rule Chapter DHS 90</u>
<u>BSW/CSAC/SAC Assessment</u>	<u>\$119.00/hour</u>	<u>Jan-12</u>	<u>Wis. Stats. § 51.42</u>
<u>Counseling—AODA—BSW/CSAC/SAC group therapy</u>	<u>\$25.00 \$54.00/group</u>	<u>Jan-09</u> Jan-12	Wis. Stats. § 51.42
<u>BSW/CSAC/SAC individual therapy Counseling—AODA—CSAC</u>	<u>\$22.75 \$119.00/hour</u>	<u>Jan-03</u> Jan-12	Wis. Stats. § 51.42
CATE Intake Assessment	<u>Based on ability to pay</u> \$125.00/hour	<u>Jun-08</u> Jan-12	Wis. Stats. § 346.65
CATE Initial Book Fee	\$20.00/one time charge	Jun-08	Wis. Stats. § 51.42
CATE Group Treatment Fee	\$51.00/per week	Jun-08	Wis. Stats. § 346.65
<u>CATE Surveillance/monitoring without bracelet</u>	<u>\$12.00/per day</u>	<u>Jan-12</u>	<u>Wis. Stats. § 346.65</u>
<u>CATE Surveillance/monitoring with bracelet</u>	<u>\$17.00/per day</u>	<u>Jun-08</u> Jan-12	Wis. Stats. § 346.65
Child s48.295 problems exam	\$200.00/hour	Jan-07	Wis. Stats. § 48.295
Child s48.33 disposition exam	\$200.00/hour	Jan-07	Wis. Stats. § 48.295
<u>Child – Behavior analysis</u>	<u>\$120.00/hour</u>	<u>Jan-12</u>	<u>Wis. Stats. § 938.39(2)</u>
Child - i)n home care	\$70.00-\$110.00/hour	Jan-10	Wis. Stats. § 48.36(2)
Child - p)arent education	\$40.00/hour	Jan-10	Wis. Stats. § 48.36(2)

Description	Fees	Effective Date	Authority
Child - Urinalysis confirmation for youth or parent	\$19.00-\$31.20/test	Jan-10	Wis. Stats. § 48.361 (2)(c), Wis. Stats. § 938.361 (2)(c)
Civil commitment - Final commitment	\$200.00/hour	Jan-07	Wis. Stats. § 51.20(18)(a)
Civil commitment - Probable cause	\$200.00/hour	Jan-07	Wis. Stats. § 51.20(18)(a)
Civil commitment - Recommitment	\$200.00/hour	Jan-07	Wis. Stats. § 51.20(18)(a)
Conference Room Use Fees	\$15.00 set up fee	Jan-06	Ord. 393-11/06
Copy fees - attorney-SS	\$75.00 per mental impairment questionnaire	Jul-07	Wis. Stats. § 51.42
Copy fees - certified records	\$17.50 minimum charge (under 5 pages), \$22.50 minimum charge (over 5 pages), per page cost \$0.31 in addition to minimum charge, service fee \$18.00/hour, postage costs	<del>Jul-07</del> Jan-12	Wis. Stats. § 146.83(3M) and 908.3(1M)(d) Chapter <del>HFSDHS</del> 117
Copy fees - child support payment history	\$10.00 per year including current and partial years up to 6 years prior from date of request. (no charge for a 3 month print-out); \$20.00 per year for all records more than 6 years old	Jan-10	Wis. Stats. § 19.35(3)(a)
Copy fees - non-client requests (worker's comp, attorneys, mental health, alcohol and drug)	\$12.50 minimum charge (under 5 pages), \$15.00 minimum charge (over 5 pages) per page cost \$0.31 in addition to minimum charge, service fee \$18.00/hour, postage costs	<del>Jul-07</del> Jan-12	Wis. Stats. § 146.83(3M) and 908.3(1M)(d) Chapter <del>HFSDHS</del> 117
Copy fees - patient/client	Per page cost \$0.31, postage costs	<del>Jul-07</del> Jan-12	Wis. Stats. § 146.83(3M) and 908.3(1M)(d) Chapter <del>HFSDHS</del> 117
Copy fees - social security	<del>\$20.00</del> \$26.00 per assessment	<del>Jul-07</del> Jan-12	Wis. Stats. § 51.42
Court ordered AODA - Assessment	\$135.00/Individual Assessment	<del>Jan-09</del> Jan-12	Wis. Stats. § 51.42
Court ordered OWI - Assessment	\$225.00/assessment	Jan-10Jan-12	Wis. Stats. § 51.42
Court ordered OWI – Assessment Aamendment	<del>\$50.00</del> \$75.00/assessment	Jan-08Jan-12	Wis. Stats. § 51.42
Court ordered OWI - Assessment (multiple assessment fee)	<del>\$50.00</del> \$100.00/each additional assessment	Jan-10Jan-12	Wis. Stats. § 51.42
Court ordered OWI – Failed appointment fee	\$40.00	Jan-10	Wis. Stats. § 51.42
CSP - Urinalysis	\$5.00/each	Jan-12	Wis. Stats. § 51.42, Wis. Stats. § 938.34
Custody study	\$300.00/hour	Jan-03	Wis. Stats. § 814.615(1)(a)2

Description	Fees	Effective Date	Authority
Guardianship Study- Permanent	\$464.20/study (ave. time to complete 5 hours × \$92.84 (case management rate))	Jan-11	Wis. Stats. ch 54
<del>Successor-g</del> Guardianship, successor, comprehensive eval.	\$206.00/study (3% increase)	<del>Jan-08</del> Jan-12	Wis. Stats. ch 54
IOP Day treatment	\$32.00/hour	Jan-12	Wis. Stats. § 51.42
IOP Urinalysis	\$10.00/each	Jan-12	Wis. Stats. § 51.42
Juvenile s938.295 problems exam	\$200.00/hour	Jan-07	Wis. Stats. § 938.295(1)
Juvenile s938.33 disposition exam	\$200.00/hour	Jan-07	Wis. Stats. § 938.295(1)
Juvenile - Behavior analysis	\$120.00/hour	Jan-12	Wis. Stats. § 51.42 or § 938.39(2)
Juvenile - In home care	\$70.00-\$110.00/hour	Jan-12	Wis. Stats. § 51.42 or § 938.39(2)
Juvenile delinquent - eElectronic monitoring with GPS	<del>\$16.85</del> \$19.00/day	<del>Jan-10</del> Jan-12	Wis. Stats. § 938.36(2)
Juvenile delinquent - mMentoring	\$32.00-37.00/hour	<del>Jan-11</del> Jan-12	Wis. Stats. § 938.36(2)
Masters Assessment	\$149.00/hour	Jan-12	Wis. Stats. § 51.42
<del>Counseling - MH</del> Bachelor's or CSAC/SAC Master's group therapy	\$84.00/hour	<del>Jan-03</del> Jan-12	Wis. Stats. § 51.42
<del>Counseling - MH</del> Master's (grp.) or AODA - SAC	\$65.00/hour	Jan-08	Wis. Stats. § 51.42
<del>Counseling - MH</del> Master's (ind.) or AODA - CSAC Master's individual therapy	<del>\$125.00</del> \$149.00/hour	<del>Jan-08</del> Jan-12	Wis. Stats. § 51.42
MD medication management	<del>\$85.00/hour</del> 15 min	Jan-12	Wis. Stats. § 51.42
MD psychiatrist (assessment)	\$209.00/hour	<del>Jan-03</del> Jan-12	Wis. Stats. § 51.42
MD psychiatrist (grp.)	\$77.00/hour	Jan-07	Wis. Stats. § 51.42
MD psychiatrist (ind.)	\$209.00/hour	Jan-03	Wis. Stats. § 51.42
Registered nurseNursing administration fee (set-up)	<del>\$40.00</del> \$37.50/medication mgt. administration session	<del>Jan-03</del> Jan-12	Wis. Stats. § 51.42
Registered nurseNursing medication - (Haloperidol)	<del>\$40.00</del> \$30.00/1 cc injection	<del>Jan-03</del> Jan-12	Wis. Stats. § 51.42
Registered nurseNursing medication - (Prolixin Decanoat)	<del>\$40.00</del> \$15.00/1cc injection	<del>Jan-03</del> Jan-12	Wis. Stats. § 51.42
Nursing office visit	\$30.00/visit	Jan-12	Wis. Stats. § 51.42
PhD psychologist (assessment)	<del>\$155.00</del> \$179.00/hour	<del>Jan-08</del> Jan-12	Wis. Stats. § 51.42
PhD psychologist (grp.)- group therapy	<del>\$75.00</del> \$114.00/hour	<del>Jan-08</del> Jan-12	Wis. Stats. § 51.42
PhD psychologist (ind) - individual therapy	<del>\$155.00</del> \$179.00/hour	<del>Jan-08</del> Jan-12	Wis. Stats. § 51.42
PhD psychological testing	\$179.00/hour	Jan-12	Wis. Stats. § 51.42
PhD psychological testing performed by technician	\$108/hour	Jan-12	Wis. Stats. § 51.42

Description	Fees	Effective Date	Authority
Public Health - Nurse Visit	\$42.50	Jan-08	Fed Reg Vol 53 No 102; Ord. 321-11/05
Public health - Pregnancy test	\$10.00 per test	Jan-07	Fed Reg Vol 53 No 102; Ord. 393-11/06
Public Health - Radon Test Kit (long term)	\$10.00	Jan-09	Wis. Stats. § 254.33
Public Health - Radon Test Kit (short term)	<del>\$8.00</del> \$10.00	<del>Jan-10</del> Jan-12	Wis. Stats. § 254.33
Public health - Adult hepatitis B	\$30.00/shot	Jan-06	Fed Reg Vol 53 No 102; Ord. 321-11/05
Public health - Adult TB skin test, adult	\$10.00/test	Nov-04Jan-12	Fed Reg Vol 53 No 102
Public health - Child TB skin test, child	\$5.00/test	Jan-03Jan-12	Fed Reg Vol 53 No 102
Public health - Adult tetanus	\$10.00/shot	Nov-04	Fed Reg Vol 53 No 102
Public health - Vaccine administration, Child under age 3	\$5.00 per child	Jan-04Jan-12	Fed Reg Vol 53 No 102; Ord. 246-10/03
Public health - Vaccine administration, Child 3yrs - 18yrs	\$5.00/shot	Jan-09Jan-12	Fed Reg Vol 53 No 102
Public health - Vaccine administration, 19+ yrs	\$10.00 per vaccine	Jan-12	Fed Reg Vol 53 No 102
Public health - Vaccine administration, Family fee	\$30.00 per family	Jan-09Jan-12	Fed Reg Vol 53 No 102
Public health - Child hepatitis B	\$5.00/shot	Nov-04	Fed Reg Vol 53 No 102
Public health - Child tetanus	\$5.00/shot	Jan-03	Fed Reg Vol 53 No 102
Public health - Flu shot	\$30.00/shot	May-06	Fed Reg Vol 53 No 102; Ord. 321-11/05
Public health - Flu shot - High Risk Vaccine, adult, Influenza	<del>\$45.00</del> \$30.00/shot	Jan-11Jan-12 12Sept-11	Fed Reg Vol 53 No 102; Ord. 649-11/10
Public health - Vaccine, adult, Pneumonia	<del>\$40.00</del> \$65.00/shot	May-06 Jan-12 12Sept-11	Fed Reg Vol 53 No 102; Ord. 321-11/05
Public health - Vaccine, adult, Zoster Vax	<del>\$165.00</del> \$175.00/shot	Jan-12	Fed Red Vol 53 No 102
Public health - Water test, Bacteria sample	\$25.00	Jul-07Jan-12	Wis. Admin. Code NR809 and 812
Public Health - Water test, Nitrate water test	<del>\$33.00</del> \$35.00	Jan-11Jan-12	Wis. Admin. Code NR809 and 812
Public Health - Water test, Nitrate water test, Repeat	\$27.00	Jan-11	Wis. Admin. Code NR809 and 812
Public Health - Water test, Nitrite water test	\$27.00	Jan-11	Wis. Admin. Code NR809 and 812

Description	Fees	Effective Date	Authority
Registered nurse (Clozaril)	\$40.00/medication mgt. session	Jan-03	Wis. Stats. § 51.42
Registered nurse (injection, other)	40.00/injection	Nov-04	Wis. Stats. § 51.42
Transportation - Lakeland Health Care Ctr.	\$20.00 for 10 miles; plus \$1.60 for each add'l mile	Jan-07	Wis. Stats. § 85.21(4)(c)1
Transportation - Medical (Beloit, Janesville, Harvard, Mukwonago, Burlington, Fort Atkinson)	\$15.00/one-way trip	Jan-08	Wis. Stats. § 85.21(4)(c)1
Transportation - Medical (Waukesha, Milwaukee, Madison, Kenosha, Racine, Rockford, Monroe)	\$25.00/one-way trip	Jan-08	Wis. Stats. § 85.21(4)(c)1
Transportation - Medical assistance	\$1.18/mile	Jan-06	Wis. Stats. § 85.21(4)(c)1
Transportation - Medical in Walworth County in residents community	\$4.00/one-way trip	Jan-08	Wis. Stats. § 85.21(4)(c)1
Transportation - Medical in Walworth County outside residents community	\$6.00/one-way trip	Jan-08	Wis. Stats. § 85.21(4)(c)1
Transportation - Shopping/nutrition	\$3.00/one-way trip	Jan-08	Wis. Stats. § 85.21(4)(c)1
<b>Information Technology/Land Information</b>			
Custom Map/Custom Data Requests	\$60.00/hr	Jan-11	Ord. 649-11/10
Data	\$200.00/data set	Nov-04	Ord. 276-11/04
<i>Reports:</i>			
Municipality	\$20.00	Nov-04	Ord. 276-11/04
Subdivision	\$5.00	Nov-04	Ord. 276-11/04
Print Screens	\$1.00/page	Nov-04	Ord. 276-11/04
<i>Labels:</i>			
Municipality	\$30.00	Nov-04	Ord. 276-11/04
Subdivision	\$8.00	Nov-04	Ord. 276-11/04
<i>System Access:</i>			
Processing CPU	\$0.80 per unit	Jan-09	Ord. 518-11/08
Communication Connection	\$50.00 monthly per account	Jan-09	Ord. 518-11/08
<b>Lakeland Health Care Center</b>			
Fax	\$1.00/page	Nov-04	Ord. 276-11/04
Medical records	\$0.31/page + delivery and certifying fee, if applicable	Jan-09	HSS 117.05
Photocopies	\$0.10/page	Jan-09	Ord. 518-11/08
Private pay room rates - ICF-1 Level-of-Care	\$224.00 per day	Jan-10	Ord. 584-11/09
Private pay room rates - ISN Level-of-Care	\$286.00 per day	Jan-10	Ord. 584-11/09
Private pay room rates - SNF Level-of-Care	\$255.00 per day	Jan-10	Ord. 584-11/09
<b>Land Use and Resource Management</b>			

Description	Fees	Effective Date	Authority
A-1 Rezone conversion Fee— Administration Costs	\$50.00/application	Jan-11	Wis. Stats. ch 91
Animal waste storage ordinance - Nutrient mgmt. plan review/conditional use	\$125.00	Jan-03	Code ch. 6, art. IV
Animal waste storage ordinance - Permit storage facility	\$200.00	Jan-03	Code ch. 6, art. IV
Citation inspection fees	\$200.00/visit	Jan-11	Wis. Stats. § 59.69; Code ch 26, Art. I, II, III ; Code Ch. 74
Concert and event license	\$2,000.00	Nov-04	Wis. Stats. § 59.56(12); Ord 281-11/04
Double permit fee - may be charged if work is started before obtaining proper county permit(s)		Jan-07	Ord. 393-11/06
Erosion control - 1 and 2- family residences, and residential add. less than 1 acre of land disturbance	\$175.00	Jan-09	Code ch. 26, art. III
Erosion control - Permit renewal	1/2 of original fees not to exceed \$1,000.00	Jan-11	Code ch. 26, art. I, II, III
Erosion control - Decks/post holes only (open deck/fence)	\$50.00	Jan-09	Code ch. 26, art. II
Erosion control - Stormwater preliminary review	\$350.00	Jan-11	Code ch. 26, Art. II
Erosion control - Excavated/decks/patios and post hole additions 10,000 or less sq. ft. of land disturbance	\$100.00	Jan-09	Code ch. 26, art. and II
Erosion control - Inground swimming pool greater than 10,000 sq. ft. of land disturbance	\$150.00 plus \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Landscaping w/ structures, retaining walls or stairways greater than 10,000 sq. ft. of land disturbance	\$150.00 and \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Retaining walls or stairways 10,000 or less sq. ft. of land disturbance	\$150.00	Jan-09	Code ch. 26, art. II
Erosion control - Storage structures, garages, accessory structures, etc.	\$150.00	Jan-09	Code ch. 26, art. II
Erosion control - Stormwater preliminary review-Waterfront	\$400.00	Jan-11	Code ch. 26, art. I, Ord. 518-11/08
Erosion control - Swimming pool 10,000 or less sq. ft. of land disturbance	\$150.00	Jan-09	Code ch. 26, Art. II

Description	Fees	Effective Date	Authority
Erosion control - Waterfront - Decks/post holes only (open deck/fence)	\$100.00	Jan-11	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Waterfront - Landscaping w/structures, retaining walls or stairways greater than 10,000 sq. ft. of land disturbance	\$300.00 and \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Erosion control - Waterfront - Retaining walls or stairways/shoreyard landscaping 10,000 or less sq. ft. of land disturbance	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Waterfront - Storage structures, garages, boathouses, accessory structures, etc.	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Waterfront - Swimming pool 10,000 or less sq. ft. of land disturbance	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control - Waterfront - Swimming pool greater than 10,000 sq. ft. of land disturbance	\$300.00 and \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Erosion control - Waterfront 1 and 2-family residences, residential add. less than 1 acre of land disturbance	\$300.00 and \$50.00 for each accessory building included with application	Jan-09	Code ch. 26, art. III, Ord. 518-11/08
Erosion control - Waterfront excavated/decks/patios 10,000 or less sq. ft. of land disturbance	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Erosion control and stormwater - Multi-family residential greater than 2 units	\$90.00/unit plus \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. I and II
Erosion control and stormwater - Revisions	1/2 of original fees not to exceed \$500.00	Jan-08	Code ch. 26, art. I, II, III
Erosion control and stormwater - Revisions - Waterfront	1/2 of original fees not to exceed \$500.00	Jan-09	Code ch. 26, art. I, II, and III, Ord. 518-11/08
Erosion control and stormwater - Waterfront - Multi-family residential greater than 2 units	\$200.00/unit and \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Erosion control with stormwater - greater than 1 acre of land disturbance for 1 and 2 family residential construction	\$300.00 plus \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. I, III
Erosion control with stormwater - greater than 1 acre of land disturbance 1 and 2 family residential construction - Waterfront	\$300.00 and \$0.005/sq. ft. disturbed	Jan-09	Code ch. 26, art. II, Ord. 518-11/08

Description	Fees	Effective Date	Authority
Farmland Preservation Certificate	\$15.00	Nov-04	Ord. 276-11/04
Farmland Preservation Conversion Fee—Any person who requests the rezoning of land from a certified farmland preservation district to another non-certified district must pay a conversion fee	The conversion fee is equal to three times the per acre value, for the year in which the land is rezoned, of the highest value category of tillable cropland in the town in which the rezoned land is located as specified by the Wisconsin Department of Revenue Use Value Guidelines for Agricultural Land Assessment	Jan. 1, 2010	Wis. Stats. § 91.48
Lake District Hearings	\$250.00 plus postage	Jan. 1, 2012	Wis. Stats ch. 33
Land disturbance activities - driveway construction up to 2,500 sq. ft.	\$50.00	Jan-09	Code ch. 26, art. II
Land disturbance activities - Grading, filling or excavating greater than 10,000 sq. ft.	\$150.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. I and II
Land disturbance activities - Grading, filling or excavating up to 10,000 sq. ft. no structures	\$150.00	Jan-09	Code ch. 26, art. II
Land disturbance activities - Nonmetallic mining erosion control and stormwater	\$150.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. II and IV
Land disturbance activities - Pond construction 10,000 sq. ft. or greater	\$150.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. II
Land disturbance activities - Pond construction less than 10,000 sq. ft.	\$150.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. II
Land disturbance activities - Road and driveway construction greater than 2,500 sq. ft.	\$150.00 plus \$0.005/square foot of disturbance	Jan-09	Code ch. 26, art. I and II
Land disturbance activities - Utilities greater than 300 linear feet without structure	\$150.00 plus \$0.075/linear foot	Jan-09	Code ch. 26, art. II
Land disturbance activities - Waterfront - Driveway construction up to 2,500 sq. ft.	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance activities - Waterfront - Grading, filling or excavating up to 10,000 sq. ft. no structures	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance activities - Waterfront - Grading, filling or excavating greater than 10,000 sq. ft.	\$300.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Land disturbance activities - Waterfront - Nonmetallic mining erosion control and stormwater	\$300.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. I, II and IV, Ord. 518-11/08

Description	Fees	Effective Date	Authority
Land disturbance activities - Waterfront - Pond construction 10,000 sq. ft. or greater	\$300.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Land disturbance activities - Waterfront - Pond construction less than 10,000 sq. ft.	\$200.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance activities - Waterfront - Road and driveway construction greater than 2,500 sq. ft.	\$300.00 plus \$0.005/square foot of disturbance	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Land disturbance activities - Waterfront - Utilities greater than 300 linear feet without structure	\$300.00 plus \$0.075/linear foot	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance activities - Waterfront for demolition only less than 10,000 sq. ft. total area	\$200.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance and construction - 2,500 sq. ft. or greater including parking, commercial, institutional	\$200.00 plus \$0.005/square foot	Jan-11	Code ch. 26, art. I and II
Land disturbance and construction - Under 2,500 sq. ft. including parking, commercial, institutional	\$175.00	Jan-11	Code ch. 26, art. II
Land disturbance and construction - Waterfront - 2,500 sq. ft. or greater including parking/commercial	\$300.00 plus \$0.005/square foot	Jan-09	Code ch. 26, art. I and II, Ord. 518-11/08
Land disturbance and construction - Waterfront under 2,500 sq. ft. including parking, commercial, institutional	\$300.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
Land disturbance for demolition only less than 10,000 sq. ft. total area	\$100.00	Jan-09	Code ch. 26, art. II, Ord. 518-11/08
LURM copies - colored map copies	\$1.50	Jan-07	Wis. Stats. § 59.69; Code ch. 74; Ord. 312-09/05
LURM copies - Hearings on CD	\$5.00 each CD	Jan-08	Wis. Stats. § 59.69; Code ch. 74
LURM copies - Recorded or filed documents Additional page	\$2.00 first page \$1.00 each additional page	Jan-08	Wis. Stats. § 59.69; Code ch. 74; Ord. 465-11/07
LURM copies - Subdivision plat	\$10.00 per sheet	Jan-09	Wis. Stats. § 236.45; Code ch. 58 and 74; Ord. 518-11/08
LURM copies 8½ × 11 8½ × 14 11 × 17	\$0.50 \$0.75 \$1.00	Jan-08	Wis. Stats. § 59.69; Code ch. 74; Ord. 465-11/07
Maps - Cadastral	\$10.00, (regular) \$20.00 (glossy)	Nov-04	Ord. 276-11/04

Description	Fees	Effective Date	Authority
Maps - Color Print Screen	\$1.50 per page	Jan-07	Ord. 393-11/06
Maps - Orthophotography	\$10.00, (regular) \$20.00 (glossy)	Nov-04	Ord. 276-11/04
Maps - Supervisory Districts	\$10.00, (regular) \$20.00 (glossy)	Nov-04	Ord. 276-11/04
Maps - Topographic	\$10.00, (regular) \$20.00 (glossy)	Nov-04	Ord. 276-11/04
Maps - Zoning	\$10.00, (regular) \$20.00 (glossy)	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - Expedited reclamation plan review	Add \$500.00	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - For plan modification	\$550.00	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - One-time plan review fee 1 to 25 acres	\$900.00	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - One-time plan review fee 26 to 50 acres	\$1,200.00	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - One-time plan review fee 51 acres or larger	\$1,500.00	Nov-04	Ord. 276-11/04
Nonmetallic reclamation ordinance - Unclaimed acres 1 to 5 acres	\$455.00 total (\$420.00 county; \$35.00 DNR)	Jan-08	Code ch. 6, art. IV
Nonmetallic reclamation ordinance - Unclaimed acres 11 to 15 acres	\$765.00 total (\$660.00 county; \$105.00 DNR)	Jan-08	Code ch. 6, art. IV
Nonmetallic reclamation ordinance - Unclaimed acres 16 to 25 acres	\$1,020.00 total (\$880.00 county; \$140.00 DNR)	Jan-08	Code ch. 6, art. IV
Nonmetallic reclamation ordinance - Unclaimed acres 26 to 50 acres	\$1,120.00 total (\$960.00 county; \$160.00 DNR)	Jan-08	Code ch. 6, art. IV
Nonmetallic reclamation ordinance - Unclaimed acres 51 acres or larger	\$1,225.00 total (\$1,050.00 county; \$175.00 DNR)	Jan-08	Code ch. 6, art. IV
Nonmetallic reclamation ordinance - Unclaimed acres 6 to 10 acres	\$610.00 total (\$540.00 county; \$70.00 DNR)	Jan-08	Code ch. 6, art. IV
Ordinance compliance - Site visit	\$100.00 per visit	Jan-08	Wis. Stats. § 59.69; Code Ch. 74; Art. I, II, III Ch. 26; Code ch. 70
Plat review fee: certified survey map - 1 lot or outlot plat	\$375.00	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: Certified survey map - 2 lots and/or outlots	\$425.00	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: certified survey map - 3 lots and/or outlots	\$475.00	Jan-09	Wis. Stats. § 236.45; Code ch. 58

Description	Fees	Effective Date	Authority
Plat review fee: certified survey map - 4 lots and/or outlots	\$525.00	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: final and preliminary condominium plat - Re-application fee	\$200.00	Jan-09	Wis. Stats. § 703.115(2); Code ch. 58
Plat review fee: final and preliminary subdivision plat - Re-application fee	\$200.00	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: final condominium plat	\$500.00; plus unit fee of \$50.00/unit	Jan-09	Wis. Stats. § 703.115(2); Code ch. 58
Plat review fee: final subdivision plat	\$500.00; plus lot fee of \$50.00/lot and outlot fee of \$50.00/outlot	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: preliminary condominium plat	\$500.00; plus unit fee of \$50.00/unit	Jan-03	Wis. Stats. § 703.115(2); Code ch. 58
Plat review fee: preliminary subdivision plat	\$500.00; plus lot fee of \$50.00/lot and outlot fee of \$50.00/outlot	Jan-08	Wis. Stats. § 236.45; Code ch. 58
Plat review fee: restriction, removal/revision	\$200.00/\$300.00 if CZA hearing is required	Jan-09	Wis. Stats. § 236.45; Code ch. 58
Pre-application conference fee for subdivisions, condominium plats and campgrounds 5 or more units; <del>or lots or sites rezones to commercial/industrial A-4, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, M-4 w/10,000 sq. ft. or greater building size or upon applicant request; rezones into ALL M-3, Business to A-4, B-1, B-2, B-3, B-4, M-1, M-2, M-3, M-4 zoning districts, and land restoration; on sites 2 acres or greater; cond. use for land restoration on sites 2 acres or greater.</del>	\$1,000.00	<del>Jan-10</del> Jan-12	Wis. Stats. § 236.45; Code ch. 58; <del>Wis. Stats. § 59.69; Code ch. 74</del>
Public hearing fee - Board of adjustment - Postponement fee	\$100.00	Jan-06	Wis. Stats. § 59.696; Ord. 321-11/05, Code ch. 64
Public hearing fee - Board of adjustment hearings	\$450.00	Jan-10	Wis. Stats. § 59.696, Code ch. 74
Public hearing fee - Communications tower	\$1,025.00	Jan-06	Code ch 74, Ord. 321-11/05
Public hearing fee - Conditional use amendment	\$200.00	Jan-09	Code ch 74, Ord. 518-11/08

Description	Fees	Effective Date	Authority
Public hearing fee - Conditional use hearing: agricultural	\$575.00	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee-Conditional use hearing: campground	\$575.00; additional \$50.00 per campsite, additional \$200.00 fee may apply if development includes residential use.	Jan-11	Wis. Stats. § 59.696; Code ch. 74
Public hearing fee - Conditional use hearing: commercial and other industrial less than 5,000 sq. ft. gross floor area	\$575.00; additional \$200.00 fee may apply if development includes residential use	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: commercial and other industrial with 5,000 to 10,000 sq. ft. gross floor area	\$675.00; additional \$200.00 fee may apply if development includes residential use	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: Commercial and other industrial greater than 10,000 sq. ft. gross floor area	\$775.00; additional \$200.00 fee may apply if development includes residential use	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: floodplains, wetland and park uses	\$575.00	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: mineral extraction (M-3)	\$775.00 + \$55/acre when applicable	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: recreational and related uses	\$575.00, additional \$200.00 fee may apply if development includes residential use	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: Renewable energy	\$575.00	Jan-10	Wis. Stats. § 59.696; Code ch 65, Ord. 584-11/09
Public hearing fee - Conditional use hearing: residential	\$575.00 for 1 unit, plus \$200.00 per each additional unit when applicable	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Conditional use hearing: sanitary landfill (M-4)	\$1,275.00 + \$110.00/acre when applicable	Jan-08	Wis. Stats. § 59.696; Ord. 465-11/07, Code ch 74
Public hearing fee - Conditional Use Renewal, Extension and Appeal Fee	\$200.00	Jan-07	Wis. Stats. § 59.696; Ord. 321-11/05, Code ch 74
Public hearing fee - Re-notice hearing postponement, when requested by applicant	\$100.00	Jan-06	Wis. Stats. § 59.696; Ord. 321-11/05, Code ch 74
Public hearing fee - Rezone from standard A-1	\$575.00	Jan-09	Wis. Stats. § 59.69 and 93; Code ch. 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: commercial and other industrial less than 5,000 sq. ft. gross floor area	\$575.00 plus \$200.00 per unit residential use fee when applicable	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08

Description	Fees	Effective Date	Authority
Public hearing fee - Rezone hearing: commercial and other industrial, 5,000 to 10,000 sq. ft. gross floor area	\$675.00 plus \$200.00 per unit residential use fee when applicable	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: commercial and other industrial greater than 10,000 sq. ft. gross floor area	\$775.00 plus \$200.00 per unit residential use fee when applicable	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: floodplain, wetland and park districts	\$575.00	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: industrial developments - mineral extraction	\$775.00 plus \$55.00 per acre unless previously assessed	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: industrial developments - sanitary landfill	\$1,275.00 plus \$110.00 per acre unless previously assessed	Jan-06	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee - Rezone hearing: residential	\$575.00 for 1 unit, plus \$200.00 per each additional unit	Jan-09	Wis. Stats. § 59.696; Code ch 74, Ord. 518-11/08
Public hearing fee— Comprehensive plan amendment	\$196.00 each	Jan-11	Wis. Stats. § 59.696; Res. No. 62-11/09
Rural building number fee	\$25.00	Jan-03	Wis. Stats. § 54(4) and (4m)
Sanitary ordinance appeal	\$260.00	Jan-06	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: drip line	\$750.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord. 312-09/05
Sanitary permit: experimental or alternate design system	\$625.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord. 312-09/05
Sanitary permit: holding tank	\$725.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord. 312-09/05
Sanitary permit: in-ground pressure distribution system and at-grade system	\$565.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: in-ground soil absorption system (gravity or dose to gravity)	\$460.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: large scale systems 6,000 gallon daily flow	\$1,650.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: large scale systems greater than 3,000 gallon daily flow	\$975.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: minor repair (Building sewer, effluent pipe)	\$100.00	Jan-07	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05

Description	Fees	Effective Date	Authority
Sanitary permit: mound system	\$685.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: non-plumbing sanitary system	\$465.00	Jan-07	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: re-connection to existing system, Private interceptor, Grease interceptor	\$285.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: renewal, transfer, or revision	\$70.00	Jan-06	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitary permit: sand filter (single-pass, re-circulating, split-bed)	\$750.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord. 312-09/05
Sanitary permit: Treatment/dispersal component (add, replace, modify, alter)	\$285.00	Jan-09	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitation - County private sewage system and sanitation ordinance Chapter 70 Walworth County Code/ Sanitation Ordinance	\$20.00	Jan-06	Wis. Stats. ch. 145; Code ch. 70; Ord 312-09/05
Sanitation - Development plan amendment proposal	\$250.00	Nov-04	Ord. 276-11/04
Sanitation - Reinspection fee (sanitation)	\$100.00	Nov-04	Wis. Stats. ch. 145; Code ch. 70; Ord 276-11/04
Sanitation - Soil investigation	\$100.00	Nov-04	Wis. Stats. ch. 145; Code ch. 70; Ord 276-11/04
Sanitation - Wisconsin fund application	\$150.00	Jan-03	Wis. Administrative Code/Comm. 87; Ord 231-11/02
Sanitation information requests	\$30.00	Nov-04	Ord. 276-11/04
Sanitation monthly maintenance report	\$20.00	Nov-04	Ord. 276-11/04
Sanitation processing fee - Three-year maintenance and annual holding tank report	\$150.00	Jan-08	Code ch. 70
Site visit-conditional use or zoning - requested by owner	\$100.00 minimum charge with adjustments to cover additional costs	Jan-10	Wis. Stats. § 59.696; Code ch 74
Special sanitary permit	\$500.00	Nov-04	Code sec. 26-237; Ord 281-11/04
Transcripts	\$20.00 per page	Jan-08	Wis. Stats. § 59.69; Code ch. 74
Waterfront zoning permit - Accessory structure 1,201 sq. ft. through 2,500 sq. ft.	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08

Description	Fees	Effective Date	Authority
Waterfront zoning permit - Accessory structure 700 sq. ft. or less	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Accessory structure 701 sq. ft. to 1,200 sq. ft.	\$125.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Accessory structure greater than 2,500 sq. ft.	\$200.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - All other zoning permits	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Animal waste - Storage structure	\$100.00	Jan-09	Wis. Stats. § 59.69 and 93; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Boathouse	\$150.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Business, commercial and industrial uses	Minimum of \$200.00 or \$0.15/sq. ft. of base floor area	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Churches, schools, and other public facilities 0 to 1,000 sq. ft.	\$150.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Churches, schools, and other public facilities 1,001 sq. ft. or greater	\$300.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Hotel, motel	\$800.00 base fee plus \$50.00/unit	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront/shoreland zoning permit - Livestock facilities building	<del>\$0.15 per square foot, not to exceed \$1,000.00</del> <u>\$335.00</u>	Jan-09Jan-12	Wis. Stats. § 59.69 and 93; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Mobile home - Accessory structure/deck	\$75.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Mobile home - Addition	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Mobile home - New	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning Permit - Multiple structures	Highest Applicable Fee, plus \$50.00 per additional structure	Jan-09	Wis. Stats. § 59.69 and 93; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Recreation vehicle - addition/enclosure (planned campground development)	\$100.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08

<b>Description</b>	<b>Fees</b>	<b>Effective Date</b>	<b>Authority</b>
Waterfront zoning permit - Recreation vehicle (planned campground development)	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Recreational vehicle - accessory structure (planned campground development)	\$75.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Recreational vehicle - deck (planned campground development)	\$75.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Residential additions, alterations 500 sq. ft. and greater	\$250.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Residential additions, alterations less than 500 sq. ft.	\$200.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Residential decks and pools	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Residential/new single-family residence	\$400.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Residential/two-family and multiple-family residence	\$400.00/unit	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Revision fee	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Waterfront zoning permit - Shoreyard stairway, retaining wall	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Waterfront zoning permit - Telecommunication towers, antennas, and accessory str.	\$300.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74 and 64, Ord. 518-11/08
Waterfront zoning permit - Utility cabinets	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
<u>Waterfront zoning permit - Vegetation removal/shoreyard mitigation</u>	<u>\$150.00</u>	<u>Jan-12</u>	<u>Wis. Stats. § 59.69; Code ch. 74</u>
<u>Waterfront zoning permit - Vegetation removal/shoreyard prescribed burn</u>	<u>\$200.00</u>	<u>Jan-12</u>	<u>Wis. Stats § 59.69; Code ch. 74</u>
Zoning density review	\$75.00 base/\$50.00 per unit	Jan-08	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Accessory structure 1,201 sq. ft. through 2,500 sq. ft.	\$125.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Accessory structure 700 sq. ft. or less	\$85.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74

Description	Fees	Effective Date	Authority
Zoning permit - Accessory structure 701 sq. ft. to 1,200 sq. ft.	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Accessory structure greater than 2,500 sq. ft.	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - All other zoning permits	\$80.00	Jan-03	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Animal waste - Storage structure	\$80.00	May-06	Wis. Stats. § 59.69 and 93; Code ch. 74
Zoning permit - Business, commercial and industrial uses	Minimum of \$100.00 or \$0.10/sq. ft. of base floor area	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Churches, schools, and other public facilities 0 to 1,000 sq. ft.	\$100.00	Jan-08	Wis. Stats § 59.69; Code ch. 74
Zoning permit - Churches, schools, and other public facilities 1,001 sq. ft. or greater	\$245.00	Jan-08	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Farmland separations	\$75.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Hotel, motel	\$800.00 base fee + \$30.00/unit	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Livestock Facilities Building	<del>\$0.10 per square foot, not to exceed \$1,000</del> <u>\$225.00</u>	<del>Jan-09</del> <u>Jan-12</u>	Wis. Stats. § 59.69 and 93; Code ch. 74
Zoning permit - Lot line adjustments/parcel splits	\$60.00	Jan-07	Wis. Stats. § 59.69; Code ch. 74
<u>Zoning permit – Mitigation Review (greater than 15%-30% impervious surface)</u>	<u>\$200.00</u>	<u>Jan-12</u>	<u>Wis. Stats. § 59.692; Code ch. 74 (NR115)</u>
Zoning permit - Mobile home- Accessory structure or deck.	\$65.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - mobile home-addition	\$85.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Mobile home-new	\$150.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Multiple structures	Highest fee plus \$50.00 per applicable structure	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Pond permits	\$85.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Recreation vehicle addition/enclosures (planned campground development)	\$85.00	Jan-09	Wis. Stats § 59.69; Code ch. 74
Zoning permit - Recreation vehicle(planned campground development)	\$85.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74

Description	Fees	Effective Date	Authority
Zoning permit - Recreational vehicle -Accessory structure (planned campground development)	\$65.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Recreational vehicle/Deck (planned campground development)	\$65.00	Jan-09	Wis. Stats § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Residential additions, alterations 500 sq. ft. and greater	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74, Ord. 518-11/08
Zoning permit - Residential additions, alterations less than 500 sq. ft.	\$100.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Residential decks and pools	\$75.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Residential/new single-family residence	\$300.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Residential/two-family and multiple-family residence	\$300.00/unit	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Revision fee	\$80.00	Jan-03	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Sign permits	\$150.00	Jan-07	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Telecommunication towers, antennas, and accessory str.	\$245.00	Jan-03	Wis. Stats. § 59.69; Code ch. 64 and 74
Zoning permit - Temporary Residence	\$450.00	Jan-11	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Utility cabinets	\$85.00	Jan-07	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Vegetation removal - Restoration/compliance review fee	\$600.00	Jan-11	Code ch. 74; Ord. 465-11/07
Zoning permit - Vegetation removal - Tree cutting permits	\$150.00	Jan-11	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Vegetation removal/shoreyard mitigation	\$150.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning permit - Vegetation removal/shoreyard prescribed burn	\$200.00	Jan-08	Wis. Stats § 59.69; Code ch. 74
Zoning permit - Zoning ordinance(s)	\$30.00	Jan-09	Wis. Stats. § 59.69; Code ch. 74
Zoning renewable energy - Large wind	\$245.00	Jan-10	Wis. Stats. § 59.696; Code ch 65
Zoning renewable energy - Small wind	\$50.00	Jan-10	Wis. Stats. § 59.696; Code ch 65
Zoning renewable energy - Solar zoning	\$85.00	Jan-11	Wis. Stats. § 59.696; Code ch 65

Description	Fees	Effective Date	Authority
Zoning renewable energy— Solar array commercial	\$245.00	Jan-11	Wis. Stats. § 59.696; Code ch 65
Zoning Renewal - Campground	\$100.00	Nov-04	Code ch. 74, Ord. 276-11/04
Zoning Renewal - Salvage yard	\$100.00	Nov-04	Code ch. 74, Ord. 276-11/04
Zoning Renewal - Telecommunications	\$350.00	Nov-04Jan-12	Code ch. 74 and 64, Ord. 276-11/04
Zoning requests	\$50.00 plus \$5.00 for each additional abutting parcel.	Jan-09	Wis. Stats. § 59.69; Code ch. 74
<b>Public Works</b>			
Driveway paving - Not completed within one year of original permit	\$175.00	Jan-11	Wis. Stats. § 86.07; 86.16(2)
Driveway permit	\$175.00	Jan-11	Wis. Stats. § 86.07; 86.16(2)
Natureland Park Log Cabin rental	\$80.00	Jan-09	Wis. Stats. § 27.075(1)59.07
Park Shelter rental	\$40.00	Jan-09	Wis. Stats. § 27.075(1)59.07
Trail pass - Daily	\$4.00; \$1.20 state, \$2.80 county	Nov-04	Wis. Stats. § 27.01(8)
Trail pass - Yearly	\$20.00; \$ 6.00 state, \$ 14.00 county	Jan-09	Wis. Stats. § 27.01(8)
Utility-boring permits	\$515.00	Jan-11	Wis. Stats. § 66.047; 182.0175
Utility-ROW permits	\$175.00	Jan-11	Wis. Stats. § 66.047; 182.0175
Wide load	\$40.00	Jan-07	Wis. Stats. § 348.05
<b>Register of Deeds</b>			
CDs of images of daily recordings	\$550.00/month for daily CD \$500.00/month for weekly CD	Jan-09	Wis. Stats. § 59.43(2)(c)
Data	\$100.00/data set	Jan-08	Ord. 465-11/07
Internet convenience fee	\$3.00/transaction	Jan-07	Ord. 393-11/06
Online access to unlimited document images	<del>\$500.00</del> \$650.00/month	<del>Jan-07</del> Jan-12	Ord. 393-11/06; Note to reviser: Pls insert County Ordinance number.
Validate rental weatherization document	<del>\$20.00</del> \$30.00	<del>Jan-09</del> Jan-12	Ord. 518-11/08; Note to reviser: Pls insert County Ordinance number.
VitalChek express carrier fee	\$17.50	Oct. 1, 2010	Ord 639-09/10
VitalChek handling fee	\$10.00/order	Oct. 1, 2010	Ord 639-09/10
<b>Copies:</b>			
Recorded or filed documents	\$2.00 for first page; \$1.00 each additional page; \$1.00 certification fee	Jan-03	Wis. Stats. § 59.43(2)(b)
Letter - 8½ x 11	\$0.50	Nov-04	Ord. 276-11/04
Legal - 8½ x 14	\$0.75	Nov-04	Ord. 276-11/04
Ledger - 11 x 17	\$1.00	Nov-04	Ord. 276-11/04

Description	Fees	Effective Date	Authority
Plat book page	\$1.50	Nov-04	Ord. 276-11/04
18 x 18	\$1.75	Nov-04	Ord. 276-11/04
18 x 24	\$2.25	Nov-04	Ord. 276-11/04
24 x 36	\$4.50	Nov-04	Ord. 276-11/04
Print screen	\$1.00	Jan-03	Ord. 231-11/02
Subdivision plat copies - actual size	\$4.50/sheet	Jan-01	Wis. Stats. § 236.25(5)
Maps	\$10.00	Nov-04	Ord. 276-11/04
Census records	\$1.00	Jan-03	Ord. 231-11/02
Birth, death or marriage certificates; Declaration of domestic partnership or certificate of termination of domestic partnership	\$20.00 for first copy; \$3.00 each additional copy	Oct. 27, 2007; Aug. 3, 2009	Wis. Stats. § 69.22
Vital records expedite fee	\$20.00	Jan-08	Wis. Stats. § 69.22(1)(d)
Vital records verification	\$7.00	Aug-91	Wis. Stats. § 69.22
<b>Recording/Filing fees:</b>			
Federal Tax Lien	\$25.00/document	June 25, 2010	Wis. Stats. § 59.43(2)
Real estate documents-recording	\$25.00/document	June 25, 2010	Wis. Stats. § 59.43(2)(ag), 59.43(2)(e)
Redaction	\$5.00/document	June 25, 2010 (Expires upon the earliest of the following: 1) completion by the Register of Deeds of redaction of social security numbers from certain electronic format records; 2) January 1, 2012, unless an extension of time is granted by DOA; or 3) January 1, 2015.)	Wis. Stats. § 59.43(2)(L)
Termination of Decedent's Property Interest form (HT-110)	\$25.00	Jan-03	Wis. Stats. § 59.43(2)(i)
Transfer on death to beneficiary (TOD-110)	\$25.00	Apr-06	Wis. Stats. § 59.43(2)(i)

Description	Fees	Effective Date	Authority
Cemetery, condominium and subdivision plats	\$50.00	Jan-03	Wis. Stats. § 59.43(2)(h)
Transportation project plats	\$25.00	Jan-03	Wis. Stats. § 59.43(2)(k)
Real estate transfer tax	\$0.30/\$100.00 value	Sept-81	Wis. Stats. § 77.22(1)
<b>Reports:</b>			
Misc. TriMin reports	\$0.50/sheet	Jan-09	Ord. 518-11/08
Real estate index	\$10.00/month; \$0.25/sheet	Jan-03	Ord. 231-11/02
Municipality or sales	\$20.00	Jan-09	Ord. 584-11/09
Subdivision	\$5.00	Nov-04	Ord. 276-11/04
<b>Labels:</b>			
Municipality	\$30.00	Nov-04	Ord. 276-11/04
Subdivision or sales	\$10.00	Jan-09	Ord. 584-11/09
<b>Sheriff's Office</b>			
Accident report	<del>\$2.00</del> <u>\$3.00</u>	<del>Jan-03</del> <u>Jan-12</u>	Wis. Stats. § 19.35(3)(a)
Bond fee: charge for bond taken at LEC for other departments	\$25.00	Jan-06	Wis. Stats. § 814.705; Ord. 321-11/05
Copy: certificate reprints; report copies	\$0.50 per page	Jan-10	Wis. Stats. § 19.35(3)(a)
Eviction & property seizures proceedings, officer fees	Current Senior Process Deputy hourly payroll rate, including fringe benefit rate, for assigned staff. Overtime rate may be applicable.	Apr-10	Wis. Stats. § 814.705(3); Ord 597-02/10
False alarms (per calendar year)	\$10.00 1st response; \$20.00 2nd response; \$30.00 3rd response; \$40.00 4th response	Jan-03	Code Sec. 22-79
Huber Dorm without electronic monitoring: Huber Dorm with electronic monitoring	Without \$18.00 day; \$126.00/week; With \$17.00 day, \$119.00 week	Jan-09	Wis. Stats. § 303.08; Ord. 518-11/08
Jail booking fee	\$25.00/person	Jan-11	Ord. 649-11/10
Jail charge	\$15.00/day municipal prisoners; \$55.00/day out-of-county prisoners; \$62.00/day federal inmates	Jan-02	Wis. Stats. § 303.18; Ord. 231-11/02
Massage permits	<del>\$50.00 individual; \$200.00 establishment</del>	Jan-03	Ord. 162-06/95
Photo reprints	35 mm \$10.00 8×10; \$5.00 5×7; \$3.00 4×6; Digital prints <del>\$25.00</del> <u>\$10.00</u> per CD	<del>Jan-07</del> <u>Jan-12</u>	Wis. Stats. § 19.35(3)(a)
Police escorts; house moves; traffic control	<del>\$74.00</del> <u>\$76.00</u> /hr per officer	<del>Jan-10</del> <u>Jan-12</u>	Ord. 584-11/09 Note to Codifier: Pls insert county ordinance number.
Range use	\$100.00/day or \$500.00 annually	Jan-06	Ord. 321-11/05
Real Estate and Sheriff Sales	\$75.00 per sale posting; \$75.00 per scheduled sale	Apr-10	Wis. Stats § 814.705(2); Ord 597-02/10

Description	Fees	Effective Date	Authority
Service of process	\$80.00 per service, pre-pay only	Apr-10	Wis. Stats. § 814.705; Ord. 597-02/10
Storage	\$10.00/day outside; \$15.00/day inside	Jan-11	Ord. 649-11/10
Writ of Restitution and Writ of Assistance Deposit	\$1,500.00	Apr-10	Wis. Stats. § 799.45(1); Ord 597-02/10
<b>Treasurer</b>			
Certificates	\$1.00	Jan-03	Ord. 231-11/02
County map	\$7.95	Jan-06	Ord. 321-11/05
Copies	\$1.00	Jan-03	Ord. 231-11/02
Credit or signature debit card convenience fee (via terminal for the payment of property taxes)	2.49% of total costs, minimum \$2.00 charge per transaction	Jun-10	Ord. 619-06/10
Faxed copies	\$1.00	Jan-03	Ord. 231-11/02
Nontaxable plat book	\$33.18	Apr-06	Ord. 393-11/06
<u>PIN Debit card convenience fee (via terminal for the payment of property taxes)</u>	<u>\$2.00 per transaction</u>	<u>Nov-11</u>	<u>Note to Codifier: Pls insert County Ordinance Number.</u>
Plat book	\$35.00	Apr-06	Ord. 393-11/06
Returned check fee	\$30.00	Jan-07	Ord. 393-11/06
Tax overpayment refund/handling fee	\$5.00	Jan-07	Ord. 393-11/06
Tax searches	\$1.00	Jan-08	Ord. 465-11/07
<b>UW-Extension</b>			
<u>4-H Cloverbud College</u>	<u>\$5.00 to \$12.00 per participant depending on materials and location</u>	<u>Sept-11</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
4-H cloverbud enrollment fees	\$4.00/member (\$1.50 WI 4-H Foundation, \$1.00 insurance; \$1.50 county UWEX)	Nov-04	Ord. 276-11/04
4-H drama fest fee	\$10.00/entry	Nov-04	Ord. 276-11/04
<u>4-H enrichment programs</u>	<u>\$2.00 per participant or \$10.00 to \$25.00 per classroom depending on materials and location</u>	<u>Sept-11</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
4-H member enrollment fees	\$12.00/member \$3.00 sr. ldrs., \$3.00 jr. ldrs., \$1.50 WI 4-H Foundation, \$1.00 insurance, \$3.50 4-H literature)	Nov-04	Ord. 276-11/04
<u>4-H Real Colors presentations</u>	<u>\$5.00 to \$10.00 per participant depending on materials and location</u>	<u>Sept-11</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
<u>4-H robotics kit rental</u>	<u>\$10.00 per kit per two week period</u>	<u>Sept-11</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>
<u>4-H Special Interest Academy</u>	<u>\$5.00 to \$20.00 per participant depending on materials and location</u>	<u>Sept-11</u>	<u>Note to reviser: Pls insert County Ordinance number.</u>

<b>Description</b>	<b>Fees</b>	<b>Effective Date</b>	<b>Authority</b>
<u>Agriculture educational workshops</u>	\$15.00 to \$50.00 per session depending on materials and location	Jan-12	Note to reviser: Pls insert County Ordinance number.
Barn Quilts	\$125.00 to \$150.00	Jan-11	Ord. 649-11/10
<u>CNRED program educational workshops</u>	\$5.00 to \$25.00 per participant, per session depending on materials and location	Jan-12	Note to reviser: Pls insert County Ordinance number.
Community garden plot	<del>\$20.00</del> \$25.00 per 20 x 20 plot; <del>\$30.00</del> \$35.00 per 20 x 30 plot; <del>\$10.00</del> \$15.00 per 10 x 10 plot; \$5.00 per raised bed	<del>Jan-10</del> Jan-12	Ord. 584-11/09 Note to reviser: Pls insert County Ordinance number.
<u>Compost bin sales</u>	\$70.00 per bin	Jan-12	Note to reviser: Pls insert County Ordinance number.
Copies - color printer	\$0.50 per page	Jan-07	Ord. 393-11/06
Copies - black and white printer or photocopier	\$0.15 per page	Jan-09	Ord. 518-11/08
Family living program: child care workshops	\$5.00 to \$7.00/session depending on materials and location	Jan-07	Ord. 393-11/06
Family living program: library story times	\$5.00/child	Jan-06	Ord. 321-11/05
Family living program: nutrition educ. workshop	\$2.00 to \$7.00/session depending on materials and location	Jan-10	Ord. 584-11/09
Family living program: parenting educ. workshop	\$5.00 to \$7.00/session depending on materials and location	Jan-07	Ord. 393-11/06
Field soil test	\$7.00 + shipping and handling (UWEX-Coop Ext)	Nov-04	Ord. 276-11/04
Horticulture educational workshops	\$3.00 to \$20.00 per participant, per session depending on materials and location	Jan-11	Ord. 649-11/10
Insect diagnostic	\$3.00 shipping and handling (Walworth County UWEX)	Jan-08	Ord. 465-11/07
Lawn/garden test	\$20.00 + shipping and handling (UWEX-Coop Ext)	Jan-11	Ord. 649-11/10
Master gardener volunteer training	\$20.00 to \$200.00 per person depending on materials and location	Jan-09	Ord. 518-11/08
Mineral test	\$15.00 + shipping and handling (UWEX-Coop Ext)	Nov-04	Ord. 276-11/04
Pesticide applicators training and EPA fees	\$30.00 (\$15.00 for PTA-state, \$15.00 for EPA-county)	Nov-04	Ord. 276-11/04
Plant analysis	\$20.00 + shipping and handling (UWEX-Coop Ext)	Jan-10	Ord. 584-11/09
Plant diagnostic site visits	Up to \$15.00 per site visit	Jan-10	Ord. 584-11/09
Prairie walk seminar	\$12.00 to \$20.00 per person	Jan-10	Ord. 584-11/09
Pruning workshop	\$5.00 per participant per session	Jan-11	Ord. 649-11/10
Rain barrel sales	\$60.00 per barrel	Jan-09	Ord. 518-11/08
Sale of extension bulletins	Per UWEX Madison price list + tax and postage	Nov-04	Ord. 276-11/04
Shipping and handling for all tests and analyses	\$3.00 shipping and handling (Walworth County UWEX)	Jan-06	Ord. 321-11/05

Description	Fees	Effective Date	Authority
SE Wisconsin winter grazing seminar	\$15.00 to <del>\$25.00</del> \$35.00 registration fee	<del>09 Jan-</del> 11Jan-12	Ord. 649-11/10 Note to reviser: Pls insert County Ordinance number.
Strong Women Program	\$25.00 new participant, \$20.00 continuing participant	Jan-12	Note to reviser: Pls insert County Ordinance number.
Tractor safety program participant fee	\$50.00/person	Jan-10	Ord. 584-11/09
Victim impact panel attendance	\$25.00	Jan-10	Ord. 584-11/09
Volunteer Recognition Lunch - Guest	\$12.00 to \$15.00	Jan-11	Ord. 649-11/10
Walworth County 4-H Ag Expo	\$2.00 to \$5.00 per participant depending on materials and location	Sept-11	Note to reviser: Pls insert County Ordinance number.

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**PART II: BE IT FURTHER ORDAINED THAT** the effective date of this ordinance shall be January 1, 2012 unless otherwise noted.

**PASSED and ADOPTED** by the Board of Supervisors of Walworth County Wisconsin this 8<sup>th</sup> day of November, 2011.

County Board Meeting Date: November 8, 2011

Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Nancy Russell  
County Board Chair

\_\_\_\_\_  
Kimberly S. Bushey  
County Clerk

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl 10/31/11  
Date  
County Administrator/Corporation Counsel

N. Andersen 11/1/11  
Date  
Deputy County Administrator-Finance

If unsigned, exceptions shall be so noted by the County Administrator.



ORDINANCE NO. 696-11/11

AMENDING SECTION 30-311 OF THE WALWORTH COUNTY CODE  
OF ORDINANCES RELATING TO APPROVAL OF GRANT APPLICATIONS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
FOLLOWS:

1 **PART I: That Section 30-311 of the Walworth County Code of Ordinances is hereby**  
2 **amended to read as follows:**

3  
4 **“Sec. 30-311. Application.**

5  
6 (a) Prior to applying for a grant, permission shall first be obtained from the appropriate  
7 committee set forth in 2-41(1)a. and b. or (2)a.--h. In the event the application requires certification  
8 that the county will accept the grant if awarded, in addition to the above-stated committee  
9 approval, the grant application shall be subject to the procedures set forth in section 30-312.

10  
11 (b) When time is of the essence and committee approval cannot reasonably be obtained prior  
12 to the application deadline, the county administrator may approve the initial grant application.  
13 Notice of application will be agendized for the appropriate committee at the next regularly  
14 scheduled meeting.”

15  
16 **BE IT ORDAINED** by the Walworth County Board of Supervisors that all previous  
17 ordinances and resolutions pertaining to Section 30-311 are hereby superseded.

18  
19 **BE IT FURTHER ORDAINED** by the Walworth County Board of Supervisors that this  
20 ordinance shall become effective upon passage and publication.

21  
22 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8<sup>th</sup> day of  
23 November, 2011.

24  
25  
26  
27  
28 \_\_\_\_\_  
29 Nancy Russell  
30 County Board Chair

\_\_\_\_\_

Kimberly S. Bushey  
Attest: County Clerk

31  
32 County Board Meeting Date: November 8, 2011

33  
34 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

2876 10/31/2011  
David A. Bret Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Nicole Andersen JL Date  
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

**Ordinance No. 696-11/11**  
**Fiscal Note and Policy Impact Statement**

I. **Title:** Amending Section 30-311 of the Walworth County Code of Ordinances Relating to Approval of Grant Applications

II. **Purpose and Policy Impact Statement:** This ordinance expedites the grant application process by authorizing the county administrator to approve a department's request to apply for grants other than those on the pre-approved grants list. At the current time, departments are required to submit their grant application requests to the appropriate committee for approval. In some instances, County Board approval is also required. The timeframe between notification of a grant opportunity and the application deadline may be too short to allow the department to seek committee and/or Board approval.

III. **Is this a budgeted item and what is its fiscal impact:** There is no fiscal impact related to adoption of this ordinance.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Finance

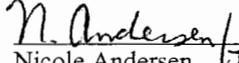
Date: October 20, 2011

Vote: 5 - 0

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

 10/31/2011  
\_\_\_\_\_  
Date  
David A. Bretl  
County Administrator/Corporation Counsel

 10/31/2011  
\_\_\_\_\_  
Date  
Nicole Andersen  
Deputy County Administrator - Finance

**Resolution No. 63-11/11**  
**Authorizing General Fund Use of Unassigned Fund Balance/Net Assets to Fund Architectural and Engineering Services to Design the Health and Human Services Center HVAC System Replacement**

1 Moved/Sponsored by: Public Works and Finance Committees  
2

3 **WHEREAS**, an architectural/engineering study was funded in 2011 to formulate  
4 recommendations as to the feasibility of rehabilitating or replacing the boilers and heating,  
5 ventilation and air conditioning (HVAC) system at the Health and Human Services Center; and,  
6

7 **WHEREAS**, the engineering study, completed after the submission deadline for capital  
8 improvement project requests, revealed that the system will ultimately require total replacement  
9 due to obsolete parts and energy inefficiency.  
10

11 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that  
12 funds in an amount not to exceed \$245,000 be hereby transferred from the General Fund  
13 Unassigned Fund Balance/Net Assets account to the appropriate project account(s) to fund the  
14 architectural and engineering design services for replacement of the HVAC system at the Health  
15 and Human Services Center.  
16

17 **BE IT FURTHER RESOLVED** that funds remaining will be used for the replacement of the  
18 entire HVAC system; and,  
19

20 **BE IT FURTHER RESOLVED** that funds remaining after entire HVAC system replacement  
21 will lapse to the General Fund reserves.  
22  
23  
24

25 \_\_\_\_\_  
26 Nancy Russell  
27 County Board Chair  
28

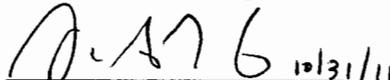
\_\_\_\_\_   
Kimberly S. Bushey  
County Clerk

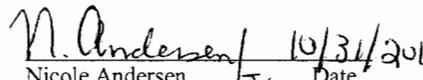
29 County Board Meeting Date: November 8, 2011  
30

31 Action Required: Majority Vote \_\_\_\_\_ Two-thirds Vote  X  Other \_\_\_\_\_

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

  
\_\_\_\_\_  
David A. Bretl Date 10/31/11  
County Administrator/Corporation Counsel

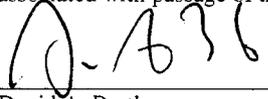
  
\_\_\_\_\_  
Nicole Andersen Date 10/31/2011  
Deputy County Administrator - Finance

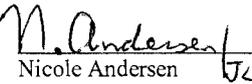
If unsigned, exceptions shall be so noted by the County Administrator.

**Policy and Fiscal Note**  
**Resolution No. 63-11/11**

- I. Title:** Authorizing General Fund Use of Unassigned Fund Balance/Net Assets to Fund Architectural and Engineering Services to Design the Health and Human Services Center HVAC System Replacement
- II. Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize use of General Fund Unassigned Fund Balance/Net Asset Funding in an amount of \$245,000 to fund the architectural and engineering design services for replacement of the HVAC system at the Health and Human Services Center. Architectural and engineering design services are estimated at 12% of the total estimated project cost.
- III. Budget and Fiscal Impact:** The specified purpose is an allowable expenditure of unassigned general funds.
- IV. Referred to the following standing committees for consideration and date of referral:**
- |            |              |               |                  |
|------------|--------------|---------------|------------------|
| Committee: | Public Works | Meeting Date: | October 17, 2011 |
| Vote:      | 4 – 1        |               |                  |
| Committee: | Finance      | Meeting Date: | October 20, 2011 |
| Vote:      | 5 – 0        |               |                  |
- County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

  
David A. Bretl                      Date  
County Administrator/Corporation Counsel                      10/31/11

  
Nicole Andersen                      Date  
Deputy County Administrator - Finance                      10/31/2011

**Resolution No. 64-11/11**

**Accepting a \$10,000 Donation from Kikkoman Foods Foundation, Inc. to Support Educational Programs for Students with Autism and Other Students at Lakeland School Who Need Sensory Breaks**

1 Moved/Sponsored by: Children with Disabilities Education Board (CDEB) & Finance Committee  
2

3 **WHEREAS**, Kikkoman Foods Foundation, Inc. has donated \$10,000 to Walworth County to  
4 support educational programs for students with autism and other students who may need a sensory  
5 break at the Lakeland School facility; and,  
6

7 **WHEREAS**, the county acknowledges the generous spirit in which the donation has been offered.  
8

9 **NOW, THEREFORE, BE IT RESOLVED** that the Walworth County Board of Supervisors does  
10 hereby accept the donation of \$10,000 from Kikkoman Foods Foundation, Inc.  
11

12 **BE IT FURTHER RESOLVED** that the Walworth County Board of Supervisors commends the  
13 Kikkoman Foods Foundation for their generosity and commitment to special education in Walworth  
14 County.  
15

16  
17 \_\_\_\_\_  
18 Nancy Russell  
19 County Board Chair  
20

\_\_\_\_\_   
Kimberly S. Bushey  
County Clerk  
21

22 County Board Meeting Date: November 8, 2011  
23

24 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl 10/28/2011  
Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Date  
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.



**Resolution No. 65-11/11**

**Adopting the 2012 Appropriation of the Walworth County Budget and CIP Plan**

1 Moved/Sponsored by: Walworth County Finance Committee

2  
3 **WHEREAS**, the Walworth County Administrator met with all county departments to review and  
4 recommend funding for county programming; and,

5  
6 **WHEREAS**, the Walworth County Finance Committee met with the Administrator to review  
7 funding for county programming and has prepared the "2012 Walworth County Preliminary  
8 Budget"; and,

9  
10 **WHEREAS**, the Finance Committee submitted the proposed budget to the Walworth County  
11 Board of Supervisors for its review on October 11, 2011; and,

12  
13 **WHEREAS**, the County Board has considered the merits of the proposed budget and  
14 amendments thereto and is prepared to adopt the final 2012 Walworth County Budget.

15  
16 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that  
17 the "2012 Walworth County Preliminary Budget," a copy of which is incorporated herein by  
18 reference, and as amended by Exhibit A, attached hereto, is hereby approved and adopted as the  
19 2012 Walworth County Budget.

20  
21 **BE IT FURTHER RESOLVED** that the 2012 budget is adopted and approved at the  
22 department level of detail as contained in the budget document.

23  
24 **BE IT FURTHER RESOLVED** that the 5-year Capital Improvement Plan is adopted and  
25 approved as presented in Exhibit B, with a funding commitment for year 2012 only, unless  
26 authorized by previous County Board resolution.

27  
28 **BE IT FURTHER RESOLVED** that the Deputy County Administrator-Finance is hereby  
29 authorized to make technical corrections to the budget document, which are consistent with the  
30 actions of this Board.

31  
32 \_\_\_\_\_  
33 Nancy Russell  
34 County Board Chair

\_\_\_\_\_   
Kimberly S. Bushey  
County Clerk

35  
36 County Board Meeting Date: November 8, 2011

37  
38 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

DA Bretl 10/31/11  
David A. Bretl Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Nicole Andersen Date  
Deputy County Administrator-Finance

If unsigned, exceptions shall be so noted by the County Administrator.

**Policy and Fiscal Note**  
**Resolution No. 65-11/11**

- I. **Title:** Adopting the 2012 Appropriation of the Walworth County Budget and CIP Plan
- II. **Purpose and Policy Impact:** The purpose of this resolution is to adopt the 2012 appropriation to support the Walworth County operating budget for 2012 and 5-year Capital Improvement Plan with a commitment of funding for 2012 only, unless authorized by previous County Board resolution.
- III. **Budget and Fiscal Impact:** Adoption of this resolution will set the legal budget limits for Walworth County for fiscal year 2012.
- IV. **Referred to the following standing committees for consideration and date of referral:**

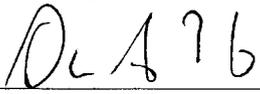
Committee: Finance

Meeting Date: October 20, 2011

Vote: 5 – 0

County Board Meeting Date: November 8, 2011

Policy and Fiscal Note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

  
\_\_\_\_\_  
David A. Bretl  
County Administrator/Corporation Counsel

10/31/11  
Date

  
\_\_\_\_\_  
Nicole Andersen  
Deputy County Administrator-Finance

10/31/2011  
Date

ATTACHMENT A

Walworth County  
Amendments to the 2012 Preliminary Budget

	County	CDEB	Library
2010 Equalized Values	14,450,088,400	14,084,639,970	8,804,764,000
2011 Equalized Values	14,287,865,800	13,923,562,411	8,537,784,100
Change	-1.12%	-1.14%	-3.03%

	2011	2012	Difference	% Change	Mill Rate
2011 Adopted Levy	60,793,425				
2012 Preliminary Levy	60,880,052				
Increase					1.28%
Average Mill Rate					4.207132
Increase					4.260962

	2011	2012	Difference	% Change	Mill Rate
Library	1,462,040	1,558,068	96,028	6.57%	0.182491
Debt	4,177,192	3,558,522	(618,670)	-14.81%	0.249059
CDEB	8,500,312	8,398,149	(102,163)	-1.20%	0.603161
Operating	46,653,881	47,365,313	711,432	1.52%	3.315073
Average Mill Rate					4.260962

Proposed budget amendment	Levy Impact	Operating Impact	CDEB Impact	Debt Impact	Library Impact	Wage Impact	Mill Rate Change	1992 Limit	Mill Rate	1992 Limit	State Tax Levy Limit
A	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
B	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
C	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
D	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
E	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
F	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
G	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
H	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
I	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
J	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
K	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
L	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
M	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
N	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
O	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
P	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
Q	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
R	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
S	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)
T	-	-	-	-	-	-	-	(7,588,891)	4.260962	(7,588,891)	(220,496)

Total Appeals

	Levy	Chg frm LY	% Change	Mill Rate	Chg frm Prelimi	% Change
Library	1,558,068	96,028	6.57%	0.182491	-	0.00%
Debt	3,558,522	(618,670)	-14.81%	0.249059	-	0.00%
CDEB	8,398,149	(102,163)	-1.20%	0.603161	-	0.00%
Operating	47,365,313	711,432	1.52%	3.315073	-	0.00%
Total Adopted Levy	60,880,052	86,627	0.14%	-	-	0.00%

*Walworth County  
Capital Improvement Funding Summary  
Adopted Budget*

Project	2012	2013	2014	2015	2016	Total
Road Construction	\$ 337,238	\$ 7,309,050	\$ 210,000	\$ 8,340,000	\$ 295,439	\$ 16,491,727
Government Center Capital Projects	276,500	-	-	-	-	276,500
Judicial Center Capital Projects	160,600	365,000	107,000	-	-	632,600
Lakeland Health Care Center Capital Projects	167,650	43,600	26,500	22,800	22,900	283,450
Health and Human Services Capital Projects	202,340	72,000	-	24,000	-	298,340
Sheriff Range and Simunition Buildings	-	700,000	280,000	395,000	-	1,375,000
Sheriff's Office/Jail Capital Projects	191,700	-	50,000	50,000	50,000	341,700
Tax Parcel Management System	400,000	-	-	-	-	400,000
Election Equipment	-	-	325,000	-	-	325,000
Sheriff Radio System Replacement	-	500,000	-	-	-	500,000
Information Technology County-wide Projects	120,000	235,000	110,000	216,000	86,000	767,000
Public Works Equipment	334,250	1,435,000	637,000	148,000	182,000	2,736,250
All Other Capital Requests	445,190	474,362	355,551	361,198	358,590	1,994,891
TOTAL	\$ 2,635,468	\$ 11,134,012	\$ 2,101,051	\$ 9,556,998	\$ 994,929	\$ 26,422,458

Funding Source	2012	2013	2014	2015	2016	Total
Bond Issuance	\$ -	\$ 3,000,000	\$ -	\$ 8,000,000	\$ -	\$ 11,000,000
General Funds	-	4,309,050	40,000	-	-	4,349,050
Land Information Funds	245,000	20,000	20,000	20,000	20,000	325,000
Public Works Funds	301,250	1,435,000	637,000	148,000	182,000	2,703,250
Jail Assessment Funds	113,000	-	-	-	-	113,000
Lakeland Health Care Center Funds	167,650	43,600	26,500	22,800	22,900	283,450
Proceeds from the Sale of Assets	68,800	-	-	-	-	68,800
Tax Levy	1,739,768	-	-	-	-	1,739,768
To Be Determined	-	2,326,362	1,377,551	1,366,198	770,029	5,840,140
TOTAL	\$ 2,635,468	\$ 11,134,012	\$ 2,101,051	\$ 9,556,998	\$ 994,929	\$ 26,422,458

**Resolution No. 66-11/11**  
**Establishing the County Tax Levy to Support the 2012 Budget Appropriation**

1 Moved/Sponsored by: Finance Committee  
2

3 **WHEREAS**, the Walworth County Administrator met with all county departments to review and  
4 recommend funding for county programming; and,  
5

6 **WHEREAS**, the Walworth County Finance Committee met with the Administrator to review  
7 funding for county programming and has prepared the "Walworth County 2012 Preliminary  
8 Budget"; and,  
9

10 **WHEREAS**, the Finance Committee submitted the proposed budget to the Walworth County  
11 Board of Supervisors for its review on October 11, 2011, and the County Board has considered  
12 the merits of the proposed budget, and amendments thereto, and is prepared to adopt the final  
13 2012 Walworth County budget.  
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Walworth County Board of Supervisors in  
16 annual session assembled, that there be and hereby is levied and assessed upon all of the taxable  
17 property of Walworth County as state, county, and other taxes (excluding library and Children  
18 with Disabilities Education Board taxes) for 2011, the sum of  
19

20 \$ 50,923,835 and  
21

22 **BE IT FURTHER RESOLVED**, that there be and is hereby levied and assessed upon the  
23 taxable property of each non-exempt district the annual appropriation for Lakeshores Library  
24 operating expenses in the amount of  
25

26 \$ 1,558,068 and  
27

28 **BE IT FURTHER RESOLVED** that there be and is hereby levied and assessed upon the  
29 taxable property of each non-exempt property residing within the Children with Disabilities  
30 Education Board district, the annual appropriation for Children with Disabilities Education  
31 Board operations in the amount of  
32

33 \$ 8,398,149 and  
34

35 **BE IT FURTHER RESOLVED**, that the same to be apportioned by the County Clerk, as by  
36 law provided and in accordance with the Report of the Finance Committee, subject to such  
37 changes or additions as may be certified to the County Clerk by the Department of Taxation of  
38 the State of Wisconsin, and the sum so raised is in the amount and for the purposes specified in  
39 the Report of the Finance Committee on file and summarized as follows:  
40  
41

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18

County Library Levy	\$ 1,558,068
Children with Disabilities Education Board Levy	8,398,149
County Debt Service Levy	3,558,522
County Operating Levy*	<u>47,365,313</u>
Total	<u>\$60,880,052</u>

\*Includes Charitable and Penal

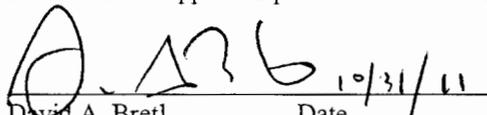
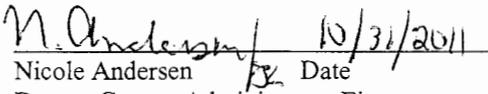
\_\_\_\_\_  
Nancy Russell  
County Board Chair

\_\_\_\_\_  
Kimberly S. Bushey  
County Clerk

County Board Meeting Date: November 8, 2011

Action Required:    Majority Vote   X        Two-thirds Vote             Other       

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl                      Date County Administrator/Corporation Counsel	 _____ Nicole Andersen                      Date Deputy County Administrator-Finance
--	---

If unsigned, exceptions shall be so noted by the County Administrator.

**Policy and Fiscal Note**  
**Resolution No. 66-11/11**

- I. Title:** Establishing the County Tax Levy to Support the 2012 Budget Appropriation
- II. Purpose and Policy Impact Statement:** The purpose of this resolution is to establish the 2011 tax levy, in the amount of \$60,880,052 which supports the 2012 operating budget of Walworth County.
- III. Budget and Fiscal Impact:** This is the tax levy required to support Walworth County's 2012 operating budget. The tax levy includes the Library, Debt Service, Operating, and Children with Disabilities Education Board.
- IV. Referred to the following standing committees for consideration and date of referral:**

Committee: Finance Meeting Date: October 20, 2011

Vote: 4 – 1

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

DA 76 10/31/11  
David A. Bretl Date  
County Administrator/Corporation Counsel

N. Andersen 10/31/2011  
Nicole Andersen Date  
Deputy County Administrator-Finance

ORDINANCE NO. 697 – 11/11

AMENDING SECTION 15-17 OF CHAPTER 15 OF THE WALWORTH COUNTY  
CODE OF ORDINANCES RELATING TO AUTHORIZED POSITIONS  
BY DEPARTMENT BASED ON THE 2012 BUDGET

1 THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
2 FOLLOWS:

3  
4 PART I: That Section 15-17 in Division 2 of Article I of Chapter 15 of the Walworth  
5 County Code of Ordinances is hereby amended to read as follows:

6  
7 “Sec. 15-17. Authorized positions by department.

8  
9 (a) County positions shall be classified and allocated to departments as listed in this section.

10  
11 (b) *Administration*

12 CLASSIFICATION TITLE	FTE
13 Administrative Assistant	1.50
14 Assistant Corp Counsel II	3.00
15 County Administrator	1.00
16 Human Resource Assistant	2.00
17 Human Resource Specialist	1.00
18 Labor/Employee Relations Director	1.00
19 Legal Secretary	2.00
20 Total Administration FTEs	11.50

21  
22  
23  
24 (c) *Children with Disabilities Education Board*

25 CLASSIFICATION TITLE	FTE
26 <del>Accountant</del>	<del>0.50</del>
27 Administrative Support Supervisor	1.00
28 Assistant Director – Special Education	2.00
29 Clerk III	0.91
30 Director – Special Education	1.00
31 Educational Programmer	1.00
32 Interpreter	5.00
33 Occupational Therapist	5.00
34 Physical Therapist	<del>2.50</del> 3.00
35 Physical Therapist Assistant	1.00
36 Receptionist/Clerk	0.81
37 School Nurse	1.00

1	School Psychologist	1.00
2	Secretary – Confidential	1.00
3	<u>Senior Accountant<sup>1</sup></u>	<u>0.50</u>
4	Special Education Aide	34.00
5	Speech Correctionist	4.00
6	Teacher	<del>56.50</del> 51.50
7	Total Children with Disabilities Education Board FTEs	<del>118.22</del> 113.72
8	<u><sup>1</sup>Reports to Finance</u>	
9		

10 (d) *Clerk of Courts*

11		
12	CLASSIFICATION TITLE	FTE
13		
14	Account Clerk III	1.00
15	Account Clerk IV	1.00
16	Calendar Clerk Court	5.00
17	Clerk II	3.00
18	Clerk IV	4.00
19	Clerk of Courts (elected)	1.00
20	Deputy Clerk Courts	8.00
21	Deputy Register in Probate	1.00
22	Family Court Commissioner	1.00
23	Jury Bailiff	1.93
24	Office Manager – Courts	1.00
25	Office Supervisor – Courts	1.00
26	Student Worker	0.68
27	Total Clerk of Courts FTEs	29.61
28		

29 (e) *Coroner*

30		
31	CLASSIFICATION TITLE	FTE
32		
33	Clerk II	0.27
34	Coroner (elected)	0.50
35	Total Coroner FTEs	0.77
36		

37 (f) *County Board*

38		
39	CLASSIFICATION TITLE	FTE
40		
41	Administrative Assistant <sup>1</sup>	0.50
42		
43	Total County Board FTEs	0.50
44	<u><sup>1</sup>Reports to Administration</u>	
45		

46 (g) *County Clerk*

1		
2	CLASSIFICATION TITLE	FTE
3		
4	Account Clerk III	1.00
5	County Clerk (elected)	1.00
6	Deputy County Clerk	2.00
7	Total County Clerk FTEs	4.00

8  
9 (h) *District Attorney*

10		
11	CLASSIFICATION TITLE	FTE
12		
13	Clerk II	1.00
14	Clerk III	0.50
15	Clerk IV	2.00
16	Law Clerk	1.00
17	Legal Secretary Lead Worker	1.00
18	Legal Stenographer	3.00
19	Office Manager DA	1.00
20	Victim/Witness Coordinator	1.00
21	Victim/Witness Service Provider	1.00
22	Total District Attorney FTEs	11.50

23  
24 (i) *Finance*

25		
26	CLASSIFICATION TITLE	FTE
27		
28	<del>Accountant</del>	<del>1.50</del>
29	Account Clerk IV	1.00
30	Accounting Assistant	1.00
31	Administrative Assistant	1.00
32	Benefits Assistant	1.00
33	Benefits Specialist	1.00
34	Budget Analyst	1.00
35	Comptroller	1.00
36	Deputy Administrator – Finance	1.00
37	Finance Manager	1.00
38	<del>Financial Analyst</del>	<del>1.00</del>
39	Payroll & Benefits Manager	1.00
40	Payroll Assistant	1.00
41	Payroll Specialist	1.00
42	Senior Accountant	<del>1.00</del> <u>2.50</u>
43	Total Finance FTEs	<del>15.50</del> <u>14.50</u>

44  
45 (j) *Health & Human Services*

46

1	CLASSIFICATION TITLE	FTE
2		
3	Account Clerk III	2.00
4	Associate Nutrition Specialist	0.84
5	<u>Behavioral Analyst</u>	<u>1.00</u>
6	Child Support Lead Worker	1.00
7	Clerk I	1.00
8	Clerk II	4.60
9	Clerk III	1.00
10	Clerk IV	<del>17.00</del> <u>16.00</u>
11	Crisis Intervention Lead Worker	1.00
12	Deputy Director – Health & Human Services	1.75
13	Director – Health & Human Services	1.00
14	Economic Support Lead Worker	1.00
15	Economic Support Specialist	13.00
16	Energy Assistance Coordinator	0.75
17	Environmental Health Specialist	1.00
18	HS Manager-Aging & Long Term Care	1.00
19	HS Manager-Community Support Programs	1.00
20	HS Manager- Children’s Services	1.00
21	HS Manager-Mental Health/AODA	1.00
22	HS Manager-Public Health	1.00
23	HS Specialist I	<del>49.49</del> <u>50.49</u>
24	HS Specialist II	1.00
25	HS Specialist III	<del>9.00</del> <u>8.00</u>
26	<u>HS Specialist IV</u>	<u>2.00</u>
27	HS Supervisor-Administration	1.00
28	HS Supervisor-ADRC	1.00
29	<del>HS Supervisor-Billing</del>	<del>1.00</del>
30	HS Supervisor-Child Support	1.00
31	HS Supervisor-Community Support Program	1.00
32	HS Supervisor-Crisis Intervention	1.00
33	HS Supervisor-Economic Support	2.00
34	HS Supervisor-Fiscal Support	1.00
35	HS Supervisor-Juvenile Court Intake/Child Abuse & Neglect	1.00
36	HS Supervisor-Nutrition	1.00
37	HS Supervisor-Ongoing Case Management	1.00
38	HS Supervisor-Public Health	1.00
39	HS Supervisor-Support Services	1.00
40	HS Supervisor-Transportation	1.00
41	HS Supervisor-WIC	1.00
42	HS Worker II	1.00
43	HS Worker IV	1.00
44	HS Worker IV (SAC-IT)	1.00

1	HS Worker V (SAC)	2.00	1.00
2	<del>HS Worker VI (CSAC)</del>		1.00
3	<del>LPN (Mental Health)</del>		2.00
4	MH/AODA Case Manager		1.00
5	Nutrition Site Worker		1.87
6	Nutrition Specialist		1.00
7	Paternity Specialist		1.00
8	Public Health Nurse BSN		4.00
9	Receptionist/Clerk		5.04
10	Registered Occupational Therapist		1.00
11	Representative Payee Coordinator		1.00
12	<del>RN (Mental Health)</del>		1.00
13	Secretary – Confidential		1.00
14	<del>Senior Accountant<sup>1</sup></del>		1.00
15	Support Specialist		5.00
16	Teacher		1.00
17	Van Driver	5.40	4.40
18	Total Health & Human Services FTEs	162.74	161.74

<sup>1</sup>Reports to Finance

(k) *Information Technology/Land Information*

CLASSIFICATION TITLE	FTE
Analyst – Programmer	2.00
Application Development/Support Specialist	1.00
Applications Supervisor	1.00
Computer Operator	1.00
Desktop Lead/Server Specialist	1.00
Director – IT	1.00
GIS Analyst/Programmer	1.00
Help Desk Analyst	1.00
<del>Network Engineer</del>	<del>1.00</del>
<del>Network Specialist</del>	<del>1.00</del>
Senior IT Support Specialist	2.00
Supervisor of Network/Operations	1.00
Total Information Technology/Land Information FTEs	13.00

(l) *Lakeland Health Care Center*

CLASSIFICATION TITLE	FTE	
Account Clerk I	0.56	1.06
Account Clerk III		3.00
Administrator – Lakeland Nursing Home		1.00

1	Admissions Coordinator/Social Worker	1.00
2	Assistant Nurse Manager	1.00
3	Business Office Supervisor	1.00
4	Certified Medical Assistant	3.00
5	Certified Nursing Asst	<del>65.12</del> <u>64.57</u>
6	<del>Certified Nursing Asst/Clinic Asst</del>	<del>1.00</del>
7	Clerk IV	1.00
8	Clinical Dietician/Quality Operations Manager	1.00
9	Cook II	3.00
10	Director of Nursing	1.00
11	Food Service Lead Worker	1.00
12	Food Service Manager	1.00
13	Food Service Worker	<del>13.17</del> <u>12.35</u>
14	Janitor I	2.50
15	Janitor II	<del>2.00</del> <u>1.00</u>
16	Licensed Beautician	0.60
17	Linen Worker	2.74
18	LPN - Unit Supervisor	<del>10.50</del> <u>10.40</u>
19	MDS Coordinator	1.00
20	Nurse Manager	2.00
21	Receptionist	0.82
22	Recreation Therapy Coordinator	1.00
23	Recreation Therapy Leader	2.00
24	Recreational Therapist	1.00
25	<u>Restorative Therapy Aide/Clinic Asst</u>	<u>1.00</u>
26	RN - Unit Supervisor	8.82
27	Social Worker	1.50
28	Staffing Coordinator	1.00
29	Ward Clerk	1.50
30	Total Lakeland Health Care Center FTEs	<del>136.83</del> <u>134.86</u>

31  
32 (m) *Land Use & Resource Management*

33		
34	CLASSIFICATION TITLE	FTE
35		
36	Administrative Secretary II	<del>3.00</del> <u>2.00</u>
37	Clerk IV	2.00
38	Code Enforcement Officer	4.00
39	Conservation Tech	<del>4.00</del> <u>3.00</u>
40	Deputy Director	1.00
41	Director – LURM/Deputy Corporation Counsel	1.00
42	Planner	1.00
43	<u>Senior Conservation Tech</u>	<u>1.00</u>
44	Senior Planner	1.00
45	Senior Zoning Officer	1.00

1	Urban Conservation Specialist	1.00
2	Total Land Use & Resource Management FTEs	<del>19.00</del> <u>18.00</u>

3

4 (n) *Public Works*

5

6 CLASSIFICATION TITLE FTE

7

8 Account Clerk III 1.00

9 Accounting Assistant 1.00

10 Administrative Assistant - Highway 1.00

11 Administrative Assistant - Facilities 1.00

12 Administrative Secretary I 1.00

13 Assistant Buyer 1.00

14 Assistant DPW - Facilities 1.00

15 Assistant DPW - Facilities Plant Operations 1.00

16 Assistant DPW - Roads 3.00

17 Assistant DPW - Shop 1.00

18 Building Maintenance Engineer I 5.00

19 Building Maintenance Engineer II 2.00

20 Building Maintenance Engineer III ~~6.00~~ 5.00

21 Deputy County Admin – Central Services 1.00

22 Director of Operations – DPW 1.00

23 Janitor I 1.50

24 Janitor III ~~4.00~~ 3.00

25 Machine Operator 2.00

26 Marking/Signing Lead Worker 1.00

27 Mechanic II 3.00

28 Office/Purchasing Manager – DPW 1.00

29 Patrolman/Woman 26.00

30 Road Lead Worker 1.00

31 Senior Buyer 2.00

32 Shop Lead Worker 1.00

33 Total Public Works FTEs ~~69.50~~ 67.50

34

35 (o) *Register of Deeds*

36

37 CLASSIFICATION TITLE FTE

38

39 Account Clerk III 1.00

40 Clerk IV 2.50

41 Deputy Register of Deeds 1.00

42 Property Lister 1.00

43 Register of Deeds (elected) 1.00

44 Total Register of Deeds FTEs 6.50

45

1	(p)	<i>Sheriff</i>	
2			
3		CLASSIFICATION TITLE	FTE
4			
5		911 Systems Clerk	1.00
6		Account Clerk IV	2.00
7		Administrative Secretary	1.00
8		Administrative Secretary II	1.00
9		Assistant Jail Administrator	1.00
10		Business Office Supervisor	1.00
11		Captain	4.00
12		Classification Officer	2.00
13		Clerk I	1.00
14		Clerk II	4.00
15		Clerk III	1.00
16		Communications Officer	<del>15.00</del> 18.00
17		<del>Communications Officer Lead Worker</del>	<del>3.00*</del>
18		Community Service/Electronic Monitoring Coordinator	1.00
19		Correctional Officer	<del>81.00</del> 79.00
20		Corrections Secretary	1.00
21		Corrections Sergeant	13.00
22		Deputy Sheriff	50.00
23		Deputy Sheriff/Court Officer	1.00
24		Deputy Sheriff/Court Security	4.00
25		Detectives	9.00
26		Jail Administrator	1.00
27		Law Enforcement Records Supervisor	1.00
28		Lieutenant	2.00
29		Process Specialist	3.00
30		Sergeant	8.00
31		Sheriff (elected)	1.00
32		Student Worker	0.90
33		Undersheriff	1.00
34		Total Sheriff FTEs	<del>214.90</del> 212.90

35			
36	(q)	<i>Treasurer</i>	
37			
38		CLASSIFICATION TITLE	FTE
39			
40		Account Clerk I	0.05
41		Account Clerk II	2.00
42		Accountant	1.00
43		Clerk III <sup>1</sup>	0.09
44		County Treasurer (elected)	1.00
45		Property Tax Specialist	1.00

1	Receptionist/Clerk <sup>1</sup>	0.19
2	Total Treasurer FTEs	5.33
3	<u><sup>1</sup>Reports to Children with Disabilities Education Board</u>	
4		
5	(r) <i>UW-Extension</i>	
6		
7	CLASSIFICATION TITLE	FTE
8		
9	Clerk III	<del>2.00</del> <u>1.00</u>
10	Volunteer Organizer	1.00
11	Total UW-Extension FTEs	<del>3.00</del> <u>2.00</u>
12		
13	(s) <i>Veteran's Services</i>	
14		
15	CLASSIFICATION TITLE	FTE
16		
17	Administrative Secretary II	1.00
18	Veteran's Service Officer	1.00
19	Total Veteran's Services FTEs	2.00
20		
21	(t) Grand Total - County FTEs	<del>824.40</del> <u>809.93</u>

**PART II: The following changes listed below shall be effective as of January 6, 2012:**

25	<u>Positions Eliminated</u>	FTE
26	<i>Lakeland Health Care Center:</i>	
27	Janitor I	2.50
28	Janitor II	1.00
29	Food Service Worker	1.50
30	Food Service Lead Worker	1.00
31		
32	<u>Positions Created</u>	FTE
33	<i>Lakeland Health Care Center:</i>	
34	Certified Nursing Assistant	2.04

**PART III: The following changes listed below shall be effective as of February 1, 2012:**

38	<u>Positions Eliminated</u>	FTE
39	<i>Health &amp; Human Services:</i>	
40	Clerk IV	1.00
41		
42	<u>Positions Created</u>	FTE
43	<i>Health &amp; Human Services:</i>	
44	Economic Support Specialist	1.00

1 **PART IV: The following changes listed below shall be effective as of April 1, 2012:**

2

<u>Positions Eliminated</u>	FTE
<i>Health &amp; Human Services:</i>	
HS Specialist I	1.00
<i>Lakeland Health Care Center:</i>	
Linen Workers	2.74
Food Service Worker	1.81
<u>Positions Created</u>	
<i>Lakeland Health Care Center:</i>	
Certified Nursing Assistant	2.04

10

11

12

13

14

15 **PART V: The following changes listed below shall be in effect by July 1, 2012:**

16

<u>Positions Eliminated</u>	FTE
<i>Sheriff:</i>	
Correctional Officer	8.00
<i>Lakeland Health Care Center:</i>	
Food Service Worker	2.50
<u>Positions Created</u>	
<i>Lakeland Health Care Center:</i>	
Certified Nursing Assistant	2.04

20

21

22

23

24

25

26

27

28 **PART VI: The following changes listed below shall be in effect by October 1, 2012:**

29

<u>Positions Eliminated</u>	FTE
<i>Lakeland Health Care Center:</i>	
Food Service Worker	0.90
<u>Positions Created</u>	
<i>Lakeland Health Care Center:</i>	
Certified Nursing Assistant	2.04

30

31

32

33

34

35

36

37

38 **PART VII: The balance of the position changes shall be effective as of January 1, 2012.**

39

40 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8<sup>th</sup> day of

41 November, 2011.

42

43

44

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7  
8

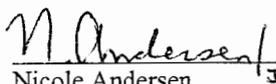
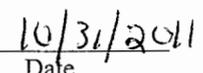
\_\_\_\_\_  
Nancy Russell  
County Board Chair

\_\_\_\_\_  
Kimberly S. Bushey  
Attest: County Clerk

**County Board Meeting Date:** November 8, 2011

Action Required:    Majority Vote   X      Two-thirds Vote \_\_\_\_\_    Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
 Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl County Administrator/Corporation Counsel	 _____ Date	 _____ Nicole Andersen Deputy County Administrator-Finance	 _____ Date
--	--	---	--

If unsigned, exceptions shall be so noted by the County Administrator.

**Ordinance No. 697-11/11**  
**Fiscal Note and Policy Impact Statement**

- I. Title:** Amending Section 15-17 of Chapter 15 of the Walworth County Code of Ordinances Relating to Authorized Positions by Department Based on the 2012 Budget
- II. Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to reflect position changes which are included in the 2012 budget.

As of January 1, 2012, the total number of FTEs will be 809.93. Effective January 6, 2012, the total number of FTEs will be 805.97. Effective April 1, 2012, the total number of FTEs will be 802.46. Effective July 1, 2012, the total number of FTEs will be 794.00. Effective October 1, 2012, the total number of FTEs will be 795.14.

\*Pursuant to Ordinance No. 656-11/10, 3.00 FTE Communications Officer Lead Worker positions were to be created and 3.00 FTE Communications Officer positions were to be eliminated. The change was not to take effect before April 1, 2011, with a final implementation date to be determined. With the changes in management staff at the Sheriff's Office, it was decided to place this reclassification on hold for further study. Staff later decided not to implement the reclassification. The code is being updated to reflect that this reclassification did not occur, and there are actually 18.00 FTE Communications Officer positions and no Lead Worker positions.

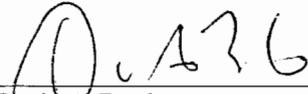
- III. Is this a budgeted item and what is its fiscal impact:** Position changes, and their associated costs, are included in the 2012 budget.
- IV. Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Human Resources Committee                      Date: October 19, 2011

Vote:                      5 - 0

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

  
\_\_\_\_\_  
David A. Bretl                      Date  
County Administrator/Corporation Counsel

  
\_\_\_\_\_  
Nicole Andersen                      Date  
Deputy County Administrator-Finance

ORDINANCE NO. 698 – 11/11

AMENDING SECTIONS OF CHAPTERS 15 AND 30 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO HUMAN RESOURCES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 **PART I: That Chapter 15 of the Walworth County Code of Ordinances is hereby amended to**  
2 **read as follows (additions shown by underline; deletions shown by strike-through):**

3  
4 **“Sec. 15-1. Purpose.**

- 5  
6 (4) Assuring fair treatment of all applicants and employees in all aspects of personnel  
7 administration without regard to use or non-use of lawful products off of the  
8 employer’s premises during nonworking hours, political affiliation, race, creed,  
9 ancestry, color, national origin, sex/gender, sexual orientation, age (40 and over),  
10 handicap/disability, arrest/unrelated conviction record, marital status,  
11 military/service/veteran status, genetic information, religion or other protected status,  
12 and with proper regard for their rights as citizens;

13  
14 **Sec. 15-2. Applicability.**

15  
16 (a) Unless otherwise specified herein, this chapter shall apply to human resources  
17 administration for all positions, employees and departments of the county, except as otherwise  
18 provided by state statute, federal law or otherwise expressly provided herein. In the event of conflict  
19 with state statute or federal law, the state statute or federal law shall control. ~~In the event of conflict~~  
20 ~~with the personnel code, this chapter shall apply.~~

21  
22 (b) This chapter shall apply to union represented employees where the collective  
23 bargaining agreement does not address the particular issue.

24  
25 (1) ~~Any provision contained herein, which is more generous in application than a~~  
26 ~~provision of a collective bargaining agreement, shall not apply to a union represented employee.~~

27  
28 (2) (1) When any provision of a collective bargaining agreement is in conflict with or is  
29 more generous than this chapter, the provisions of the collective bargaining agreement shall apply.

30  
31 **Sec. 15-3. Manner of implementing policy; interpretation; enforcement.**

32  
33 (c) Nothing herein shall preclude a department head from establishing additional work  
34 rules within the scope of their authority, provided such additional rules are not in conflict with this  
35 chapter or a collective bargaining agreement.

36  
37 **Sec. 15-4. Definitions.**

38  
39 *Appointing authority* shall mean the county board, in the case of the county administrator. In

1 the case of appointment of those department heads enumerated in subsection ~~15-6(a)(4)~~ 15-6(f), the  
2 appointing authority shall be the county administrator, subject to the affirmative vote of a majority  
3 vote of a quorum of the county board. Appointing authority shall mean the appropriate department  
4 head in the case of all other positions.

5  
6 *Casual employee* means an employee ~~employed at will and~~ irregularly scheduled on an ~~on-~~  
7 ~~call as-needed~~ basis. The casual employee does not perform a schedule of work that is uniform in  
8 nature; does not have work reserved for him or her; does not have an assurance of a relatively equal  
9 portion of available work; and is free to accept or reject available work.

10  
11 *Department head* means the holder of the following public offices and positions: each elected  
12 officer, deputy county administrator--finance, health and human services director, information  
13 technology director, ~~human resources director~~, land use and resource management director, deputy  
14 county administrator--central services, UW-extension chairperson, veteran's service officer, and  
15 Walworth County children with disabilities education board administrator.

16  
17 ~~*In-kind wages* means any form of pay that is not in money, but is deemed wages by the IRS.~~

18  
19 ~~*Limited term* means a position with a full-time or part-time work schedule established only~~  
20 ~~for a period of up to one year and that no longer exists after expiration of the limited period.~~

21  
22 ~~*Personnel code* means the document captioned "Personnel Code," which was adopted by the~~  
23 ~~county board by resolution and which has been amended from time to time.~~

24  
25 *Regular employee* means an employee scheduled to perform a full-time (40 or more hours  
26 per week) or part-time (less than 40 hours per week) schedule of work that is uniform in nature;  
27 normally has work reserved for him or her; has an assurance of a relatively equal portion of available  
28 work; and is not free to reject available work.

29  
30 *Regular status date* means the effective date of an employee's appointment to a regular  
31 position, excluding a temporary, casual or limited term assignment.

32  
33 **Sec. 15-6. At-will employment.**

34  
35 (a) ~~The following employees are employed at will:~~

36  
37 (1) ~~Casual employees;~~

38  
39 (2) ~~Limited term employees;~~

40  
41 (3) ~~Student/intern employees;~~

42  
43 (4) ~~Any department head hired or promoted after January 8, 2002, excluding an elected~~  
44 ~~officer;~~

45  
46 (5) ~~Probationary employees, until satisfactory completion of the probationary period;~~

1  
2 (6) — Labor/employee relations director.  
3

4 (7) — Any person hired to the following positions, through competitive means pursuant to  
5 15-316 (b) and 15-335 (a), after the date indicated:  
6

Position	Department	Effective Date:
HR Specialist	Administration	December 11, 2007
Comptroller	Finance	December 11, 2007
Finance Manager	Finance	April 21, 2009
Payroll/Benefits Manager	Finance	December 11, 2007
Administrator — LHCC	Health and Human Services	December 11, 2007
Deputy Director	Health and Human Services	December 11, 2007
Deputy Director	Health and Human Services	December 11, 2007
HS Manager — Aging/Long Term Care	Health and Human Services	April 21, 2009
HS Manager — Children's Services	Health and Human Services	April 21, 2009
HS Manager — Community Support Programs	Health and Human Services	April 21, 2009
HS Manager — Mental Health/AODA	Health and Human Services	January 1, 2011
HS Manager — Public Health	Health and Human Services	April 21, 2009
Applications Supervisor	Information Technology	December 11, 2007
Supervisor of Network Ops	Information Technology	December 11, 2007
Deputy Director	Land Use and Resource Management	December 11, 2007
Assistant DPW Superintendent — Facilities	Public Works	April 21, 2009
Assistant DPW Superintendent — Facilities Plant Operations	Public Works	April 21, 2009
Assistant DPW Superintendent — Roads	Public Works	April 21, 2009
Assistant DPW Superintendent — Roads	Public Works	April 21, 2009
Assistant DPW Superintendent — Roads	Public Works	April 21, 2009
Assistant DPW Superintendent — Shop	Public Works	April 21, 2009
Director of Operations — DPW	Public Works	November 9, 2010
Office/Purchasing Manager — DPW	Public Works	November 9, 2010

7  
8 (a) All employees of Walworth County are at-will employees, with the following  
9 exceptions:  
10

11 (1) Sworn staff as their continued employment is subject to Sec. 59.26 (8)(b) of the  
12 Wisconsin Statutes.

13  
14 (2) Lakeland Education Association as their continued employment is subject to 15-1020.

15  
16 (3) Elected officials.  
17

18 (b) The county may terminate the employment of an at-will employee at any time, for  
19 any lawful reason, with or without cause or notice. The designation of a "probationary period" or  
20 "limited-term" does not guarantee any period of employment. An at-will employee may terminate  
21 his/her employment at any time, with or without notice, for any reason.  
22

1 (f) The county administrator shall ensure that employment contracts are prepared and  
 2 executed for ~~employees in the positions set forth~~ any department head hired or promoted after  
 3 January 8, 2002 (excluding an elected official), the Labor/employee relations director, and anyone  
 4 hired through competitive means pursuant to 15-316 (b) and 15-335 (a) after the date indicated into  
 5 the positions identified below. in (a)(4), (6) and (7). Additionally, ~~an employee currently serving,~~  
 6 ~~without a contract, in a position set forth in 15-6(a)(7), may make a one-time, irrevocable election to~~  
 7 ~~serve "at will" under an employment contract. The contract shall carry forth the terms of this chapter~~  
 8 ~~and shall be compliant with state and federal law. Terms of such contracts shall be subject to the~~  
 9 ~~following provisions:~~

<u>Position</u>	<u>Department</u>	<u>Effective Date:</u>
<u>HR Specialist</u>	<u>Administration</u>	<u>December 11, 2007</u>
<u>Comptroller</u>	<u>Finance</u>	<u>December 11, 2007</u>
<u>Finance Manager</u>	<u>Finance</u>	<u>April 21, 2009</u>
<u>Payroll/Benefits Manager</u>	<u>Finance</u>	<u>December 11, 2007</u>
<u>Administrator - LHCC</u>	<u>Health and Human Services</u>	<u>December 11, 2007</u>
<u>Deputy Director</u>	<u>Health and Human Services</u>	<u>December 11, 2007</u>
<u>Deputy Director</u>	<u>Health and Human Services</u>	<u>December 11, 2007</u>
<u>HS Manager – Aging/Long Term Care</u>	<u>Health and Human Services</u>	<u>April 21, 2009</u>
<u>HS Manager – Children’s Services</u>	<u>Health and Human Services</u>	<u>April 21, 2009</u>
<u>HS Manager - Community Support Programs</u>	<u>Health and Human Services</u>	<u>April 21, 2009</u>
<u>HS Manager – Mental Health/AODA</u>	<u>Health and Human Services</u>	<u>January 1, 2011</u>
<u>HS Manager - Public Health</u>	<u>Health and Human Services</u>	<u>April 21, 2009</u>
<u>Applications Supervisor</u>	<u>Information Technology</u>	<u>December 11, 2007</u>
<u>Supervisor of Network Ops</u>	<u>Information Technology</u>	<u>December 11, 2007</u>
<u>Deputy Director</u>	<u>Land Use and Resource Management</u>	<u>December 11, 2007</u>
<u>Assistant DPW Superintendent - Facilities</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Assistant DPW Superintendent - Facilities Plant Operations</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Assistant DPW Superintendent - Roads</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Assistant DPW Superintendent - Roads</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Assistant DPW Superintendent - Roads</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Assistant DPW Superintendent - Shop</u>	<u>Public Works</u>	<u>April 21, 2009</u>
<u>Director of Operations – DPW</u>	<u>Public Works</u>	<u>November 9, 2010</u>
<u>Office/Purchasing Manager – DPW</u>	<u>Public Works</u>	<u>November 9, 2010</u>

11  
 12 (1) The contract shall carry forth the terms of this chapter and shall be compliant with  
 13 state and federal law. Terms of such contracts shall be subject to the following provisions:

14  
 15 (1) a. Any period of paid severance, or notice, may not exceed 120 days in the event  
 16 of termination by the county not based on cause.

17  
 18 (2) b. An employee may waive county-paid health insurance in exchange for an  
 19 annual stipend of \$6,200.00, subject to the following terms:

20  
 21 a. 1. The election to waive insurance may be made only once, at the time  
 22 the contract is executed.

1  
2           b. 2. In the event the employee has waived insurance, the employee may  
3 elect county health insurance upon the occurrence of any COBRA-qualifying event. The stipend  
4 shall be eliminated at such time as the employee elects county health coverage.

5  
6           c. 3. The stipend shall not be paid as a lump sum but rather with the normal  
7 payroll during the course of the year.

8  
9           d. 4. For an employee hired mid-year, or for an employee making their one-  
10 time election mid-year, the annual stipend will be pro-rated for the balance of that year.

11  
12           e. 5. The stipend will be eliminated at such time as the county stops  
13 offering health benefits, or universal (government-sponsored) health care coverage becomes  
14 available, whichever may come first.

15  
16           f. 6. The stipend will not be added to base pay and shall not be used in the  
17 calculation of performance-based pay.

18  
19           7. The stipend shall not be eligible earnings for Wisconsin Retirement  
20 calculations.

21  
22           (3)(2) The appointing department head and the county administrator must approve all  
23 terminations pursuant to this paragraph.

24  
25           (4)(3) Other benefits and terms, including, but not limited to vacation, and sick leave, state  
26 retirement contributions, life and disability insurance shall be consistent with this chapter. shall be  
27 agreed upon between the employee and the county administrator prior to contract execution.

28  
29 **Sec. 15-7. For cause employees.**

30  
31           (a) ~~Upon completion of the probationary period, the employment of a regular employee~~  
32 ~~may only be terminated "for cause," unless the employee is covered by a written employment~~  
33 ~~contract with the county that creates an at-will employment relationship or unless otherwise~~  
34 ~~provided in this chapter.~~

35  
36           (b) ~~Any statements of grounds for termination set forth in this chapter or other county~~  
37 ~~documents are examples of "for cause," but are not all-inclusive and do not restrict the county's right~~  
38 ~~to terminate for any other lawful reason.~~

39  
40 **Sec. 15-7. Reserved.**

41  
42 **Sec. 15-10. Managerial rights retained; changes in policies and practices.**

43  
44           (1) Lawfully dismiss, assign, supervise and discipline employees, subject to the terms of  
45 any collective bargaining agreement, and this chapter; ~~and the personnel code;~~

1 **Sec. 15-31. Equal employment opportunity policy.**

2  
3 The county board is committed to assuring equal employment opportunity (EEO) in the  
4 county organization. The county board supports and shall enforce the policy of nondiscrimination  
5 against any person on the basis of age (40 and over), race, creed, color, handicap/disability, marital  
6 status, sex/gender, national origin, ancestry, sexual orientation, arrest record, unrelated conviction  
7 record, ~~membership in the national guard, state defense force or any other reserve component of the~~  
8 ~~military forces of the United States or this state, or military service/veteran status, genetic~~  
9 information, religion, use or nonuse of lawful products off the employer's premises during  
10 nonworking hours, or other protected status. This policy shall be accomplished by:

11  
12 **Sec. 15-33. Affirmative action plan.**

13  
14 The county affirmative action plan and any amendments thereto are subject to adoption by  
15 resolution of the county board. A copy of said plan shall be maintained as an open record in the  
16 human resources office and the administrator's office. The affirmative action plan and any  
17 amendments thereto shall have the same force and effect as other provisions of the ~~personnel eCode.~~

18  
19 **Sec. 15-43. Retaliation prohibited.**

20  
21 (a) There shall be no retaliation against any employee for filing a harassment complaint,  
22 or for assisting, testifying, or participating in the investigation of such a complaint.

23  
24 (b) Any employee found to have retaliated against another employee for filing a  
25 harassment complaint, reporting harassment, or for participating in an investigation of harassment  
26 will be subject to the same disciplinary action as provided for harassment offenders.

27  
28 (c) Complaints for retaliation shall be reported and processed in the same manner as  
29 complaints for harassment.

30  
31 **Sec. 15-52. Recruitment.**

32  
33 Recruitment shall be conducted by the director in accordance with procedures adopted by the  
34 county administrator. Procedures shall meet the objectives of subsection 15-1(~~d~~) (1).

35  
36 (1) *Job posting.* All position vacancies shall be posted, except as provided under  
37 subsection (3).

38  
39 (2) *Promotional opportunities. Internal/external recruitment.* The county may, if desired,  
40 restrict initial recruitment to internal applicants and, if not filled from within, then shall conduct  
41 external open recruitment. The county may also recruit internally and externally at the same time.

42  
43 (3) *Request to waive recruitment.* A department head may request the director to waive  
44 job posting and recruitment and that a vacancy be filled with a specific person for the following  
45 reasons: filling a limited term, casual, or student (intern) position; ~~recalling~~ reinstating a laid-off  
46 employee qualified to perform the duties of the vacant position; filling a position from an established

1 eligibility list as allowed in 15-54(b); or securing an alternative job assignment for an employee  
2 unable to perform the essential duties of their current job.

3  
4 **Sec. 15-53. Application process.**

5  
6 (a) *Standard application form.* Any applicant for employment or promotion must  
7 complete an employment application in a form presented by the director in order to be considered for  
8 hiring.

9  
10 (1) ~~The terms of the collective bargaining agreement(s) shall apply for internal union~~  
11 ~~postings.~~

12  
13 (2)(1) Each job posting shall identify how eligible and interested applicants shall apply.  
14 Postings not requiring the physical signing of the posting shall require the employee or applicant to  
15 apply electronically.

16  
17 **Sec. 15-55. Referral of applicants to appointing authority.**

18  
19 (b) ~~*Top five applicants referred.*~~ The director, in consultation with the appointing  
20 authority, shall refer choose the top five applicants to the appointing authority for an to be  
21 interviewed. ~~If the number of qualified applicants is less than five, all applicants shall be referred for~~  
22 ~~interview.~~ The final decision to hire an applicant shall be made by the appointing authority.

23  
24 (c) *Rejection of top applicants.* If the appointing authority rejects all of the top applicants  
25 for justifiable reasons, the department head may start the recruitment over. ~~consider additional~~  
26 ~~qualified applicants ranked below the top five applicants, or recruitment shall start over.~~ The director  
27 may request justification for the appointing authority's decision to reject all top applicants and shall  
28 review interview records to guard against any potential unlawful discrimination.

29  
30 (d) *Applicants for county administrator or department head.* Subsections (a) to (c) shall  
31 not and sections 15-52 through 15-54 may not apply to the hiring of the county administrator or to  
32 any department head appointment by the county administrator. The director shall assist the county  
33 administrator in the hiring process for department head appointments.

34  
35 **Sec. 15-56. Background references investigation.**

36  
37 ~~The applicant shall be required to sign a written statement that authorizes the director to~~  
38 ~~conduct a background check of the applicant.~~

39  
40 Employees or applicants seeking employment, transfer, promotion or demotion will be  
41 required to sign a document that constitutes the employee or applicant's full waiver, release and  
42 indemnification of any liability related to a background investigation. Employees or applicants who  
43 refuse to sign the waiver, release and indemnification form will not be considered for employment,  
44 transfer, promotion or demotion.

45  
46 **Sec. 15-57. Hiring minors.**

1  
2 Minors may be employed in accordance with procedures approved by the county  
3 administrator, within legal guidelines specified by the Wisconsin Department of Workforce  
4 Development.

5  
6 **Sec. 15-58. Offer of employment.**

7  
8 (b) *Written offer of employment.* Following a decision to hire an applicant, the human  
9 resources department shall make a written offer of employment. Any request by the appointing  
10 authority for exceptions to the starting wage or other terms and conditions of employment are  
11 subject to approval of the director prior to communicating the offer to the final applicant. The human  
12 resources department will then determine whether the applicant has the legal right to work in the  
13 United States and conduct appropriate background checks. If the applicant accepts the offer and a  
14 medical and/or psychological examination is required to assess the applicant's ability to perform  
15 essential job functions, the human resources department will arrange the medical and/or  
16 psychological examination.

17  
18 (d) *Misrepresentations by applicant.* If the background, medical, psychological or any  
19 other subsequent investigation discloses any misrepresentation by the applicant during the hiring  
20 process, the applicant will be refused employment or, if already employed, may be terminated.

21  
22 **Sec. 15-59. Reinstatement. Reserved.**

23  
24 (a) ~~When an employee is terminated by the county due to a reduction in staff or due to~~  
25 ~~the employee's medical inability to perform essential job functions, the employee is eligible for~~  
26 ~~rehire to an opening for which qualified. Upon rehire the employee may be placed at a pay step~~  
27 ~~above minimum and accrue vacation benefits at a higher rate, based on the level held at the time of~~  
28 ~~termination, subject to approval of the director. An employee rehired into the same bargaining unit~~  
29 ~~held at the time of termination may be given credit for prior seniority, subject to agreement by the~~  
30 ~~union. An employee who voluntarily resigned their employment does not hold reinstatement rights.~~

31  
32 (b) ~~Reinstatement rights shall continue for a period of one year following the date of~~  
33 ~~termination. An employee holding reinstatement rights may be given preference in appointment to~~  
34 ~~an open position for which qualified. A former employee who rejects a job offer of a position with~~  
35 ~~pay and benefits comparable to the position formerly held shall forfeit any reinstatement rights.~~

36  
37 **Sec. 15-63. Probationary periods.**

38  
39 (a) ~~In general. All employees, except those employed at will, shall be subject to a~~  
40 ~~probationary period upon initial hire or job transfer. Any probationary employee may be removed~~  
41 ~~from the position at any time during the probationary period.~~

42  
43 (b) ~~Length of probationary period.~~

44  
45 (1) ~~For a non-represented employee paid on an hourly basis, with the exception of a~~  
46 ~~registered nurse or licensed practical nurse at Lakeland Health Care Center, the probationary period~~

1 upon initial hire or transfer shall be six months.

2  
3 (2) — For a non-represented employee paid on a salaried basis, as well as for a registered  
4 nurse or licensed practical nurse at Lakeland Health Care Center, the probationary period upon  
5 initial hire or transfer shall be one year with the exception of the following:

6  
7 a. — Sworn management staff paid on a salaried basis shall have no transfer  
8 probationary period as their continued employment is subject to § 59.26(8)(b) of the Wisconsin  
9 Statutes.

10  
11 (3) — The terms of the collective bargaining agreement shall apply to the probationary  
12 period of any employee holding a position represented by a union.

13  
14 (e) — *Employee benefit eligibility.* Employee benefit policies shall determine an employee's  
15 eligibility for benefits and are independent of a probationary period.

16  
17 (d) — *Extension of the probationary period.* A probationary period may be extended at the  
18 discretion of the appointing authority. Employment shall be terminated if the employee rejects an  
19 offer of an extended probationary period. Any terms and conditions that applied to the employee  
20 during the probationary period shall continue during the extended probationary period.

21  
22 (e) — *Performance evaluation.* The employee's supervisor shall conduct a written  
23 performance evaluation of a probationary employee prior to completion of the probationary period.

24  
25 (f) — *Failed probation of a transferred employee.* A regular employee who accepts a job  
26 transfer and then fails probation in the new position may be returned to their former position, if  
27 available, subject to approval of that department head. If placement is not available or not approved,  
28 the individual's employment shall be subject to layoff, pursuant to sections 15-91 and 15-93 through  
29 15-95 of the Code of Ordinances.

30  
31 **Secs. 15-64 15-63--15-69. Reserved.**

32  
33 **Sec. 15-72. Lateral transfer.**

34  
35 (a) An appointing authority may submit a request to the director to laterally transfer an  
36 employee on a temporary or permanent basis to another position to accommodate the operational  
37 needs of the county. The director shall review the request for code and contract compliance and  
38 approve or deny the request. If the request requires a choice among two or more employees, length  
39 of service, past performance and qualifications of employees shall be considered in selecting the  
40 employee to be transferred.

41  
42 (b) — An employee may submit a request to the director for a lateral transfer to another  
43 position. The director shall determine if the employee meets job qualifications and review the  
44 request for code and contract compliance. Upon recommendation of the director, the appointing  
45 authority shall make a final decision on acceptance of the transfer.

1 **Sec. 15-73. Demotion.**

2  
3 (a) An employee may request to be demoted. Should an employee seek a demotion,  
4 section 15-52 of the Code shall apply to recruitment for all opportunities.

5  
6 (b) The county may offer an employee a demotion in lieu of layoff or termination of  
7 employment, pursuant to section 15-94.

8  
9 **Sec. 15-74 . Change in bargaining unit and/or department.**

10  
11 (a) When an employee is promoted, laterally transferred, or demoted to a position in a  
12 different bargaining unit and/or department, ~~seniority shall start over, unless otherwise provided by~~  
13 ~~the terms of the collective bargaining agreement.~~ (b) ~~Accrued county service for purposes of~~  
14 employee benefits and vacation leave accrual shall be retained upon transfer and ~~(c) —~~ Accrued  
15 vacation, sick, holiday and compensatory time banks shall also be retained upon transfer.

16  
17 ~~**Sec. 15-75. Employee rejection of transfer.**~~

18  
19 ~~If an employee rejects a bona fide offer of transfer to another position resulting in loss of~~  
20 ~~work, the director shall raise benefit eligibility issues for unemployment insurance or income~~  
21 ~~continuation benefits and the individual's employment shall be subject to termination.~~

22  
23 ~~**Secs. 15-76 15-75--15-79. Reserved.**~~

24  
25 **DIVISION 6.**

26  
27 **LAYOFF AND RECALL**

28  
29 **Sec. 15-90. Policy.**

30  
31 (a) It is the policy of the county that layoffs ~~or recall from layoff~~ shall be conducted in a  
32 manner consistent with county operational needs, ~~collective bargaining agreement provisions,~~ and  
33 the provisions of this division.

34  
35 (b) Any layoff that is required to reduce the workforce shall be subject to review and  
36 approval of the county administrator. ~~Any layoff that is employee specific due to the continued~~  
37 ~~inability of the employee to meet essential job requirements shall be subject to review and approval~~  
38 ~~of the director.~~

39  
40 (c) ~~The county administrator shall adopt administrative procedures necessary to~~  
41 ~~implement a layoff.~~

42  
43 ~~**Sec. 15-91. Notice of layoff procedures.**~~

44  
45 (a) In the event of a layoff, employees will be laid off based upon the nature of the duties  
46 to be consolidated or eliminated, funding levels and the past performance of the individual

1 employees identified. The county may choose to solicit volunteers for the reduction in workforce.

2  
3 (b) In the event an employee is on a medical leave of absence for more than four months  
4 post-FMLA they will transfer to layoff status at the beginning of the fifth month after FMLA leave  
5 has been exhausted.

6  
7 ~~(a)(c)~~ The director shall give written notice of layoff to affected employees ~~and any~~  
8 ~~collective bargaining representatives~~ as early as feasible. The affected employees shall be given  
9 written information on the status of, and eligibility for, employee benefits while on layoff status.

10  
11 ~~(b) — An employee on layoff shall keep the director informed of his or her current mailing~~  
12 ~~address, telephone number, or other personal data required for employee benefit administration.~~

13  
14 **Sec. 15-92. Order of layoff.**

15  
16 ~~When a layoff to reduce the workforce is implemented, the layoff shall apply within~~  
17 ~~classification and within department. Except when the remaining employees are not qualified, the~~  
18 ~~order for layoff shall be:~~

19  
20 ~~(1) — Casual, limited term, and student work experience employees are reduced first; then,~~

21  
22 ~~(2) — Probationary employees holding regular status positions; and then,~~

23  
24 ~~(3) — Nonprobationary regular employees shall be selected based on considerations of~~  
25 ~~length of service, employee performance, requisite job skills, ability and availability, except as~~  
26 ~~otherwise specifically required by the terms of an applicable collective bargaining agreement.~~

27  
28 **Sec. 15-93. 15-92 Maximum layoff period. Reinstatement from Layoff.**

29  
30 ~~The maximum period of layoff shall be one year. At the expiration of one year, the~~  
31 ~~employment of the person on layoff shall be subject to termination.~~

32  
33 (a) When an employee is laid off by the county due to a reduction in workforce, an  
34 employee may be eligible for reinstatement to an opening for which they are qualified.

35  
36 (b) In the case of an employee on layoff due to an extended non-FMLA medical leave,  
37 the employee shall not be considered for reinstatement until such time as they provide a full duty  
38 release from the physician who placed them on the original leave of absence.

39  
40 (c) Laid off employees will be given consideration for any appropriate vacancy based  
41 upon their demonstrated abilities and past performance.

42  
43 (d) The director shall give written notice of reinstatement, sent by certified return-receipt  
44 mail, to an employee on layoff. Employees may be reinstated based on organizational need and  
45 education/experience required for such vacancies that shall occur in which they are qualified.

1           (e) The employment of an employee on layoff who, upon reinstatement, fails to report to  
2 duty within the time period specified in the reinstatement notice and without good cause, shall be  
3 subject to termination and the director shall raise benefit eligibility issued for unemployment  
4 insurance or income continuation benefits.

5  
6           (f) Reinstatement rights shall continue for a period of one-year following the date of  
7 layoff. An employee holding reinstatement rights may be given preference in appointment to an  
8 open position for which they are qualified. An employee on layoff who rejects a job offer of a  
9 position shall forfeit any further reinstatement rights and will be terminated.

10  
11           (g) An employee on layoff who voluntarily applies for a vacant position but is not  
12 awarded the position will continue on layoff status.

13  
14           (h) An employee who voluntarily resigned their employment does not hold reinstatement  
15 rights.

16  
17 **Sec. 15-94. 15-93. Transfer in lieu of layoff. Maximum layoff period.**

18  
19           ~~An employee subject to layoff may request, or management may offer, transfer to another~~  
20 ~~vacant position for which the employee is qualified. The maximum period of layoff shall be one~~  
21 ~~year. Laid off employees who have not been reinstated to a county position within one year from~~  
22 ~~their date of layoff shall be considered to be terminated from county employment.~~

23  
24 **Sec. 15-95. 15-94. Recall from layoff. Transfer in lieu of layoff.**

25  
26           (a) ~~The director shall give written notice of recall, sent by certified return receipt mail, to~~  
27 ~~an employee on layoff. Qualified employees shall normally be recalled in reverse order of layoff.~~

28  
29           (b) ~~The employment of an employee on layoff who, upon recall, fails to report to duty~~  
30 ~~within the time period specified in the recall notice and without good cause, shall be subject to~~  
31 ~~termination.~~

32  
33           An employee subject to layoff may request, or management may offer, transfer to another  
34 vacant position for which the employee is qualified. If an employee rejects a bona fide offer of  
35 transfer to another position, the individual's employment will be subject to termination.

36  
37 **Sec. 15-95. Contact information.**

38  
39           It is the responsibility of laid off employees to apprise their supervisors and the human  
40 resources department as to their current address and telephone number(s) so that reinstatement or  
41 other placement activities may be efficiently handled. Employees failing to do so may be considered  
42 to have forfeited their reinstatement or other placement rights.

43  
44 **Sec. 15-96. Effect on benefits during layoff.**

45  
46           (a) Employees laid off shall be eligible for continuation of their participation in the group

1 health insurance program per COBRA regulations. Employee premium payments shall be made on  
2 a monthly basis in accordance with finance policy.

3  
4 (b) Laid off employees shall not accrue additional sick leave or vacation hours, but shall  
5 retain their balances for possible use following reinstatement from layoff. Employees shall retain  
6 time in service for vacation accumulation purposes following reinstatement.

7  
8 (c) Laid off employees may be able to continue their participation in other insurance  
9 programs at their expense in accordance with the terms established under the various insurance  
10 programs.

11  
12 **Secs. ~~15-96~~ 15-97--15-99. Reserved.**

13  
14 **Sec. 15-100. Policy.**

15  
16 (a) It is the policy of the county to terminate employment because of an employee's  
17 resignation, discharge, or retirement; the expiration of an employment contract; the expiration of a  
18 layoff period; the rejection of a position in lieu of layoff; or a permanent reduction in the workforce.  
19 Discharge can be for any reason not prohibited by law or ordinance. In the absence of a specific  
20 written agreement, employees are free to resign at any time and for any reason, and the county  
21 reserves the right to terminate employment at any time and for any reason not prohibited by law or  
22 ordinance.

23  
24 (b) The appointing authority shall confer with the director prior to discharging an  
25 employee. In the instance of a contract employee, as defined in 15-6(f), the appointing department  
26 head shall confer with the county administrator prior to discharge.

27  
28 **Sec. 15-102. Permanent reduction in force.**

29  
30 (a) A permanent reduction in work force occurs when a specific position is reduced with  
31 no expectation of restoration of the position within the next year. A ~~nonprobationary incumbent~~  
32 regular employee in the reduced position shall be subject to layoff pursuant to sections ~~15-93~~ 15-90  
33 through 15-96 of the Code.

34  
35 **Sec. 15-103. Notice of termination.**

36  
37 (a) An ~~nonprobationary~~ employee who is discharged for a reason other than a reduction  
38 in force or for misconduct shall be given a minimum two-week written notice of termination. The  
39 appointing authority may approve two weeks of severance pay in lieu of a minimum two-week  
40 notice period, except when discharge is for misconduct.

41  
42 (b) The appointing authority shall meet with the employee whose employment is subject  
43 to termination. If the employee is unavailable to meet, the notice of termination shall be sent to the  
44 employee at the employee's last known address by certified and return-receipt mail ~~and, if union-~~  
45 ~~represented, a copy shall be furnished to the union.~~

1 (e) ~~A notice period shall not be required to terminate employment for cause, or to~~  
2 ~~terminate a probationary, casual, limited term, or student intern employee.~~

3  
4 (d) (c) The director may terminate any casual employee who has not actively worked for six  
5 months. This subsection shall not bar an appointing authority from discharging a casual employee at  
6 any time.

7  
8 **Sec. 15-104. Employee decision to terminate employment.**

9  
10 (b) *Minimum notice.* Except for ~~contract employees identified in 15-6 (f), a department~~  
11 ~~head,~~ an employee is required to provide as much notice as possible, with a minimum two-week  
12 advance-notice of resignation. ~~A department head~~ Contract employees shall provide a ~~minimum 30-~~  
13 ~~day advance~~ notice of resignation as outlined in their employment contract. The employee may be  
14 required to work during the entire notice period. Severance pay may be approved in lieu of the  
15 minimum notice period, except when discharge is for misconduct, subject to approval of the  
16 department head, or, in the case of department heads, by the county administrator.

17  
18 (d) A resignation received and accepted by a management representative shall be  
19 considered final and irrevocable.

20  
21 **~~Sec. 15-105. Request to rescind a resignation.~~ Sec. 15-105. Reserved.**

22  
23 (a) ~~A resignation received and accepted by a management representative shall be~~  
24 ~~considered final and irrevocable.~~

25  
26 (b) ~~An employee may in writing and prior to the effective date of the resignation make a~~  
27 ~~request to rescind the resignation, but the employee has no right to demand that the request be~~  
28 ~~approved. The appointing authority shall confer with the director and render a decision regarding the~~  
29 ~~employee's request to rescind a resignation. Each instance of a request to rescind shall be handled on~~  
30 ~~a case-by-case basis and each decision shall be without precedent.~~

31  
32 **Sec. 15-106. Termination date.**

33  
34 (a) For purposes of determining when employment rights cease, the date of termination  
35 shall be the later of the following:

36  
37 (3) The date an employee rejects an offer for reinstatement or fails to report to duty  
38 within the time period specified in the reinstatement notice (pursuant to 15-92), whichever is earlier.

39  
40 (3) (4) The last day of an approved leave of absence, with the exception of (b) below.

41  
42 (4) (5) The date of the employee's death.

43  
44 (5) (6) The date on which an employee's coverage under specific employee benefit plans  
45 ceases shall be determined based on the administrative rules and regulations that apply under each  
46 plan document or personnel policy.

1  
2 (b) In the case of an employee on an approved leave of absence, the termination date  
3 will be the date of the notice the employee provides the county of their intent not to return from  
4 their leave of absence.

5  
6 (b) (c) An employee may not schedule accrued time-off benefits after the last day actually  
7 worked, except when an approved leave of absence was already in effect at the time the notice of  
8 termination was received.

9  
10 **Sec. 15-107. Return of county property; security issues.**

11  
12 (2) Contact the information technology department to make sure that employee access to  
13 information technology is terminated; ~~and~~

14  
15 (3) Contact the deputy county administrator – central services to ensure that any facility  
16 access and/or property is terminated and/or returned, if concerns warrant.

17  
18 (3) (4) When the terminating employee had access to cash transactions, shall confer with the  
19 ~~finance director~~ deputy county administrator – finance to decide if an audit of funds is required.

20  
21 **Sec. 15-120. Policy.**

22  
23 a. Lakeland School business hours shall be 7:30 a.m. to ~~5:00~~ 4:00 p.m.

24  
25 b. Public works business hours shall be ~~6:00~~ 7:00 a.m. to 3:30 p.m.

26  
27 c. ~~Land use and resource management business hours shall be 7:00 a.m. to 5:00~~  
28 ~~p.m.~~

29  
30 **Sec. 15-121. ~~Normal w~~Workweek.**

31  
32 (a) The ~~normal~~ workweek for a full-time employee shall be Sunday through Saturday,  
33 ~~and~~ consisting of 40 hours, with the exception of some non-represented hourly positions working for  
34 the children with disabilities education board which may be 35 hours. The normal workday shall  
35 consist of eight hours of work, excluding an unpaid meal period.

36  
37 **Sec. 15-122. Meal periods and rest periods.**

38  
39 (a) *Meal periods.* Employees paid on an hourly basis shall receive a ~~minimum~~ thirty (30)  
40 or sixty (60)-minute unpaid and uninterrupted meal period, subject to scheduling approved by the  
41 employee's supervisor.

42  
43 (b) *On-duty meal period.* When an employee is required to remain on duty and eat while  
44 on duty, the meal period shall be included in hours worked. On-duty meal periods shall be limited to  
45 no more than thirty (30 ) minutes.

1 (c) *Rest periods.* Rest periods ("coffee breaks") ~~for non-represented employees~~ shall be  
2 15 minutes for each four hours of scheduled work. ~~Rest periods for represented employees shall be~~  
3 ~~as specified by the collective bargaining agreement.~~ Rest periods shall be included in regular hours  
4 worked. Rest periods shall not be accumulative and shall not be used to shorten the ~~normal~~ assigned  
5 workday.

6  
7 **Sec. 15-123. Employee work schedules.**

8  
9 (a) The department head shall oversee the scheduling of work hours, meal periods and  
10 rest periods for employees in compliance with county policy and ~~collective bargaining agreement~~  
11 ~~requirements~~ the FLSA.

12  
13 (b) Schedules shall be ~~fixed~~ made to meet the requirement of section 15-120.

14  
15 (1) Changes to start and end times that may change timekeeping programming shall be  
16 discussed by the department head with the payroll/benefits manager prior to  
17 implementation to ensure the timekeeping system can accommodate the proposed  
18 change.

19  
20 **Sec. 15-150. Policy.**

21  
22 (d) Requiring an employee with medical and/or psychological restrictions to return to  
23 work as early as possible when work is available within those restrictions and without unreasonable  
24 risk to the employee or others;

25  
26 **Sec. 15-152. Required medical examinations.**

27  
28 (b) *Applicant medical and/or psychological examinations.*

29  
30 (c) *Fitness-for-duty medical and/or psychological examinations.* An employee may be  
31 required to undergo a medical and/or psychological examination to determine the employee's ability  
32 to remain at work, to return to work, to evaluate the employee's request for accommodation, or to  
33 evaluate the employee's occupational exposure to toxic or unhealthful conditions.

34  
35 (d) *~~Medical~~ Second opinions.* An employee may be required to furnish ~~medical~~  
36 certification from a provider of the employee's choice for the need for absence from work, modified  
37 work, or other accommodation. The county may require a second ~~medical~~ opinion to evaluate the  
38 appropriateness of the medical and/or psychological information provided by the employee or the  
39 employee's medical and/or psychological provider. Additional ~~medical~~ opinions may be required by  
40 the county when a conflict in opinion exists between two or more medical and/or psychological  
41 providers. Medical and/or psychological certification may be required no more frequently than every  
42 30 days.

43  
44 **Sec. 15-153. Medical and psychological records.**

45  
46 All applicant or employee medical and/or psychological records are confidential and shall be

1 filed separate from the individual's personnel file. The medical and/or psychological records of the  
2 individual shall be made available to the individual upon written request. Protected medical and/or  
3 psychological information shall not be disclosed to other persons without a valid authorization,  
4 except as otherwise permitted by law. A record of any disclosure shall be maintained.  
5

6 **Sec. 15-155. Infectious diseases.**  
7

8 The ~~director~~ department head or designee shall establish workplace protocols to ensure the  
9 safety of employees who may be required to work with or provide services to persons with infectious  
10 diseases. Employees shall be trained in safe practices. After receiving safety training and discussing  
11 concerns with the supervisor, any employees who refuses to work with or perform services for a  
12 person known or suspected to have a serious disease shall be subject to discipline, up to and  
13 including termination.  
14

15 **Sec. 15-157. Return to work.**  
16

17 (a) *Return-to-duty ~~medical~~ certification.* Any employee returning from a medical or  
18 disability leave of absence shall provide a doctor's certification to the director, at the employee's  
19 expense, certifying the employee's ability to perform the essential duties of their regular position  
20 without risk to themselves or their fellow employees. The ~~medical~~ certification shall be provided in a  
21 form required by the county.  
22

23 (b) *Return with ~~medical~~ restrictions.* The director or designee, in consultation with the  
24 department head, shall determine if an employee is permitted or required to return to work with  
25 ~~medical~~ restrictions. Each situation shall be evaluated on a case-by-case basis. Restricted work may  
26 include modified hours or modified work duties for a limited time during a temporary healing  
27 period. Restricted work provisions shall not apply on a permanent basis.  
28

29 (d) *Restricted work not available.* If restricted work is not available, county absence and  
30 leave policies shall apply to all hours the employee is absent from his or her ~~normal~~ assigned work  
31 schedule.  
32

33 (f) *Restricted duties pending medical and/or psychological examination.* The director, in  
34 consultation with the department head, may place an employee on restricted duties, pending  
35 completion of a fitness-for-duty examination and receipt of the medical and/or psychological report.  
36 If the county has cause to believe that the employee's on-duty work status poses a risk to self or  
37 others, the employee may be placed on a non-voluntary medical leave by the county. The employee  
38 may use sick leave or other accrued benefits for the medical leave.  
39

40 **Sec. 15-158. Violation of ~~medical~~ restrictions.**  
41

42 The employee and the employee's supervisor shall be responsible for complying with all  
43 ~~medical~~ restrictions placed on an employee. Any employee found to have engaged in work activities  
44 in excess of the ~~medical~~ restrictions, and any supervisor found to have ordered an employee to  
45 perform work in excess of the ~~medical~~ restrictions, shall be subject to discipline.  
46

1 **Sec. 15-159. Permanent ~~medical~~ restrictions.**

2  
3 The director, in consultation with the department head, shall, prior to termination ~~or lay-off~~,  
4 consider reasonable accommodations or offer a vacant position, if available and appropriate, to an  
5 employee with permanent ~~medical~~ restrictions and who is no longer qualified to perform the  
6 essential functions of their job. If a position for which the employee is qualified is not available in  
7 county employment, the employee shall be subject to termination of employment, ~~with reinstatement~~  
8 ~~rights~~.

9  
10 **Sec. 15-170. Authority.**

11  
12 This division is promulgated pursuant to Wis. Stats. § 59.52(8) ~~of 95-96~~ and shall apply only  
13 to the classifications specified herein, to the exclusion of all other county positions of employment.  
14

15 **Sec. 15-171. Definitions.**

16  
17 *Department* means the Sheriff's ~~Department~~ Office of Walworth County.

18  
19 *Deputy* means any deputized position in the sheriff's ~~department~~ office except for the position  
20 of undersheriff and excluding any person deputed to perform a particular act as provided in Wis.  
21 Stats. § 59.26(5) ~~of 95-96~~.

22  
23 *Near relative* means a spouse, child, stepchild, parent, grandparent, stepparent, brother,  
24 sister, first cousin, nephew, niece, aunt, or uncle. This relationship may be by consanguinity or direct  
25 affinity.  
26

27 **Sec. 15-176. In general.**

28  
29 (a) There is and the same is hereby created a civil service board consisting of five  
30 members. The five members shall be representatives of the county. Appointments are subject to  
31 confirmation of the county board. All members shall be legal residents of the county and may not  
32 hold any elective or appointive public position or office of any sort in the county government. No  
33 member may be appointed to the board if any near relative is employed as a deputized employee of  
34 the sheriff's ~~department~~ office.  
35

36 **Sec. 15-177. Duties.**

37  
38 All written rules of the board shall be printed and distributed in such manner as reasonably  
39 to inform the public of the county as to their purpose, and shall take effect ten days after public  
40 notice. The public notice shall not require publication of the full content of all rules, but shall advise  
41 the public of the subject matter and where a copy of the rules may be obtained.  
42

43 **Sec. 15-187. Minimum qualifications.**

44  
45 (2) The applicant shall possess a ~~state~~ Wisconsin high school diploma or a diploma  
46 issued by an out-of-state high school accredited by an appropriate agency of the state or shall have

1 passed the general education development diploma test or any other test recommended by the state  
2 Wisconsin department of public instruction as indicating high school diploma level.

3  
4 (7) The applicant shall be a county resident upon ~~appointment~~ completion of their  
5 probationary period and must continue to maintain residence therein so long as employed.

6  
7 **Sec. 15-188. Initial appointment.**

8  
9 (b) The director shall review the applications and recommend to the board the rejection  
10 of any applicant not meeting the minimum requirements established under section 15-187. The board  
11 shall make the final decision on the rejection of any applicant and shall notify the applicant of  
12 rejection. Remaining applicants shall be eligible to write a competitive examination selected by the  
13 director and approved by the board. The examination shall be in such form as will fairly test the  
14 abilities and aptitudes of applicants for the duties to be performed. The basis on which examinations  
15 will be rated shall be announced in advance and the board shall set a minimum passing score. Any  
16 applicant who does not attain the minimum passing score shall be disqualified from further  
17 consideration. Applicants who pass the written examination shall be invited for an oral interview  
18 before an interview panel. The interview panel shall consist of one law enforcement professional,  
19 one ~~personnel~~ human resources professional and one member of the board. The law enforcement  
20 professional and ~~personnel~~ human resources professional may not be county employees and shall be  
21 selected by the board. The interview panel shall use a structured interview approach and written  
22 documentation of interview ratings shall be maintained and filed with the director. All interview  
23 questions shall be job-related in compliance with validation standards.

24  
25 (d) Prior to appointment, the potential appointee must pass a background investigation  
26 conducted by the sheriff and a post-offer physical functional assessment by a medical professional  
27 and a post-offer psychological examination by a mental health professional designated by the  
28 director. The county shall pay the cost of the ~~physical~~ assessments.

29  
30 **Sec. 15-189. Veteran's preference.**

31  
32 Veterans of the armed services shall be rated so as to include the effects of the provisions of  
33 Wis. Stats. § 63.08(1)(f) ~~of 95-96~~. Veteran's preference points shall only apply for initial  
34 appointment to a deputy position.

35  
36 **Sec. 15-190. Promotions.**

37  
38 (b) The process used for appointment to a vacancy shall be the same as provided in  
39 section 15-188, except that all applicants who pass the written examination shall be invited for an  
40 oral interview before a single interview panel which shall be structured as in section 15-188, except  
41 the panel may also include additional members of the board. The potential appointee, if not a current  
42 county deputy, shall pass a post-offer physical functional assessment conducted by a medical  
43 professional and a post-offer psychological examination by a mental health professional designated  
44 by the director prior to appointment.

45  
46 **Sec. 15-193. Disciplinary actions and appeal.**

1  
2 The sheriff, undersheriff, or a majority of the members of the board may file charges upon  
3 belief that a deputy has acted to show him to be incompetent to perform his or her duties or to have  
4 merited suspension, demotion or dismissal. Upon the filing of a charge with the grievance  
5 committee, as provided in section 15-194 of this division, the complaint and any appeal shall be  
6 processed as provided by Wis. Stats. § 59.26(8) ~~of 95-96.~~

7  
8 **Sec. 15-194. Grievance procedure for a deputy.**

9  
10 The human resource committee of the county board is hereby designated to serve as the  
11 grievance committee and shall perform those duties specified under Wis. Stats. § 59.26(8) ~~of 95-96.~~

12  
13 **Sec. 15-302. Fringe benefits.**

14  
15 (b) The county shall pay the elected officer's required retirement contribution ~~up to 5.5~~  
16 ~~percent of reportable earnings, except for the sheriff in which case the county shall pay up to 6.0~~  
17 ~~percent.~~ as prescribed by state law.

18  
19 **Sec. 15-312. Position classification.**

20  
21 (d) ~~This division shall not be construed to modify the rights of a union to collectively~~  
22 ~~bargain the rates of pay to be applied to classifications included in the certified bargaining unit.~~

23  
24 (e) (d) An employee may appeal the recommendation of the director by submitting a written  
25 appeal to the director within 30 calendar days of the date the employee was notified in writing of a  
26 decision on the employee's assigned classification and pay level. The director shall submit the appeal  
27 along with substantiation for the recommendation to the county administrator for review and final  
28 decision. The final decision on appeal is excluded from the grievance procedure.

29  
30 **Sec. 15-317. Employee request for reallocation or reclassification.**

31  
32 It is management's responsibility to assign job duties within job classification level but an  
33 employee may be required to perform tasks outside of their job classification. ~~An employee may~~  
34 ~~submit an appeal or grievance if they believe management has assigned job duties substantively~~  
35 ~~outside the scope of their job classification.~~ Although the employee may be eligible for a rate  
36 differential for performing duties out-of-classification, the county shall have no duty to reclassify or  
37 reallocate the employee's position for an on-going period.

38  
39 **Sec. 15-321. Overtime pay.**

40  
41 (b) Any position that is not exempt from the overtime pay provisions of the FLSA shall  
42 be eligible for overtime pay or compensatory time. For any non-exempt position assigned to  
43 overtime code 2 and 3, authorized paid time off shall not count as hours worked for the purpose of  
44 determining overtime pay or compensatory time.

45  
46 (c) The overtime code established for each classification shall be interpreted as follows:

1  
2 OVERTIME CODE  
3

4         2         These classes are paid on an hourly basis and are covered by the overtime pay  
5 provisions of the FLSA (i.e., non-exempt) and, therefore, receive overtime pay or compensatory time  
6 at the one and one-half (1.5x) time their regular rate for time worked in excess of 40 hours per week.  
7

8         3         These classes are nursing home positions paid on an hourly basis and are covered by  
9 the overtime pay provisions of the FLSA (i.e., non-exempt) and, therefore, receive overtime pay or  
10 compensatory time at the one and one-half (1.5x) time rate under the "8 and 80" system – overtime  
11 for any hours worked after more than 8 hours in a day and more than 80 hours in a 14-day work  
12 period.  
13

14 **Sec. 15-322. Compensatory time.**  
15

16         (a)         Any employee in a classification assigned to overtime code 2 shall be compensated  
17 for overtime hours worked by payment at the applicable overtime rate or by granting the employee  
18 compensatory time off at the rate of one and one-half hours for every overtime hour worked in  
19 excess of 40 hours per week. The limit on banked accrued compensatory time shall be 60 hours for  
20 all groups, with the exception of AFSCME unit 1925 which shall have a limit of 120 hours.  
21 Compensatory time in excess of the limit shall be paid at the applicable overtime rate.  
22

23         ~~(b) — The limit on accrued compensatory time shall be 40 hours, except as otherwise~~  
24 ~~provided by the collective bargaining agreement. Compensatory time in excess of the limit shall be~~  
25 ~~paid at the applicable overtime rate. Only full-time employees shall be eligible to accrue~~  
26 ~~compensatory time.~~  
27

28         (b)         Any employee in a classification assigned to overtime code 3 shall be compensated  
29 for overtime hours worked by payment at the applicable overtime rate or by granting the employee  
30 compensatory time off at the rate of one and one-half hours for every overtime hour worked in  
31 excess of 8 hours a day and 80 hours in a 14-day work period. The limit on banked accrued  
32 compensatory time shall be 60 hours. Compensatory time in excess of the limit shall be paid at the  
33 applicable overtime rate.  
34

35         (c)         An employee shall schedule the use of compensatory time in accordance with the  
36 ~~normal~~ time-off scheduling practices of the department.  
37

38         (d)         Accrued compensatory time may be cashed-in for wages at the end of any pay period  
39 at the employee's option. Upon termination, all accrued compensatory time shall be paid in a lump  
40 sum.  
41

42         (e)         Beginning January 1, 2012, all unused compensatory time shall be paid out to the  
43 employee during the employee's last pay date of each year.  
44

45         (f)         Employees of AFSCME unit 1925A who have over 60 hours in their compensatory  
46 time bank as of January 1, 2012 will be paid out all hours above 60.

1  
2 (g) Employees of AFSCME unit 1925 who have over 60 hours in their compensatory  
3 time bank as of January 1, 2012 will be paid out all hours above 60; however, their cap will remain  
4 at 120 hours.  
5

6 **Sec. 15-323. Flexible work scheduling.**  
7

8 (b) Salaried-~~exempt~~ employees shall exercise discretion over the methods and manners in  
9 which they effectively use their work time. When the need warrants, they are expected to devote the  
10 extra effort necessary to complete their work in a professional manner, and in turn they may  
11 occasionally exercise some flexibility in their work schedules. ~~An hour for hour accounting of work~~  
12 ~~time is not to be maintained for salaried exempt employees.~~ Employees shall not “bank” the extra  
13 hours or expect that an hour for hour match will be given as time off in the future. It is up to each  
14 supervisor to approve any flex time off to assure there is no abuse. Supervisors are encouraged to  
15 promote the exercise of flexibility in proximity to extraordinary time spent by a covered employee  
16 on the job. For example, if operational needs require a salaried, ~~non-exempt~~ employee to work ten  
17 hours on a Sunday, the employee should be encouraged to exercise flexibility at a point in time  
18 proximate to that extraordinary event. As a further guideline, such time off shall be limited to a  
19 maximum of three consecutive days in connection with any one absence.  
20

21 **Sec. 15-324. Performance based compensation for certain employees.**  
22

23 (6) Notwithstanding (1), the following employees shall not be included in the  
24 performance-based compensation plan:  
25

26 a. Family court commissioner. The salary of the family court commissioner shall  
27 be established annually by resolution of the county board.  
28

29 b. The following classification titles of the MTF Q pay plan:  
30

31 **Sec. 15-331. Pay and benefit groups.**  
32

33 (a) Pay shall be administered consistent with the pay rules established within each pay  
34 plan, as identified in section 15-320. Eligibility for overtime or compensatory time shall be  
35 determined consistent with the overtime code assigned in section 15-321 and 15-322.  
36

37 **Sec. 15-333. Pay plan administration.**  
38

39 (e) *New employee.* A new employee shall be paid at the minimum rate, except a pay offer  
40 above minimum may be authorized by the county administrator based on (1) through ~~(6)~~ (5).  
41

42 ~~(6) In the case of represented employees, the county administrator shall consider~~  
43 ~~collective bargaining provisions, past practice and bargaining history with the unit. Reinstatement~~  
44 ~~rules, if applicable, shall control in the case of employees who were involuntarily separated from~~  
45 ~~county service due to work restrictions or a reduction in the work force.~~  
46

1 (g) *Step advancement.* A regular employee, except as provided in subsections (1) & (2),  
2 shall be eligible to advance to a higher step, if any, in the pay range based on time-in-service  
3 performance in the position. The time-in-service requirement shall be determined based on the  
4 period of time between steps as shown in the pay plan schedule. A completed performance  
5 evaluation showing an above average performance during the prior year must be on file with the  
6 director prior to the employee receiving a step increase. An employee receiving an evaluation with  
7 an average or lower rating will not be eligible for a step increase. Time is measured from the date  
8 the employee last received a step change or change in base pay (MX pay plan) and is based on the  
9 assigned time between steps as prescribed by their salary schedule. Some pay plans may also provide  
10 that step advancement shall be based on job performance. A casual, limited term or student  
11 employee shall progress based on hours worked not be eligible for step advancement.  
12

13 (1) Salary advancement for deputy sheriff association employees is addressed in the  
14 collective bargaining agreement.  
15

16 (2) Salary advancement for lakeland education association employees is addressed in  
17 sections 15-1040 through 15-1043.  
18

19 (h) — *Effect of unpaid absence on step advancement.* ~~The minimum time-in-service~~  
20 ~~requirement between pay steps shall be extended by the amount of time an employee is on unpaid~~  
21 ~~leave, suspension or layoff exceeding a total of 80 hours.~~  
22

23 (i)(h) *Promotion.* A regular employee permanently reassigned to a different position in a  
24 higher pay range shall be advanced to the pay step in the higher pay range that provides the  
25 minimum increase in pay rate. The effective date of the promotion increase shall be the date the  
26 employee assumes the full duties and responsibilities of the new position. The appointing authority  
27 shall make the effective date of the promotion the beginning of the next pay period whenever  
28 possible. The promoted employee, except when placed at the maximum rate, shall be eligible for  
29 step increases advancement based on the effective date of the promotion and time-in-service  
30 performance in the new position pursuant to 15-333(g). In the case of employees subject to section  
31 15-324, placement in the pay range shall be determined by the county administrator subject to the  
32 rules set forth in section 15-333(e)(1) through (5).  
33

34 (j)(i) *Demotion.* A regular employee permanently reassigned to a different position in a  
35 lower pay range shall be reduced to the pay step in the lower pay range that provides the smallest  
36 decrease in pay rate. The effective date of the reduction shall be the date the employee assumes the  
37 full duties and responsibilities of the new position. The appointing authority shall make the effective  
38 date of the reduction the beginning of the next pay period whenever possible. The employee when  
39 placed at less than the maximum rate shall be eligible for step increases advancement based on the  
40 effective date of the reduction and time-in-service performance in the new position pursuant to 15-  
41 333(g).  
42

43 (k)(j) *Lateral transfer.* A regular employee transferred to a different position with an  
44 equivalent pay range shall remain at the same pay rate. ~~Time-in-service attained between steps in the~~  
45 ~~prior position shall continue in the new position.~~ Eligibility for step advancement will be based on  
46 the effective date of the transfer and performance in the new position, pursuant to 15-333(g).

1  
2 ~~(k)~~(k) *Temporary assignments within pay plan.* The department head shall approve the  
3 temporary assignment of an employee to a different position within the same pay plan. The pay rate  
4 for the temporary assignment shall be as follows:  
5

6 (2) *Same pay plan and higher pay range:* A regular employee temporarily assigned to a  
7 position in a higher pay range for a ~~period of at least five consecutive work days~~ the time periods  
8 specified below shall be paid at the pay step in the higher pay range ~~which provides the minimum~~  
9 ~~increase in pay rate as specified below.~~ The higher rate shall only apply when the employee has  
10 assumed all or a significant portion of the higher-level duties and responsibilities of the higher  
11 classification. The temporary rate shall only apply to actual hours worked and specifically excludes  
12 any paid non-productive time.  
13

<u>Unit</u>	<u>Time Period</u>	<u>Step</u>
<u>1925</u>	<u>Immediately</u>	<u>Employees same step in the higher pay range</u>
<u>1925A</u> <u>1925B (when working in a 1925 secondary classification)</u>	<u>Immediately</u>	<u>Step which provides the minimum increase in pay rate</u>
<u>1925B</u> <u>1925C</u>	<u>Eight (8) hours or more</u>	<u>Step which provides the minimum increase in pay rate</u>
<u>HHS professionals</u> <u>Non-represented hourly</u>	<u>At least five (5) consecutive work days</u>	<u>Step which provides the minimum increase in pay rate</u>

14  
15 ~~(m)~~(l) *Temporary assignment outside of bargaining or benefit group.* The department head  
16 shall consult with the director prior to temporarily reassigning an employee to a position in a  
17 different bargaining or benefit group. Any change in pay rate or fringe benefit shall be subject to  
18 approval of the director, after taking into consideration personnel policies, collective bargaining  
19 agreements and other employment laws. Normally there shall be no change in the employee's  
20 bargaining unit status or benefit eligibility. Authorization for any changes shall be reduced to  
21 writing.  
22

23 ~~(n)~~(m) *Acting department head.* The county administrator may appoint an acting department  
24 head when a vacancy exists or when the incumbent is on an extended absence for six weeks or more  
25 (excluding vacation periods). The temporary assignment shall not be subject to confirmation of the  
26 county board. The county administrator shall consult with the director for the purpose of reviewing  
27 any change in pay rate, fringe benefits or other terms and conditions of employment that apply  
28 during the temporary appointment. The temporary appointment and any changes in pay or benefits  
29 shall be reduced to writing.  
30

31 ~~(o)~~(n) *Red circled pay rates.* Employment transactions may result in a red-circled pay rate,  
32 when authorized under subsection (d). Employees whose pay has been red circled shall continued to  
33 receive their present rate of pay until the pay range maximum for the classification exceeds their  
34 present red circled pay rate.

1  
2       ~~(p)(o)~~ *Return to former position.* When an employee transfers to a different position and  
3 within one (1) year returns to their former position, said employee shall return to the pay step in the  
4 former position in effect immediately prior to transfer. The former pay step shall be subject to  
5 ~~adjustment for time in service and any general wage increase."~~

6  
7       (p) *Secondary classifications.* In some instances it may be advantageous for the county  
8 to assign more than one job classification to an employee. Each additional job classification request  
9 for an employee shall be submitted to the director for consideration. If approved, the pay rate for the  
10 temporary assignment shall follow the rules set forth in 15-333 (k-l).

11  
12 **Sec. 15-334. Retroactive pay.**

13  
14       (a) All pay rate increases or decreases shall become effective the beginning of the first  
15 pay period following approval, except when otherwise approved by the board. A general wage  
16 increase approved on a retroactive basis shall not apply to terminated employees, or to any casual,  
17 limited term, or student employee who has not worked in the three-month period immediately  
18 preceding the date the general wage increase was approved. This section shall not apply to the  
19 correction of errors.

20  
21       (b) In the case of pay upgrades due to reorganization, retroactive pay shall begin no  
22 earlier than the date the reorganization plan is presented to the human resources committee and, in  
23 no event, shall be for a period in excess of ninety days.

24  
25       (c) In the case of a step increase earned through a performance evaluation of "above  
26 average" or higher, the date of the increase shall be retroactive to the date of eligibility.

27  
28 **Sec. 15-337. Reinstatement of pay or benefits.**

29  
30       Pay and benefits for an employee reinstated pursuant to section ~~15-59~~ 15-92, shall be as  
31 follows:

32  
33       (1) The employee may be ~~hired~~ placed above the minimum rate with consideration given  
34 to the pay level the employee previously attained as a county employee. The next step review date  
35 shall be based on the reinstatement date.

36  
37       (2) If ~~rehired~~ reinstated into a regular position, the employee will be credited with county  
38 service equal to that attained at the time of separation as well as the time spent on layoff, resulting in  
39 more favorable vacation accrual. ~~Bargaining unit seniority may be reinstated, subject to mutual~~  
40 ~~agreement of the county and the union.~~

41  
42       ~~(3) The reinstated employee shall be subject to a probationary period, if applicable.~~

43  
44       ~~(4)~~ (3) For other benefit purposes the reinstated employee shall be considered a new hire.

45  
46 **Sec. 15-338. Severance pay upon layoff or termination.**

1  
2 (a) Within 30 days of layoff an employee may request that available vacation, holiday or  
3 compensatory time be paid. The accrued benefits shall be paid in a lump-sum calculated at the base  
4 pay rate in effect on the last day the employee actually worked. If pay-off is not requested, the  
5 accrued benefits shall remain on record until the employee is ~~recalled~~ reinstated or employment is  
6 terminated,  
7

8 (b) An employee shall receive severance pay in a lump sum and calculated at the base  
9 pay rate in effect on the last day actually ~~worked~~ paid when employment is terminated. Severance  
10 pay shall include:  
11

12 (1) Vacation hours, provided the ~~employee completed the probationary period or the~~  
13 hours were otherwise available for use by the employee;  
14

15 (2) Holiday bank hours; or  
16

17 (3) Compensatory time bank hours; ~~or~~  
18

19 (4) ~~Balance of donated hours.~~  
20

21 (c) Upon termination of employment severance pay for accrued sick leave shall be paid  
22 in a lump sum computed at the pay rate in effect on the employee's last day actually worked for  
23 certain grand-fathered employees, subject to the following:  
24

25 (6) ~~Sick severance is not available to non-represented employees hired after December 1,~~  
26 ~~2005 or for represented employees on the dates specified in collective bargaining agreements.~~  
27

28 **Sec. 15-339. Conversion of sick leave and other accrued time off to health insurance credits.**  
29

30 **Sec. 15-340. Severance pay in lieu of notice.**  
31

32 A minimum period for notice of termination ~~may be~~ is required under sections 15-103 and  
33 15-104. When a notice period is ~~required~~ given, the appointing authority may provide severance pay  
34 equal to the employee's ~~normal~~ assigned scheduled hours in the final notice period in lieu of  
35 requiring the employee to remain at work.  
36

37 **Sec. 15-341. Negotiated severance agreements.**  
38

39 (b) The county administrator may authorize representatives of the county to negotiate a  
40 severance agreement with a specific employee wherein the employee relinquishes his/her  
41 employment rights and rights to potential future claims against the county. The proposed agreement  
42 shall be subject to review by the director and the corporation counsel as to form and conformance  
43 with benefit plan provisions. Said agreement shall be subject to final recommendation of the  
44 committee and approval by the county board, and conditional upon funding. Any severance  
45 agreement with a ~~represented employee~~ member of the Deputy Sheriff Association shall also require  
46 approval of the designated collective bargaining representative.

1  
2 **Sec. 15-357. CDEB management-school staff ("MT") ("Q") pay plan.**  
3

4 (a) The management-school staff ("MT") ("Q") pay plan shall apply to salaried non-  
5 represented employees scheduled on a school-year basis.  
6

7 **Sec. 15-358. Administrative support ("AS") Non-union hourly ("H") pay plan.**  
8

9 The ~~administrative support~~ non-union hourly pay plan shall be administered consistent with  
10 section 15-333.  
11

12 **Sec. 15-359. Special pay premiums.**  
13

14 (b) Special pay premiums for non-represented employees under this section shall be as  
15 follows (special pay premiums for bargaining units are detailed in their respective ordinances):  
16

17 (1) Call-in pay, hourly employee: Two-hour minimum ~~at one and one-half times.~~, may be  
18 required to work the full two hours.  
19

20 (2) Charge premium: \$1.40 per hour.  
21

22 ~~(3) Reporting pay, hourly employee: Two-hour minimum.~~  
23

24 ~~(4)~~(3) Shift premium, ~~non-professional employee~~ LPN unit supervisor and corrections  
25 sergeant, second (2<sup>nd</sup>) or third (3<sup>rd</sup>) shift: \$0.75 per hour.  
26

27 ~~(5)~~(4) Shift premium, ~~professional employee~~ RN unit supervisor, second (2<sup>nd</sup>) or third (3<sup>rd</sup>)  
28 shift: \$1.00 per hour.  
29

30 ~~(6) Standby premium, not on a holiday: \$1.50 per hour.~~  
31

32 ~~(7) Standby premium, on a holiday: \$2.00 per hour.~~  
33

34 ~~(8)~~(5) Weekend premium, RN unit supervisor: \$5.00 per hour.  
35

36 ~~(9)~~(6) Weekend premium, LPN unit supervisor: \$4.00 per hour.  
37

38 ~~(10)~~(7) Assistant director of special education: up to \$5,000.00 annually.  
39

40 ~~(11)~~(8) School psychologist: up to \$2,500.00 annually.  
41

42 ~~(12)~~(9) Special education aide, summer school: \$13.67 per hour.  
43

44 (c) The weekend premium specified in (b) shall only apply to hours worked in excess of  
45 normally scheduled weekend hours, as long as the extra hours are not a result of employee-initiated  
46 trade days.

1  
2 (d) Any premium listed above is paid on productive hours only.

3  
4 **Sec. 15-360. Educational incentive pay.**

5  
6 (a) *Special education staff.* In addition to base salary, an employee covered by the  
7 management-school ("~~MT~~") ("~~Q~~") pay plan shall be eligible to receive a salary supplement for  
8 continuing education pay, subject to the following:

9  
10 (2) Continuing education pay shall be provided as a component of compensation, subject  
11 to (3) through (5). Part-time employees are eligible for continuing education pay, and it shall not be  
12 pro-rated.

13  
14 **Sec. 15-361. Professional licenses.**

15  
16 The county may pay for professional licenses, subject to section ~~15-432.~~ 15-400.

17  
18 **Sec. 15-363. Exceptions for corrections division supervisory staff.**

19 (a) New hires shall receive a semi-annual allowance of one hundred twenty-five dollars  
20 (\$125.00) payable six months after their start date and again on their one-year anniversary. After  
21 their one-year anniversary the employee will continue to receive additional uniform allowance per  
22 the schedule defined in (b) below.

23 (b) Current employees and employees in their second year of employment and beyond  
24 shall receive a semi-annual allowance in the amount of sixty-two dollars and fifty cents (\$62.50).

25 (1) The January through June period will be paid on the last paycheck in June, and the  
26 July through December period will be paid on the last paycheck in December.

27 (2) An employee reaching their one-year anniversary from January through June will  
28 receive the June and December payments. An employee reaching their one-year anniversary from  
29 July through December will receive only the December payment.

30 (c) No payment will be made to an employee who terminates during a semi-annual  
31 period.

32  
33 **Secs. ~~15-363~~ 15-364--15-369. Reserved.**

34  
35 **Sec. 15-370. Policy.**

36  
37 (a) It is the policy of the county that each employee's job performance shall be reviewed  
38 and evaluated at least annually using forms prescribed by the director.

39  
40 (b) An employee's performance shall be considered when employment decisions are  
41 made affecting pay, promotion, transfer, training or continued employment.

1 (c) An employee may append his/her written comments to the performance evaluation  
2 report. Employee comments must be attached and submitted with the signed performance evaluation  
3 to human resources. All employee comments will be final and cannot be changed and/or deleted at a  
4 later date.

5  
6 **Sec. 15-371. Appeal process.**

7  
8 (a) ~~An employee may append his/her written comments to the performance evaluation~~  
9 ~~report.~~

10  
11 (b) ~~An employee may submit a written appeal of the performance evaluation report,~~  
12 ~~subject to sections 15-910 to 15-920. The appeal shall be limited to allegations of procedural~~  
13 ~~failings, lack of objective documentation, or that the evaluator was arbitrary or capricious in~~  
14 ~~completing the employee's performance evaluation report.~~

15  
16 **Secs. 15-372 371--15-379. Reserved.**

17  
18 **Sec. 15-400. Policy.**

19  
20 (b) In evaluating whether those activities or organizations set forth in (a) (1) and (2)  
21 provide a benefit to the county, it is the policy of the county that the following purposes, be  
22 considered and weighted, in order of priority, as follows:

23  
24 (1) Obtaining/maintaining a required certification;

25  
26 (2) Obtaining/maintaining a desired certification that will improve an employee's job  
27 performance;

28  
29 **Sec. 15-431. Procedural standards.**

30  
31 (b) An employee who is a member of a volunteer fire department, volunteer rescue squad  
32 or volunteer emergency responder group shall not sign-up to be on-call during the employee's  
33 ~~normal~~ assigned work schedule. On an exception basis and for extraordinary emergency situations,  
34 the department head may authorize the employee to leave work for emergency response duties. In  
35 that case, time spent in service to the emergency responder group shall not be considered work time.

36  
37 **Sec. 15-502. Plan documents.**

38  
39 Each benefit provided by the county shall be described in a plan document kept on file by the  
40 ~~director~~ deputy county administrator - finance. These documents shall be available for examination  
41 by any plan participant or beneficiary. In addition, the department shall provide summary plan  
42 descriptions or promotional information about benefit plans to employees or plan beneficiaries. If  
43 there is any conflict or inconsistency between the plan document and chapter 15 or any other written  
44 information concerning a benefit plan, the terms of the plan document shall control.

45  
46 **Sec. 15-503. Plan administrator.**

1  
2 The ~~director~~ deputy county administrator - finance shall be the plan administrator for  
3 employee benefit plans. The plan administrator shall be responsible for complying with federal and  
4 state regulations and shall have the discretionary authority to determine eligibility for benefits and to  
5 interpret the plan's terms. The ~~director's~~ deputy county administrator – finance's decision may be  
6 appealed, subject to the appeal process under each benefit plan.  
7

8 **Sec. 15-510. Policy.**  
9

10 It is the policy of the county to provide paid vacations, sick leave and holidays to eligible  
11 employees as further described in this division. Employees may transfer vacation or holiday hours to  
12 another employee under the donor program, subject to sections 15-524 to 15-~~526~~ 527.  
13

14 **Sec. 15-511. Definitions.**  
15

16 *Service hours* means all worked or non-worked paid hours in a pay period that, in total, are  
17 equivalent to an employee's ~~regular~~ assigned work schedule. Service hours excludes all overtime  
18 hours, unpaid hours, or banked hours.  
19

20 **Sec. 15-512. Eligibility and exclusions.**  
21

22 (a) Except as provided in subsection 15-513(d), regular ~~full-time and regular part-time~~  
23 employees shall be eligible for paid vacation, sick leave, and holiday benefits, subject to plan  
24 provisions under this division or the terms of a collective bargaining agreement.  
25

26 (c) A casual, limited term or student employee shall not be eligible for accrued time-off  
27 benefits, except as provided in subsection 15-519(e) (d)(5).  
28

29 **Sec. 15-513. Vacation schedules.**  
30

31 (a) The collective bargaining agreement shall determine the amount of vacation a  
32 ~~represented employee~~ member of the deputy sheriffs' association shall receive.  
33

34 (b) ~~Non-represented~~ Hourly employees shall be covered by the following vacation  
35 schedule:  
36

37 VACATION SCHEDULE FOR HOURLY EMPLOYEES  
38 ~~AND FLSA-EXEMPT EMPLOYEES SUBJECT TO OVERTIME~~  
39 HIRED PRIOR TO JANUARY 1, 2012  
40

Anniversary Starting With	Accrual Per 80 Service hours*	Estimated Maximum Earned Yearly	Maximum Accrual Limit
Year 0	3.080 hours	80.080 hours	<del>80</del> 160 hours
<del>Year 1</del>	<del>3.080 hours</del>	<del>80.080 hours</del>	160 hours
Year 4	4.624 hours	120.224 hours	200 hours
Year 9	6.160 hours	160.160 hours	240 hours
Year <del>22</del> <u>19</u>	7.704 hours	200.304 hours	280 hours

VACATION SCHEDULE FOR HOURLY EMPLOYEES  
HIRED ON OR AFTER JANUARY 1, 2012

<u>Anniversary Starting With</u>	<u>Accrual Per 80 Service hours*</u>	<u>Estimated Maximum Earned Yearly</u>	<u>Maximum Accrual Limit</u>
<u>Year 0</u>	<u>3.080 hours</u>	<u>80.080 hours</u>	<u>160 hours</u>
<u>Year 4</u>	<u>4.624 hours</u>	<u>120.224 hours</u>	<u>200 hours</u>
<u>Year 14</u>	<u>6.160 hours</u>	<u>160.160 hours</u>	<u>240 hours</u>

\*Accrual rates per bi-weekly service hours for correction and communications hourly staff will vary based upon the 72/80/88 hours worked in their rotating pay periods.

(c) Except as provide in subsection (d), salaried-exempt non-represented employees subject to overtime code 1 shall be covered by the following vacation schedule:

VACATION SCHEDULE FOR SALARIED-EXEMPT EMPLOYEES

<u>Anniversary Starting With:</u>	<u>Accrual Per 80 Service hours</u>	<u>Estimated Maximum Earned Yearly</u>	<u>Maximum Accrual Limit</u>
<u>Year 0</u>	<u>4.624 hours</u>	<u>120.224 hours</u>	<u>120 200 hours</u>
<u>Year 1</u>	<u>4.624 hours</u>	<u>120.224 hours</u>	<u>200 hours</u>
<u>Year 4</u>	<u>6.160 hours</u>	<u>160.160 hours</u>	<u>240 hours</u>
<u>Year 14</u>	<u>7.704 hours</u>	<u>200.304 hours</u>	<u>280 hours</u>

**Sec. 15-514. Sick leave schedules.**

~~(a) The collective bargaining agreement shall determine the amount of sick leave a represented employee shall receive.~~

For employees hired prior to January 1, 2012:

~~(b)(a) For all employees, except as provided in subsections (b) & (c), non-represented employees shall accrue sick leave at the rate of 3.704 sick hours per 80 service hours. Accrual rates per bi-weekly service hours for correction and communications hourly staff will vary based upon the 72/80/88 hours worked in their rotating pay periods. The estimated maximum accrual each year is 96.304 hours. There shall be no limit on the total amount of sick leave accrued.~~

~~(e) (b) Full-time management-school employees subject to section 15-357 shall receive 88 hours of sick leave each school year. Sick leave shall be pro-rated for part-time or for any other reduction in contract days. There shall be no limit on the total amount of sick leave accrued.~~

~~(c) The deputy sheriff association collective bargaining agreement shall determine the amount of sick leave their members shall receive.~~

For employees hired on or after January 1, 2012:

(a) For all employees, except as provided in subsections (b) & (c), employees shall accrue sick leave at the rate of 2.462 sick hours per 80 service hours. Accrual rates per bi-weekly service hours for correction and communications hourly staff will vary based upon the 72/80/88

1 hours worked in their rotating pay periods. The estimated maximum accrual each year is 64 hours.  
2 The maximum accrual limit for a sick bank is 120 hours. When the maximum accrual limit is  
3 reached, additional benefits shall not accrue until the accrued balance falls below the maximum  
4 accrual limit. OR When the maximum accrual limit is reached, additional benefits shall accrue into  
5 the extended sick leave bank. Usage of the extended sick leave bank shall be as provided in 15-518  
6 (e).

7  
8 (b) Full-time management-school employees subject to section 15-357 shall receive 64  
9 hours of sick leave each school year. Sick leave shall be pro-rated for part-time or for any other  
10 reduction in contract days. The maximum limit for a sick bank is 120 hours.

11  
12 (c) The deputy sheriff association collective bargaining agreement shall determine the  
13 amount of sick leave their members shall receive.

14  
15 **Sec. 15-515. Holiday schedules.**

16  
17 (a) The collective bargaining agreement shall determine the number of holidays a  
18 ~~represented employee~~ deputy sheriff association members shall receive.

19  
20 (c) ~~Full-time management-school e~~Employees of the children with disabilities education  
21 board who do not work year-round (12 consecutive months) subject to section 15-357 shall receive  
22 nine paid holidays (Independence Day excluded).

23  
24 **Sec. 15-516. Accrued benefits in general.**

25  
26 (b) Vacation and sick ~~A~~accrued benefits shall be prorated for part-time service or when  
27 service hours are less than 80 hours for a biweekly period. When the anniversary date for a vacation  
28 improvement falls during a pay period, the higher biweekly accrual rate shall apply to the full pay  
29 period.

30  
31 (c) For an employee hired prior to January 1, 2012, an hourly employee may not use  
32 accrued vacation or sick leave until the completion of 6 months one year and accrued sick leave until  
33 the completion of six months of actual work from the benefit eligibility date. A salaried-exempt  
34 employee may use vacation or sick leave without a waiting period. Holiday hours shall not be  
35 subject to any waiting period.

36  
37 (d) For an employee hired on or after January 1, 2012, an hourly employee may not use  
38 accrued vacation until completion of one year of actual work from the benefit eligibility date, but  
39 may use sick leave without a waiting period. A salaried-exempt employee may use vacation or sick  
40 leave without a waiting period. Holidays hours shall not be subject to any waiting period.

41  
42 (d) (e) When an employee terminates employment, accrued benefits may not be used after  
43 the last day actually worked. Severance payment for any accrued benefits shall be subject to section  
44 15-338.

45  
46 **Sec. 15-517. Scheduling of accrued benefits.**

1  
2 (c) *Scheduling rules.* Time-off scheduling rules shall take into consideration employee  
3 choice, length of service, and departmental staffing needs, and any other criteria set by policy in  
4 each department. Approval of accrued benefits requested at least 30 days in advance shall not be  
5 unreasonably withheld.  
6

7 **Sec. 15-518. Sick leave provisions.**  
8

9 (b) *Substantiation.* ~~The department head or director may require substantiation of the~~  
10 ~~reason for use of sick leave. If sick more than three workdays, the employee shall provide medical~~  
11 ~~certification of the need for use of sick leave. If sick more than three (3) consecutive workdays, the~~  
12 employee shall furnish his/her supervisor with a certificate of illness signed by a licensed physician,  
13 if requested. Any employees evidencing a pattern of abuse of sick leave may be asked for a  
14 certificate of illness signed by a licensed physician without regard to the number of workdays absent.  
15 The certificate of illness form shall be furnished by the county. Authorization for sick leave over  
16 three days shall be subject to sections 15-720 to 15-730.  
17

18 (d) *Use for family member.* The use of sick leave to care for a family member shall be  
19 limited to the following:  
20

21 (2) ~~An non-represented employee, with the exception of deputy sheriff association~~  
22 members, may use up to ~~32~~ 40 hours of sick leave per calendar year to care for his or her spouse,  
23 dependent child under 18 years of age, or parent, when care and attendance by the employee is  
24 medically required. This paragraph is intended to cover medical situations which do not meet the  
25 "serious medical condition" standard under state or federal FMLA laws, but which require the  
26 absence of the employee. Sick leave under this paragraph is subject to approval of the department  
27 head. Substantiation may be required, subject to subsection (b) of section 15-518.  
28

29 (e) *Extended sick banks.* ~~The extended sick bank for eligible employees (employees~~  
30 hired on or after January 1, 2012) will be available for use after three (3) consecutive workdays of  
31 absence, only if the employee provides substantiation of the necessity for leave as outlined in 15-518  
32 (b). When an illness is greater than three (3) consecutive workdays, the use of extended sick leave  
33 bank will revert to the first day.  
34

35 **Note to Codifier: If the Board does not opt for an extended sick leave bank in Sec. 15-514, the**  
36 **above section (e) shall be removed.**  
37

38 **Sec. 15-519. Holiday pay provisions.**  
39

40 (a) *Holiday pay for employees scheduled to work Monday through Friday.*  
41

42 (1) For all employees ~~normally~~ scheduled to work Monday through Friday, the holiday  
43 shall be observed on the actual calendar day of the holiday, except that a holiday falling on a  
44 Saturday shall be observed on the preceding Friday, and a holiday falling on a Sunday shall be  
45 observed on the following Monday.  
46

1 (2) An employee subject to this section shall not be required to work on the observed  
2 holiday. A full-time employee shall receive eight hours of holiday pay, and a part-time employee  
3 shall receive pro-rated holiday pay, pro-rated by approved FTE.  
4

5 (3) ~~An employee subject to this section who voluntarily works~~ Only employees required  
6 to work on the holiday due to staffing and/or workload issues at the request of the department head  
7 shall be paid holiday pay as provided under subsection (2) and shall bank holiday hours equal to the  
8 number of hours worked, not to exceed eight hours.  
9

10 (b) *Holiday pay for employees scheduled to work weekends.*  
11

12 (1) For employees ~~normally~~ scheduled to provide mandatory shift and weekend  
13 coverage, the holiday shall be observed on the calendar day of the holiday. An employee subject to  
14 this subsection shall, when ~~normally~~ scheduled to work on the day observed as a holiday, report for  
15 work, or absence shall be subject to the ~~normal~~ time-off scheduling practices of the employee's  
16 department.  
17

18 (3) When the actual holiday falls on the employee's ~~normal~~ day-off, the employee shall  
19 bank holiday hours equal to the holiday pay benefit (eight hours for full-time or pro-rata for part-  
20 time).  
21

22 (c) *Holiday pay for sworn law enforcement.*  
23

24 (2) The holiday shall be observed on the calendar day of the holiday. ~~and an employee~~  
25 ~~shall receive, in addition to base salary, eight hours of holiday pay in lieu of a paid day off. Holiday~~  
26 ~~hours shall not be banked.~~ If the holiday falls on the employee's scheduled day to work, the  
27 employee shall receive an additional one-half time pay for actual hours worked for up to eight hours  
28 ~~worked, in addition to their base pay and eight hours of holiday pay (holiday hours shall not be~~  
29 ~~banked).~~ Actual hours worked do not include non-productive time such as flex time, sick time or  
30 vacation hours. If the employee is not present and working on the observed holiday, the employee  
31 shall receive eight hours of holiday off.  
32

33 (d) *Holiday bank.* The holiday bank shall be limited to 40 hours.  
34

35 (3) Non-represented eEmployees who have over 40 hours in their holiday bank as of June  
36 14, 2011 will be allowed to bring the bank down to the 40-hour cap no later than January 1, 2012 by  
37 taking the hours as scheduled time-off. Any remaining time over the 40-hour cap will be paid out on  
38 the employees' last check in the month of January, 2012.  
39

40 (4) Employees of AFSCME units 1925, 1925A and 1925B who have over 40 hours in  
41 their holiday bank as of January 1, 2012 will be allowed to bring the bank down to the 40-hour cap  
42 no later than June 30, 2012 by taking the hours as scheduled time-off. Any remaining time over the  
43 40-hour cap will be paid out on an employees' check in the month of July, 2012.  
44

45 (4) (5) Any holidays worked while at or over the cap will be paid out as additional hours and  
46 will not be banked.

1  
2 (e) *Eligibility for holiday pay.*

3  
4 (1) An employee shall be scheduled and work immediately before and after the holiday  
5 to qualify for holiday pay. An approved paid absence shall count as being present and working.  
6 Unpaid discipline days do not count as being present and working.

7  
8 **Sec. 15-525. Donor program eligibility.**

9  
10 (a) ~~Non-represented regular employees or e~~Employees represented by a participating  
11 collective bargaining unit who have completed one year of active service and employees represented  
12 by the health and human service professionals who have completed six months of active service in a  
13 ~~regular position~~ may participate in the donor program. "Participate" means to either donate or  
14 receive vacation or holiday hours. Donated hours shall be in increments of eight hours.

15  
16 **Sec. 15-526. Limitations on donated hours.**

17  
18 (b) The employee's extended pay status under the donor program shall end on the earlier  
19 of:

20  
21 (1) The date the employee is eligible to apply for and receive long-term disability  
22 benefits, provided the employee is FMLA-eligible.

23  
24 **Sec. 15-527. Procedure to request donation of hours.**

25  
26 (a) Any employee may request that other employees donate vacation or holiday hours to  
27 that employee.

28  
29 (b) The request shall be in writing and shall be submitted to the human resources  
30 department. Human resources will notify the benefits division of the finance department.

31  
32 (c) Any employee making the request shall provide information from a health care  
33 provider sufficient to determine that the employee has a serious health condition.

34  
35 (d) An employee requesting donation of vacation or holiday hours shall consent to the  
36 disclosure of the employee's name and eligibility for the program to other employees by the benefits  
37 division of finance. Such disclosure shall consist of the employee's name and a determination by the  
38 benefits division of finance that the person is eligible for the donor program.

39  
40 (e) Any eligible employee may donate hours to the requesting employee.

41  
42 **Secs. 15-527 15-528--15-529. Reserved.**

43  
44 **Sec. 15-531. Eligibility and exclusions.**

45  
46 (c) Upon retirement from the county, an employee may be able to continue in the

1 insurance plan, subject to section 15-556.

2  
3 **Sec. 15-533. Premium contributions.**

4  
5 (a) The collective bargaining agreement shall determine the amount of premium a  
6 ~~represented employee~~ deputy sheriffs association employee is required to pay.

7  
8 (b) For all other eligible employees, ~~t~~The monthly premium will be split between the  
9 county and the employee. The employee contribution can be reduced in two ways:

10  
11 *Health risk assessment (HRA).* The employee (and spouse, if a member of the county health plan)  
12 must complete a health risk assessment (to be offered by the county annually).

13  
14 *Education completion.* The employee (and spouse, if a member of the county health plan) must  
15 complete the education/counseling component\* as outlined in the HRA.

Year	Guaranteed County Contribution	Employee Contribution if no Reduction	Reduction for Completed HRA	Reduction for Completed Education/Counseling	Potential Employee Contribution after Reductions
2008	90%	10%	-2%	-3%	5%
2009	88%	12%	-2%	-3%	7%

16  
17  
18 *New hires.* New employees hired after the annual health risk assessments have been offered will  
19 automatically receive the reduced premium.

20  
21 \*In the event the HRA comes back with no recommendations for education/counseling, the  
22 employee will automatically receive the full five percent reduction.

23  
24 (c) The county shall pay a percentage of the health premium for an eligible ~~non-~~  
25 ~~represented~~ part-time employee prorated based on their positions' budgeted FTE level at 50--90  
26 percent of the benefit to a full-time employee. ~~In addition to the base percent, the county~~  
27 ~~contribution for health coverage for eligible non-represented part-time employees may be increased~~  
28 ~~up to 90 percent by working additional hours above the base FTE contribution level in a bi-weekly~~  
29 ~~pay period.~~

30  
31 (d) The county shall pay 100 percent (single or family) of the premium for a full-time  
32 and 50 percent (single or family) of the premium for a part-time ~~non-represented or Lakeland~~  
33 ~~Education Association~~ employee enrolled in the a dental plan.

34  
35 **Sec. 15-535. Enrollment periods and effective dates.**

36  
37 (a) *Initial enrollment.* An individual eligible to enroll in an insurance plan under this  
38 division shall complete and file an enrollment form with the department within ~~30~~ 31 calendar days  
39 of the first day worked in a qualifying position. Coverage shall become effective on the first day of  
40 the month following 30 calendar days from the date of eligibility to participate. An enrollment not  
41 received timely shall be subject to subsection (b).

42  
43 (c) *Special enrollment period.* An employee shall submit an enrollment or change form

1 to the department ~~within 30 days~~ as specified in the plan document of a HIPAA-qualifying event  
2 (loss of other coverage, birth, placement for adoption, or marriage). The employee may be required  
3 to provide substantiation of the reason for special enrollment. Coverage shall become effective on  
4 the date of the qualifying event provided the enrollment is timely. An enrollment not received timely  
5 shall be subject to subsection (b).  
6

7 ~~(d) — Annual choice period. An individual enrolled in the health plan and eligible to choose~~  
8 ~~among the health plan options shall have the opportunity once each year to transfer their current~~  
9 ~~coverage and enrolled dependents to another plan option. A new exclusion period for pre-existing~~  
10 ~~conditions shall not apply. The effective date of the change shall be the following January 1.~~  
11

### 12 **Sec. 15-536. Changes in employment status.**

13  
14 An employee shall be eligible to enroll in insurance benefits or to change coverage when his  
15 or her employment status increases to a regular part-time position regularly scheduled to work a  
16 minimum of 0.5 FTE, or increases to a regular full-time position. An enrollment form must be  
17 received in the department ~~within 30~~ 31 days of the date of the qualifying employment status change  
18 and shall be considered an initial enrollment, subject to section 15-535. This section shall not apply  
19 to a temporary assignment.  
20

### 21 **Sec. 15-537. Termination of coverage.**

22  
23 (a) Coverage under the insurance shall terminate on the earlier of the following:

24  
25 (1) the end of the month following the month containing the last date for which wages  
26 were paid, ~~except as otherwise provided by a collective bargaining agreement;~~  
27

### 28 **Sec. 15-540. Labor-management health insurance committee.**

29  
30 The county will meet with representatives of the local unions, non-represented hourly  
31 employees and management on a quarterly basis to discuss health insurance. Each union and the  
32 non-represented employees will be allowed two representatives per group. Selection of the non-  
33 represented employee representatives will be determined by management.  
34

### 35 **Secs. 15-540 15-541--15-542. Reserved.**

### 36 **Sec. 15-543. Policy.**

37  
38 It is the policy of the county to offer life insurance and long-term disability insurance  
39 benefits to all regular employees and elected officers in accordance with the provisions of this  
40 division .  
41

### 42 **Sec. 15-545. ~~Benefits provided.~~ Life Insurance.**

43  
44 (a) Life insurance ~~and long-term disability~~ benefits for ~~represented~~ deputy sheriff  
45 association employees shall be subject to the terms of the collective bargaining agreement ~~for all~~  
46

1 ~~AFSCME units, the Deputy Sheriff Association and the Health & Human Service Professionals.~~

2  
3 (b) The county shall provide the following life benefits for all other enrolled non-  
4 ~~represented and Lakeland Education Association~~ employees and elected officers:

5  
6 **Sec. 15-546. Long-term disability.**

7  
8 (a) Long-term disability benefits for deputy sheriff association employees shall be  
9 subject to the terms of the collective bargaining agreement.

10  
11 (b) The county shall provide the following long-term disability benefits for all other  
12 enrolled employees and elected officials:

13  
14 (1) A plan where employees are eligible to collect long-term disability benefits after a  
15 90-day waiting period and where coverage will be equivalent to 70% of the  
16 employee's base wages.

17  
18 (2) The maximum covered salaries are:

<u>Bargaining unit/position</u>	<u>Maximum covered salary*</u>
<u>county administrator</u>	<u>\$170,000</u>
<u>non-represented</u>	<u>\$145,000</u>
<u>AFSCME</u>	<u>\$50,000</u>
<u>HHS professionals</u>	<u>\$65,000</u>
<u>lakeland education association</u>	<u>\$108,000</u>

19  
20 \*Maximum covered salaries will be reviewed annually

21  
22 (3) The county and employee shall pay the following portions of the premiums:

<u>Bargaining unit/position</u>	<u>County</u>	<u>Employee</u>
<u>county administrator</u>	<u>up to 0.67 percent of base wages</u>	<u>Balance of premium</u>
<u>non-represented</u>	<u>up to 0.67 percent of base wages</u>	<u>Balance of premium</u>
<u>AFSCME</u>	<u>up to 0.25 percent of base wages</u>	<u>Balance of premium</u>
<u>HHS professionals</u>	<u>up to 0.25 percent of base wages</u>	<u>Balance of premium</u>
<u>lakeland education association</u>	<u>100%</u>	<u>0%</u>

23  
24  
25 **Sec. 15-546 547. Administrative provisions.**

26  
27 **Sec. 15-547 548. Special other group insurance benefit provisions for non-represented hourly**  
28 **employees of the children with disabilities education board who do not work year-round.**

29  
30 **Secs. 15-548–15-549. Reserved.**

31  
32 **Sec. 15-552. Contributions.**

33  
34 (a) ~~For all represented employees, with the exception of Lakeland Education Association~~

1 ~~members, employees in the Deputy Sheriff Association hired prior to December 31, 2011, the county~~  
2 ~~shall pay employer-required WRS contributions and shall pay, on behalf of the employee, employee-~~  
3 ~~required contributions up to the amount required by the terms of a collective bargaining agreement.~~  
4 For employees in the Deputy Sheriff Association hired after on or after July 1, 2011, the county shall  
5 pay employer-required WRS contributions and shall pay, on behalf of the employee, employee-  
6 required contributions up to the amount prescribed by state law.

7  
8 (b) For non-represented protective class employees, including the Sheriff, the county  
9 shall pay employer-required WRS contributions and shall pay, on behalf of the employee, employee-  
10 required contributions up to the amount prescribed by state law.

11 ~~(b) (c) For all other non-represented employees and for Lakeland Education Association~~  
12 ~~members, the payment shall be split between the county and the employee, as prescribed by state~~  
13 ~~law.~~

14  
15 ~~(e) (d)~~ A casual, limited term or student intern employee who meets WRS eligibility  
16 requirements shall be required to pay the employee-required WRS contribution.

17  
18 ~~(d) (e)~~ The county shall not pay any portion of the employee required contribution for social  
19 security and federal Medicare insurance.

20  
21 ~~(e) (f)~~ Upon submission of military orders confirming an employee's active military service,  
22 the county shall continue to pay applicable plan contributions as outlined in 15-552(a)--~~(de)~~ and  
23 report the creditable service for said period of military leave, pursuant to the Uniformed Services  
24 Employment and Reemployment Rights Act of 1994 (USERRA). Upon reinstatement, any employee  
25 required contributions made on behalf of the employee shall be recouped beginning with the date of  
26 reemployment, and ending on the earlier of : (1) three times the period of military service, or; (2)  
27 five years. If the employee is not reinstated as outlined in 15-744, the retirement plan contributions  
28 and creditable service will be adjusted accordingly.

29  
30 (g) For an employee on workers compensation, the county will continue to pay  
31 applicable plan contributions as outlined in 15-552(a)--(d) and report the creditable service during  
32 the temporary disability period. If an employee does not have enough earnings in a pay period to  
33 make the employee required contributions for their temporary disability period, the county will make  
34 the contribution on the employee's behalf. Upon the employee's return to work, any employee  
35 required contributions made on behalf of the employee shall be recouped from the employee's future  
36 earnings in an amount not greater than 5% of each payment of earnings.

37  
38 **Sec. 15-553. Deferred compensation plan.**

39  
40 The county shall participate in the ~~National Association of Counties~~ Nationwide Deferred  
41 Compensation Plan, under section 457 of the Internal Revenue Code. The plan under this section  
42 shall be available to all employees and elected officials who meet the eligibility requirements  
43 specified in the plan document.

44  
45 **Sec. 15-556. Retiree health insurance.**

1 (a) *Eligibility.* ~~Except as may otherwise be provided by collective bargaining agreements,~~  
 2 ¶The following employees who began county service prior to the dates below ~~December 1, 2005,~~  
 3 shall, for a continuous and indefinite period, be eligible to remain in the group health care plan at  
 4 retirement:  
 5

<u>Bargaining Unit</u>	<u>Date</u>
<u>Non-represented</u>	<u>December 1, 2005</u>
<u>AFSCME 1925</u>	<u>December 20, 2005</u>
<u>AFSCME 1925A</u>	<u>December 22, 2005</u>
<u>AFSCME 1925B</u>	<u>December 22, 2005</u>
<u>AFSCME 1925C</u>	<u>December 2, 2005</u>
<u>HHS professionals</u>	<u>November 11, 2005</u>
<u>lakeland education association</u>	<u>October 10, 2006</u>
<u>deputy sheriff association</u>	<u>January 1, 2005</u>

6  
 7 (g) *Premium payments.* The retiree shall be responsible for full payment of the premium,  
 8 except as otherwise provided under section 15-339 or 15-362, or the terms of a the deputy sheriffs  
 9 association collective bargaining agreement and section 15-1060 related to the lakeland education  
 10 association.  
 11

12 (h) ~~Except as may otherwise be provided by collective bargaining agreement,~~  
 13 eEmployees beginning county service on or after ~~December 1, 2005~~ the following dates, shall not be  
 14 eligible to remain in the group health care plan at retirement.  
 15

<u>Bargaining Unit</u>	<u>Date</u>
<u>Non-represented</u>	<u>December 1, 2005</u>
<u>AFSCME 1925</u>	<u>December 20, 2005</u>
<u>AFSCME 1925A</u>	<u>December 22, 2005</u>
<u>AFSCME 1925B</u>	<u>December 22, 2005</u>
<u>AFSCME 1925C</u>	<u>December 2, 2005</u>
<u>HHS professionals</u>	<u>November 11, 2005</u>
<u>lakeland education association</u>	<u>October 10, 2006</u>
<u>deputy sheriff association</u>	<u>January 1, 2005</u>

16  
 17 **Sec. 15-571. Eligibility and exclusions.**  
 18

19 (c) Workers compensation benefits for workers under specialized work programs shall be  
 20 restricted to only those benefits required by law, including, but not limited to, the following:  
 21

22 (6) A participant in a job under the Wisconsin works program pursuant to Wis. Stats. §  
 23 102.07(17m) and (18).  
 24

25 **Sec. 15-584. Reimbursement of educational expenses.**  
 26

27 (e) *Other forms of training.* Reimbursement of expenses for continuing education units  
 28 (CEU's), workshops, seminars, or conferences shall be subject to section 15-424 420.

1  
2 **Sec. 15-610. Personal property of employees.**  
3

4 It is the policy of the county to discourage employees from bringing unnecessary personal  
5 property to work. The county assumes no responsibility for the loss, damage, or theft of personal  
6 belongings. However, employees who experience damage or breakage to their eyeglasses, dentures  
7 or hearing aids while performing the duties of their position shall receive repair or replacement by  
8 the county. Said repair or replacement shall be limited in value to no more than \$150.00. If  
9 compensation for the repair or replacement is provided through other means (i.e. breakage warranty,  
10 etc.) an employee will not qualify for county reimbursement. All claims shall be subrogated to the  
11 rights of the employee. The request for reimbursement and receipt(s) shall be turned in to the  
12 supervisor within 30 days of the repair or replacement.  
13

14 **Sec. 15-611. Firearms or weapons.**  
15

16 (a) Except as provided in subsection (b), employees are prohibited from possessing  
17 firearms or other weapons on county property or at events sponsored by the County. Employees are  
18 further prohibited from carrying firearms or weapons in county-provided vehicles ~~or in personal~~  
19 ~~vehicles while on county business.~~  
20

21 (b) This section shall not apply to a sworn law enforcement officer in possession of or  
22 using a firearm or weapon within law enforcement standards.  
23

24 **Sec. 15-636. Bulletin boards.**  
25

26 Bulletin boards are provided to inform employees of important developments that will affect  
27 the employee or their job. Bulletin boards are used by the county to communicate information to  
28 employees and post notices required by law. Employees must secure prior authorization from their  
29 department head or designee before posting any notices on bulletin boards. Prior authorization is  
30 defined as the department heads initials and date of approval on the item to be posted, as well as a  
31 date for the posting to be removed. Because work-related notices of interest and importance  
32 regarding county business will be posted on the bulletin boards, the county requests all employees to  
33 check the bulletin board at regular intervals.  
34

35 **Secs. ~~15-636~~ 15-637--15-699. Reserved.**  
36

37 **Sec. 15-701. Applicability.**  
38

39 This division shall apply to short-term absences less than ~~four days~~ one week in duration, late  
40 reporting to work, or early departure from work. This division shall not apply to scheduled vacation  
41 periods or other leaves approved in advance.  
42

43 **Sec. 15-704. Late arrival; early departure.**  
44

45 (b) If a department head determines an employee had good cause for being tardy or  
46 leaving early, the employee may be allowed to make up the time, provided overtime liability is not

1 incurred. Employees who are allowed to make up time shall do so in quarter-hour (.25) increments.  
2

3 **Sec. 15-706. Absence for voting.**  
4

5 Any employee entitled to vote in a public primary and general election is entitled to be absent  
6 from work while the polls are open for the purpose of voting. Before election day the employee shall  
7 schedule the absence to vote with their supervisor at a time that least disrupts operations. The period  
8 of absence to vote shall not exceed three successive hours. The supervisor may designate the time of  
9 day for the absence. The absence shall be without pay unless the employee requests to use accrued  
10 ~~time-off benefits~~ vacation, compensatory or holiday time.  
11

12 **Sec. 15-707. Absence due to severe weather or other emergencies.**  
13

14 (a) Except as provided in subsection (b), it is the policy of the county to continue county  
15 services during severe weather or other emergencies. All employees are expected to report to work  
16 as scheduled, unless an emergency closing is announced, pursuant to subsection (b).  
17

18 (b) The county administrator may authorize and publicly announce that certain county  
19 operations are temporarily closed due to severe weather or other emergency conditions.  
20

21 (c) In the event that county services remain open during severe weather or other  
22 emergencies, department heads have the ability to allow staff to not report for work, based on their  
23 specific staffing needs. Any employee choosing not to report under these circumstances must use  
24 vacation, compensatory or holiday time, if available, for said shift(s).  
25

26 **Sec. 15-708. Absence for bereavement.**  
27

28 (a) All regular ~~full-time or regular part-time~~ employees ~~regardless of probation status~~  
29 shall receive paid bereavement leave for absence from scheduled workdays in accordance with this  
30 section, or as otherwise provided by an applicable collective bargaining agreement.  
31

32 (e) ~~An employee may request that bereavement leave be substituted for otherwise~~  
33 ~~scheduled days of paid absence for vacation, sick leave, holiday or compensatory time during the ten~~  
34 ~~days immediately following death of a covered family member.~~ Bereavement leave pay shall not  
35 apply during any ~~unpaid~~ leave of absence, layoff or suspension.  
36

37 **Sec. 15-710. Absence for jury duty.**  
38

39 (a) All regular ~~full-time or regular part-time~~ employees ~~regardless of probation status~~  
40 shall be paid their regular wages during the period of their jury service, less any compensation paid  
41 to them by the court, excluding mileage. The employee shall immediately upon receipt of the jury  
42 payment submit a photocopy of the jury duty check to the payroll division of finance.  
43

44 **Sec. 15-711. Absence for witness service.**  
45

46 (a) Except as provided in (b), all regular ~~full-time or regular part-time~~ employees

1 ~~regardless of probation status~~ shall be made whole for their regular wages when subpoenaed to  
2 testify in an action or proceeding resulting from a crime against the county or as a result of the  
3 employee's involvement in a matter arising out of his or her performance of official job duties. The  
4 employee shall be paid their regular wages during the period of their witness service, less any  
5 compensation paid to them by the court, excluding mileage. The employee shall immediately upon  
6 receipt of the witness payment submit a photocopy of the check to the payroll division of finance.  
7

8 **Sec. 15-720. Policy.**  
9

10 It is the policy of the county that employee written requests for leaves of absence with a  
11 reasonable expectation of return to work may be granted, subject to the provisions of this division.  
12 County benefits shall be harmonized and run concurrent with the deputy sheriff association  
13 collective bargaining agreement, code provisions and any benefits provided by federal or state  
14 family and medical leave laws.  
15

16 **Sec. 15-721. Applicability.**  
17

18 (a) Except as provided in subsection (b), this division shall apply to all absences from  
19 work of ~~more than three consecutive workdays~~ one week or more, and any subsequent periods of  
20 absence related to the same reason for initial absence and that involves:  
21

22 (b) This division shall not apply to the use of vacation, compensatory time, or holiday  
23 time scheduled in advance in accordance with ~~normal~~ departmental scheduling practices and not  
24 covered by the FMLA.  
25

26 **Sec. 15-723. Conditions for a leave of absence.**  
27

28 (b) An employee shall not be entitled to a leave, except as otherwise required by a law or  
29 the deputy sheriff association collective bargaining agreement ~~or law~~. Decisions to grant or deny an  
30 employee request for a leave of absence shall be made without discrimination and shall take into  
31 consideration the employees' interests and county operational needs.  
32

33 ~~(f) — The probationary period for an employee shall be extended by a period of time equal~~  
34 ~~to the length of any leave of absence granted during the employee's probationary period.~~  
35

36 **Sec. 15-725. Intermittent or reduced leave.**  
37

38 (a) With consideration given to the department head's recommendation or as required by  
39 the FMLA, the director may grant an employee a leave on an intermittent or reduced hours basis.  
40 The employee shall provide a schedule which includes the likely duration and frequency of periods  
41 of absence and the date specific that the employee is expected to return to their ~~regular~~ assigned  
42 work schedule.  
43

44 **Sec. 15-727. Types and duration of leave.**  
45

46 ~~(6) — Union leave. A leave of absence for the conduct of union business shall only be~~

1 provided to the extent required by collective bargaining agreement provisions.  
2

3 ~~(7)~~ (6) *Military leave.* A leave for military active or reserve duty shall be subject to sections  
4 15-740 to 15-744.  
5

6 **Sec. 15-729. Restoration provisions.**  
7

8 (a) An employee returning from FMLA leave is entitled to be returned to the same  
9 position the employee held when leave commenced, or to an equivalent position with equivalent  
10 benefits, pay, and other ~~terms~~ terms and conditions of employment.  
11

12 (c) An employee wishing to return from a non-FMLA leave exceeding four months has  
13 no guarantee of restoration. Upon the expiration of the fourth month of non-FMLA period the  
14 employee will become an employee on layoff status pursuant to sections 15-90 through 15-96.  
15

16 **Sec. 15-743. Rights and benefits during military leave.**  
17

18 (a) The employee shall provide reasonable advance notice of his or her order for military  
19 service. An employee giving notice of military service shall be granted a military leave of absence. If  
20 the leave is for a period greater than two weeks, the leave shall be without pay. Pay for the first two  
21 weeks will be paid pursuant to section 15-742. An employee on military leave shall be eligible to  
22 participate in benefit plans available to employees on other types of leave and shall be allowed to use  
23 any accrued vacation, compensatory time or holiday time, upon request. The employee shall not earn  
24 additional time-off accruals, with the exception of subsection (b), while on military leave, except  
25 when the employee chooses to utilize previously banked time off balances. Health insurance  
26 continuation under COBRA shall apply for up to 24 months.  
27

28 (b) ~~Non-represented e~~Employees (and ~~represented employees whose collective~~  
29 ~~bargaining agreement addresses this specific issue~~) on military leave, who are deployed pursuant to  
30 federal orders, shall be entitled to continue to accrue vacation benefits during their period of  
31 deployment subject to sections 15-510 through 15-517.  
32

33 (d) While the employee is on military leave, the county will continue to ~~report~~ make  
34 retirement plan contributions (both employer and employee portions) as though the employee has  
35 remained actively employed and report creditable service for the period of military leave. Upon  
36 reinstatement from leave the employee contributions will be collected as outlined in section 15-  
37 552(f). If the employee is not reinstated during the time period as outlined in section 15-744, the  
38 retirement plan contributions and creditable service will be adjusted to reflect actual authorized  
39 leave.  
40

41 (e) The employee shall receive any credit for ~~longevity~~ time earned while on military  
42 leave as well as any pay range steps that may have occurred while away on military leave.  
43

44 **Sec. 15-800. Policy.**  
45

46 It is the policy of the county that all employees are expected to respect and follow the work

1 rules of the workplace. Employees and elected officers are expected to refrain from any personal  
2 conduct that interferes with operations, that diminishes the level of public trust and confidence in  
3 county government, or that is offensive to others. Employees shall treat customers and other  
4 employees in a courteous and respectful manner at all times. When used in this division, the word  
5 "employees" shall include elected officers. The county administrator is authorized to promulgate  
6 such administrative procedures as may be necessary to carry out the provisions of this chapter.  
7

8 **Sec. 15-801. Departmental work rules in general.**  
9

10 Departmental Wwork rules shall be promulgated by each department head as administrative  
11 procedures, subject to approval of the county administrator director. Departmental Wwork rules shall  
12 be in writing, include an effective date, and be disseminated to all employees to whom the rules  
13 apply in advance of the effective date. Departmental Wwork rules shall be consistent with all  
14 provisions of chapter 15, collective bargaining agreement provisions, and applicable laws.  
15

16 **Sec. 15-805. Union business.**  
17

18 (b) Employees may confer on union business during break periods, unpaid lunch periods,  
19 or before or after their work shift. ~~A union officer or steward may engage in limited union business~~  
20 ~~during working hours, subject to advance authorization by the department head or designee.~~  
21 ~~Authorization for union business shall be limited to meetings with management for purposes of~~  
22 ~~disciplinary meetings, appeal hearings, or collective bargaining.~~  
23

24 **Sec. 15-806. Grooming standards. Personal appearance and workplace attire.**  
25

26 Employees are expected to at all times present a professional, businesslike image to clients,  
27 visitors, customers and the public. Acceptable personal appearance, including proper maintenance  
28 of work areas, is an ongoing requirement of continued employment. Workplace attire and grooming  
29 must be neat, clean and appropriate for the work being performed and the setting in which the work  
30 is performed. Departments shall determine appropriate workplace attire and grooming for their  
31 employees. Supervisors should communicate their department's workplace attire and grooming  
32 guidelines to staff during orientation and evaluation periods. Any questions about the department's  
33 guidelines for attire should be discussed with the immediate supervisor. At the time of hiring each  
34 employee shall be notified about any hairstyle, facial hair or clothing requirements.  
35

36 **Sec. 15-809. Drug- and alcohol-free workplace.**  
37

38 (b) The following are some examples of violations of the county's drug- and alcohol-free  
39 workplace policy:  
40

41 (2) The unlawful manufacture, distribution, dispensing, possession, or use of a controlled  
42 substance on county property or being under the influence of any controlled substance while  
43 working. Nothing in the preceding sentence shall be considered to prohibit an employee from  
44 working while taking medications as prescribed by a health care provider licensed to prescribe such  
45 medications. ~~In determining the actions that will be taken against employees for violation of this~~  
46 ~~policy, the department head shall take into account the following factors:~~

1  
2 a. ~~— The nature of the position held by the employee and the public's expectation~~  
3 ~~of trust and integrity in the position;~~

4  
5 b. ~~— How the violation was discovered;~~

6  
7 c. ~~— The employee's length of service with the county;~~

8  
9 d. ~~— Any prior discipline for the same or a related offense;~~

10  
11 e. ~~— The employee's prior disciplinary history; and~~

12  
13 f. ~~— Such other factors as are relevant to the circumstances of the offense, the~~  
14 ~~employee and the degree of discipline.~~

15  
16 (3) ~~— In most instances, the first violation will result in immediate suspension from the job~~  
17 ~~and a referral to the employee assistance plan, with successful completion of measures~~  
18 ~~recommended to avoid a repeat violation (such as drug or alcohol rehabilitation) as a requirement to~~  
19 ~~return to work. However, in positions of significant public trust, such as, but not limited to, teachers,~~  
20 ~~deputy sheriffs, and Lakeland Health Care Center employees, a first offense may result in more~~  
21 ~~serious discipline, up to and including discharge.~~

22  
23 (c) The county reserves the right to address violations of the employee substance abuse  
24 policy on a case-by-case basis, up to and including termination.

25  
26 ~~(e)~~ (d) Employees shall be notified, as a condition of employment, that they must report any  
27 conviction under a criminal drug statute for violations occurring on or off county premises while  
28 conducting county business. A report of a conviction must be made to the director within five  
29 calendar days after the conviction.

30  
31 (e) A copy of the full employee substance abuse policy will be given to new employees  
32 during their orientation and will be available electronically for all employees to reference.

33  
34 **Sec. 15-810. Drug or alcohol testing.**

35  
36 (a) The county shall specify the positions in county service that require the incumbent to  
37 hold a valid commercial driver's license (CDL) to perform job duties. All employees required to hold  
38 a ~~CDL~~ CDL shall be subject to random drug testing for the presence of illegal drugs, inappropriate  
39 legal drugs, or alcohol in their systems.

40  
41 (b) Persons applying for employment, ~~and current employees demoting, promoting or~~  
42 ~~transferring~~ shall be subject to a drug and alcohol test. Refusal to submit to the test or a positive test  
43 result will result in immediate withdrawal of the employment offer.

44  
45 (c) An employee may be required to complete drug and alcohol testing immediately  
46 following an on-the-job accident ~~or when there is reasonable suspicion to believe that the employee~~

1 ~~is using or is under the influence of drugs or alcohol, or when the employee reports a work-related~~  
2 ~~injury that results in any one of the following:~~

3  
4 (1) Property damage in an amount in excess of \$500;

5  
6 (2) A fatality or personal injury requiring treatment by a medical practitioner or provider  
7 where the injury may result or actually results in lost time other than the day of injury;

8  
9 (3) Two or more accidents in a twelve month period regardless of the amount of property  
10 damage or extent of injury; or

11  
12 (4) An accident which is preventable or otherwise attributed to the conduct of an employee  
13 without regard to the amount of damage or extent of injury.

14  
15 (d) An employee will be required to undergo a drug/alcohol test whenever the county has  
16 reason to believe that the employee is using drugs or is under the influence or impaired by alcohol.  
17 The substance abuse policy outlines the criteria/indicators that meet the threshold for a reasonable  
18 cause test.

19  
20 (d) (e) The county will randomly test the following non-represented employee classifications  
21 for compliance with its drug-free workplace policy.

## 22 23 **Sec. 15-821. Applicability.**

24  
25 This division shall apply to all employees of the county, excluding elected officers. Nothing  
26 in this division shall operate to modify the right of the county to terminate the employment of an at-  
27 will or probationary employee.

## 28 29 **Sec. 15-822. Fairness and consistency standards.**

30  
31 Employee discipline shall be administered in a fair and consistent manner, taking into  
32 consideration any mitigating factors and the entire work record of the employee. ~~For most~~  
33 ~~performance deficiencies, the following standards shall be used:~~

34  
35 (1) ~~Notice. The employee is notified of the standard for behavior and performance.~~

36  
37 (2) ~~Work related standard. The direct order or the standard for behavior or performance~~  
38 ~~is work related, except that off duty misconduct that diminishes the public trust and confidence in~~  
39 ~~the position may be considered.~~

40  
41 (3) ~~Investigation. An investigation to determine any noncompliance is completed before~~  
42 ~~a decision to discipline is made.~~

43  
44 (4) ~~Fair investigation. An objective investigation is conducted, including the collection~~  
45 ~~of facts, statements from witnesses, and a weighing of all factual evidence before a decision is made.~~

1 (5) — *Proof.* The level of discipline is normally based on proof and the degree of  
2 noncompliance with behavior or performance standards.

3  
4 (6) — *Equal treatment.* Progressive discipline generally provides similar treatment for  
5 similar offenses with similar circumstances.

6  
7 (7) — *Appropriate penalty.* The employee's entire work record and the relationship of the  
8 employee's noncompliance to the interests of the county shall be taken into consideration in deciding  
9 the appropriate disciplinary penalty. Where the nature of the offense or conduct is serious, not likely  
10 to be corrected by progressive discipline or in substantial disregard of the employing agency's  
11 purpose, dismissal may be the appropriate penalty.

12  
13 **Sec. 15-824. Right to representative. Presence of another individual at employee's request.**

14  
15 An employee who is represented by a union shall have the right to request representation at  
16 any meeting in which the employee has a reasonable belief that he or she may be subject to  
17 discipline or other adverse consequences resulting from what he or she says. The meeting need not  
18 be unreasonably delayed because of the unavailability of the employee's preferred representative. An  
19 employee who is interviewed as a witness only shall not be entitled to representation.

20  
21 (a) In the event an employee is called to a meeting with representatives of the county for  
22 the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances  
23 which may lead to discipline or discharge, the employee may have another person present at the  
24 meeting.

25  
26 (b) In the event the employee chooses to have another person present, the meeting may  
27 be delayed, at the discretion of the Employer, until another individual may be present but will not be  
28 unnecessarily delayed so that a particular individual may be present.

29  
30 (c) The person chosen to be present may be a county employee, however the chosen  
31 employee will not be compensated for time spent in these meetings. A county employee may only  
32 attend meetings on their personal time such as a regularly scheduled day off, vacation or  
33 compensatory time off or after scheduled work hours.

34  
35 **Sec. 15-826. Employee property rights.**

36  
37 (a) — This section shall not apply to a probationary or at-will employee.

38  
39 (b) — Except as provided in subsection (a), an employee subject to suspension, involuntary  
40 demotion, termination, or other loss of property rights shall be given a hearing prior to the  
41 deprivation of property interests. The employee shall be given notice of the charges and time for  
42 hearing, evidence shall be received in the presence of the employee, and the employee shall be given  
43 the opportunity to present his or her defense.

44  
45 (c) — Upon appeal an employee having property rights shall be given a full evidentiary  
46 hearing with the right to contest the accuracy of the charges and the actions taken that resulted in the

1 ~~deprivation of property rights.~~

2  
3 **Sec. 15-826. Reserved.**

4  
5 **PART II: That Article X of Chapter 15 of the Code of Ordinances is hereby entitled:**

6  
7 **“LAKELAND EDUCATION ASSOCIATION”**

8  
9 **PART III: That Chapter 15 of the Walworth County Code of Ordinances is hereby amended**  
10 **to read as follows (additions shown by underline; deletions shown by strike-through):**

11  
12 **“Sec. 15-1050. Sick leave.**

13  
14 (a) All full-time employees hired before January 1, 2012 shall be entitled to sick leave at  
15 the rate of eleven (11) days per teacher contract year. Any unused sick time will remain in the bank  
16 and the sick bank shall have no limit.

17  
18 (b) All full-time employees hired on or after January 1, 2012 shall be entitled to sick  
19 leave at the rate of eight (8) days per teacher contract year, up to a total bank limit of 120 hours.

20  
21 ~~(b)(c)~~ Two sick days per year may be used as personal days. Personal days shall be taken in  
22 a minimum of four hour increments for full time teachers. The employee shall make a request in  
23 writing to the Special Education Director or designee as far in advance as possible for each day.  
24 When advance notice is not possible, the employee shall make a phone call with a follow up letter.  
25 Administration may limit the number of teachers on personal leave on any given day. Part time  
26 teachers' sick leave and personal leave will be pro-rated.

27  
28 ~~(e)(d)~~ Each employee who has earned sick leave shall be eligible for sick leave for any  
29 period of absence from duty which is due to his/her illness, bodily injury or exposure to contagious  
30 disease.

31  
32 ~~(d)(e)~~ The administrator may require a medical certificate to justify the granting of sick  
33 leave that is over three days duration.

34  
35 ~~(e)(f)~~ Sick leave severance pay shall only apply to those employees who were hired prior to  
36 April 26, 2000 and who elected to retain the cash severance pay in lieu of health insurance credits  
37 for unused sick leave. Employees retaining the cash severance pay benefit shall be paid one-half  
38 (1/2) of all unused accumulated days of sick leave at their daily rate of pay upon termination of  
39 employment or death up to a maximum of forty-five (45) days (three hundred sixty (360) hours).

40  
41 **Sec. 15-1061. Early retirement opportunity.**

42  
43 (4) eligible employees, who give timely notice of voluntary retirement as described  
44 above, will be immediately eligible for the normal early retirement benefit of five (5) years single  
45 health insurance coverage paid for by the County, as set forth in Sec. 15-1060 (a). ~~The employee~~  
46 ~~will be required to pay the normal monthly employee portion of the premium then in effect.”~~

1  
2 **PART IV: That Article XI of Chapter 15 of the Walworth County Code of Ordinances is**  
3 **hereby created to read as follows:**

4  
5 **“ARTICLE XI.**

6  
7 **AFSCME LOCAL 1925 – HIGHWAY EMPLOYEES**

8  
9 **DIVISION 1.**

10  
11 **IN GENERAL**

12  
13 **Sec. 15-1100. Purpose.**

14  
15 The purpose of this article is to address specific employment policies for members of  
16 AFSCME local 1925, the Walworth county highway employees. If an employment policy is not  
17 addressed in this article, articles I-IX of Chapter 15 shall apply.  
18

19 **Secs. 15-1101—15-1109. Reserved.**

20  
21 **DIVISION 2.**

22  
23 **LICENSURE**

24  
25 **Sec. 15-1110. Commercial driver’s license.**

26 All employees are required to maintain a valid commercial driver’s license, including a  
27 tanker endorsement.  
28

29 **Sec. 15-1111. Hazardous materials endorsement.**

30  
31 The deputy county administrator – central services shall determine, based on legal  
32 requirements, the number of positions that are required to hold a hazardous material endorsement.  
33 Employees shall be selected for the hazardous material endorsement with due consideration to their  
34 normal job assignments. The cost of maintaining the hazardous material endorsement shall be an  
35 employee cost.  
36

37 **Sec. 15-1112. Loss of commercial driver’s license.**

38  
39 An employee whose commercial driver’s license is suspended or revoked due to a non-work  
40 related violation will be terminated. The work status of an employee whose commercial driver’s  
41 license is suspended or revoked due to a work-related incident will be addressed on a case-by-case  
42 basis by the Deputy County Administrator – Central Services and the Labor/Employee Relations  
43 Director.  
44

45 **Secs. 15-1113—15-1119. Reserved.**  
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**DIVISION 3.**

**COMPENSATION**

**Sec. 15-1120. Call-in pay.**

An employee called upon to work outside of his regular work schedule shall receive a minimum of two (2) hours work or pay. The employee may be required to work the full two (2) hours.

**Sec. 15-1121. Tool allowance.**

(a) The county will pay a yearly tool allowance of up to \$400.00 to all mechanics and the shop lead worker, if working more than 50% of the time as a mechanic, provided the employee furnishes a receipt for purchases made in the calendar year.

(b) The county will purchase, on behalf of each mechanic and the shop lead worker, a policy insuring the employee's personal tools, up to a maximum of \$75,000.

**Sec. 15-1122. Temporary assignment – superintendent/assistant superintendent.**

An employee temporarily assigned for one (1) week or more to replace a superintendent or assistant superintendent shall be paid an "in-charge" premium of \$1.40 per hour. The standard workday will not be less than eight (8) hours and the premium will only be paid on productive work hours.

**Sec. 15-1123. Longevity bonus.**

(a) Employees hired prior to January 1, 2012 shall receive a longevity bonus payment. The bonus payment will be based upon the hourly longevity benefit an employee received and the FTE of the position they held as of December 31, 2011:

Benefit as of 1-1-12	1.00 FTE Yearly Benefit*	1.00 FTE Bi-weekly Benefit	.75-.99 FTE Yearly Benefit*	.75-.99 FTE Bi-weekly Benefit	.50-.74 FTE Yearly Benefit*	.50-.74 FTE Bi-weekly Benefit	.16-.49 FTE Yearly Benefit*	.16-.49 FTE Bi-weekly Benefit
\$0.00 - \$0.04	\$50.00	\$1.93	\$37.50	\$1.45	\$25.00	\$0.97	\$12.50	\$0.49
\$0.05 - \$0.09	\$150.00	\$5.77	\$112.50	\$4.33	\$75.00	\$2.89	\$37.50	\$1.45
\$0.10 - \$0.14	\$250.00	\$9.62	\$187.50	\$7.22	\$125.00	\$4.81	\$62.50	\$2.41
\$0.15 - \$0.19	\$350.00	\$13.47	\$262.50	\$10.10	\$175.00	\$6.74	\$87.50	\$3.37
\$0.20 - \$0.24	\$450.00	\$17.31	\$337.50	\$12.99	\$225.00	\$8.66	\$112.50	\$4.33
\$0.25 - \$0.29	\$550.00	\$21.16	\$412.50	\$15.87	\$275.00	\$10.58	\$137.50	\$5.29
\$0.30 - \$0.34	\$650.00	\$25.00	\$487.50	\$18.75	\$325.00	\$12.50	\$162.50	\$6.25
\$0.35 - \$0.39	\$750.00	\$28.85	\$562.50	\$21.64	\$375.00	\$14.43	\$187.50	\$7.22
\$0.40 - \$0.41	\$850.00	\$32.70	\$637.50	\$24.52	\$425.00	\$16.35	\$212.50	\$8.18

\*Approximate benefit. Total annual benefit will vary slightly based on rounding and number of pay periods in the year.

1 (b) To receive the bi-weekly payment an employee must have worked during the pay  
2 period. An employee on unpaid leave will not receive the benefit for a pay period where no  
3 compensation is earned.

4  
5 (c) This benefit ceases at the time an employee terminates their county employment. If  
6 an employee terminates during the year, the employee will not be made whole for the annual benefit.

7  
8 (d) Employees hired on or after January 1, 2012 are not eligible for this benefit.  
9

10 **Secs. 15-1124—15-1129. Reserved.**

11  
12 **DIVISION 4.**

13  
14 **ACCRUED BENEFITS**

15  
16 **Sec. 15-1130. Vacation accrual change.**

17 (a) Effective January 1, 2012, highway employees will see a change in their vacation  
18 accrual method. In place of the bi-weekly accruals going into the “not available” bank and the entire  
19 bank being moved into the “available” bank on their anniversary date, the bi-weekly accruals will go  
20 into the “available” bank.

21 (b) To transition to the new system, all hours in the “not available” bank will be moved  
22 into the “available” bank as of January 1, 2012. Employees will be allowed to exceed the maximum  
23 accruals limit as set forth in 15-513(b) and will continue to add future accruals for a limited time.  
24 Employees will be allowed to continue to accrue above the maximum limit as well as bring their  
25 vacation bank down below the limit no later than June 30, 2012 by taking the hours as scheduled  
26 time-off. Any remaining time over the maximum accrual limit as of June 30, 2012 will be paid out  
27 on the July 6, 2012 paycheck.

28 (c) After June 30, 2012, if an employee is at their maximum accrual limit no additional  
29 benefits will accrue until the balance falls below the maximum accrual limit.  
30

31 **Sec. 15-1131. Vacation scheduling.**

32 Vacations shall be scheduled for a minimum of a “half-shift” (defined as pre-lunch period or  
33 post-lunch period). Emergency absences of less than a “half-shift” may be charged against vacation  
34 at the sole discretion of and approval by management.  
35

36 **Secs. 15-1132—15-1139. Reserved.”**

37  
38 **PART V: That Article XII of Chapter 15 of the Walworth County Code of Ordinances is**  
39 **hereby created to read as follows:**

40  
41 **“ARTICLE XII.**

42  
43 **AFSCME LOCAL 1925A – LAKELAND HEALTH CARE CENTER EMPLOYEES**

1  
2 **DIVISION 1.**

3  
4 **IN GENERAL**

5  
6 **Sec. 15-1200. Purpose.**

7  
8 The purpose of this article is to address specific employment policies for members of  
9 AFSCME local 1925A, the lakeland health care center employees. If an employment policy is not  
10 addressed in this article, articles I-IX of Chapter 15 shall apply.

11  
12 **Secs. 15-1201—15-1209. Reserved.**

13  
14 **DIVISION 2.**

15  
16 **ACCRUED BENEFITS**

17  
18 **Sec. 15-1210. Vacation scheduling – nursing department.**

19  
20 Vacations in the nursing department shall be scheduled in increments of four (4) or eight (8)  
21 hours at a time, following the rules of the vacation request procedure at lakeland health care center.  
22 Emergency absences of less than four (4) or eight (8) hours may be charged against vacation at the  
23 sole discretion of and approval by management.

24  
25 **Secs. 15-1211—15-1219. Reserved.**

26  
27 **DIVISION 3.**

28  
29 **COMPENSATION**

30  
31 **Sec. 15-1220. Hire above minimum – certified nursing assistants.**

32  
33 Certified nursing assistants who have the following verifiable experience may be eligible to  
34 be hired above the minimum pay rate with the approval of the lakeland health care center  
35 administrator and labor/employee relations director:  
36

<u>Verifiable experience:</u>	<u>Starting rate:</u>
Two (2) years of long term care facility experience working at least 20 hours per week.	Two (2) year wage rate
Ten (10) years of long term care facility experience working at least 20 hours per week.	Five (5) year wage rate
Fifteen (15) years of long term care facility experience working at least 20 hours per week.	Seven (7) year wage rate
Twenty+ (20+) years of long term care facility experience working at least 20 hours per week.	Ten (10) year wage rate

37

1 **Sec. 15-1221. Standby pay.**

2  
3 An employee required to be available to report for work at any time during a designated  
4 standby period shall be paid the following during said standby period:

- 5  
6 (1) \$1.50 per hour, not on a holiday  
7  
8 (2) \$2.00 per hour, on a holiday as set forth in 15-515(b)  
9

10 **Sec. 15-1222. Shift differential.**

11  
12 (a) Employees working the second (2<sup>nd</sup>) or third (3<sup>rd</sup>) shift shall receive twenty-five cents  
13 (\$0.25) per hour in addition to their regular rate for hours actually worked (this differential does not  
14 apply to paid-time off or severance pay).  
15

16 (b) Employees assigned to a second (2<sup>nd</sup>) shift certified nursing assistant or certified  
17 medication assistant as of January 1, 2012 will receive an additional fifty cents (\$0.50) per hour for  
18 hours actually worked on the second shift (this differential does not apply to paid-time off or  
19 severance pay). An employee moving into a second (2<sup>nd</sup>) shift position after January 1, 2012 will not  
20 be eligible for this premium.  
21

22 **Sec. 15-1223. Weekend differential.**

23  
24 An employee who works additional straight-time hours on weekends in excess of their  
25 normally scheduled weekend hours, as long as the extra hours are not a result of employee-initiated  
26 trade days, shall receive a differential of two dollars (\$2.00) per hour for each hour worked (the  
27 employee must be present and working to receive the differential). For purposes of this section, a  
28 weekend is defined as a period beginning with the third (3<sup>rd</sup>) shift on Friday through the second (2<sup>nd</sup>)  
29 shift on Sunday.  
30

31 **Sec. 15-1224. Longevity bonus.**

32  
33 (a) Employees hired prior to January 1, 2012 shall receive a longevity bonus payment.  
34 The bonus payment will be based upon the hourly longevity benefit an employee received and the  
35 FTE of the position they held as of December 31, 2011:  
36

Benefit as of 1-1-12	1.00 FTE		.75-.99		.50-.74		.16-.49	
	Yearly Benefit*	Bi-weekly Benefit	FTE Yearly Benefit*	FTE Bi- weekly Benefit	FTE Yearly Benefit*	FTE Bi- Weekly Benefit	FTE Yearly Benefit*	FTE Bi- Weekly Benefit
\$0.00 - \$0.04	\$50.00	\$1.93	\$37.50	\$1.45	\$25.00	\$0.97	\$12.50	\$0.49
\$0.05 - \$0.09	\$150.00	\$5.77	\$112.50	\$4.33	\$75.00	\$2.89	\$37.50	\$1.45
\$0.10 - \$0.14	\$250.00	\$9.62	\$187.50	\$7.22	\$125.00	\$4.81	\$62.50	\$2.41
\$0.15 - \$0.19	\$350.00	\$13.47	\$262.50	\$10.10	\$175.00	\$6.74	\$87.50	\$3.37
\$0.20 - \$0.24	\$450.00	\$17.31	\$337.50	\$12.99	\$225.00	\$8.66	\$112.50	\$4.33
\$0.25 - \$0.29	\$550.00	\$21.16	\$412.50	\$15.87	\$275.00	\$10.58	\$137.50	\$5.29
\$0.30 - \$0.34	\$650.00	\$25.00	\$487.50	\$18.75	\$325.00	\$12.50	\$162.50	\$6.25
\$0.35 - \$0.39	\$750.00	\$28.85	\$562.50	\$21.64	\$375.00	\$14.43	\$187.50	\$7.22
\$0.40 - \$0.41	\$850.00	\$32.70	\$637.50	\$24.52	\$425.00	\$16.35	\$212.50	\$8.18

\*Approximate benefit. Total annual benefit will vary slightly based on rounding and number of pay periods in the year.

(b) To receive the bi-weekly payment an employee must have worked during the pay period. An employee on unpaid leave will not receive the benefit for a pay period where no compensation is earned.

(c) This benefit ceases at the time an employee terminates their county employment. If an employee terminates during the year, the employee will not be made whole for the annual benefit.

(d) Employees hired on or after January 1, 2012 are not eligible for this benefit.

**Secs. 15-1225—15-1299. Reserved.”**

**PART VI: That Article XIII of Chapter 15 of the Walworth County Code of Ordinances is hereby created to read as follows:**

**“ARTICLE XIII.**

**AFSCME LOCAL 1925B – COURTHOUSE EMPLOYEES**

**DIVISION 1.**

**IN GENERAL**

**Sec. 15-1300. Purpose.**

The purpose of this article is to address specific employment policies for members of AFSCME local 1925B, the courthouse employees. If an employment policy is not addressed in this article, articles I-IX of Chapter 15 shall apply.

**Secs. 15-1301—15-1309. Reserved.**

**DIVISION 2.**

**UNIFORMS – CORRECTIONS DIVISION**

**Sec. 15-1310. Uniforms – corrections division.**

The county shall pay a semi-annual uniform allowance to all correctional and classification officers.

(a) New hires shall receive a semi-annual allowance of one hundred twenty-five dollars (\$125.00) payable six months after their start date and again on their one-year anniversary. After their one-year anniversary the employee will continue to receive additional uniform allowance per the schedule defined in (b) below.

1 (b) Current employees and employees in their second year of employment and beyond  
2 shall receive a semi-annual allowance in the amount of sixty-two dollars and fifty cents (\$62.50).

3 (1) The January through June period will be paid on the last paycheck in June, and the  
4 July through December period will be paid on the last paycheck in December.

5 (2) An employee reaching their one-year anniversary from January through June will  
6 receive the June and December payments. An employee reaching their one-year anniversary from  
7 July through December will receive only the December payment.

8 (c) No payment will be made to an employee who terminates during a semi-annual  
9 period.

10  
11 **Secs. 15-1311—15-1319. Reserved.**

12 **DIVISION 3.**

13  
14 **COMPENSATION**

15  
16 **Sec. 15-1320. Call-in pay.**

17  
18 An employee called upon to work outside of his regular work schedule shall receive a  
19 minimum of two (2) hours work or pay. The employee may be required to work the full two (2)  
20 hours.

21  
22 **Sec. 15-1321. Hire above minimum – correctional officers.**

23  
24 Correctional officers who have the following verifiable experience may be eligible to be  
25 hired above the minimum pay rate with the approval of the appointing authority and director:  
26

<u>Verifiable experience:</u>	<u>Starting rate:</u>
One (1) years corrections experience	One (1) year wage rate
Two (2) years corrections experience	Two (2) year wage rate

27  
28 **Sec. 15-1322. Shift differential.**

29  
30 (a) Employees working the second (2<sup>nd</sup>) or third (3<sup>rd</sup>) shift shall receive twenty-five cents  
31 (\$0.25) per hour in addition to their regular rate for hours actually worked (this differential does not  
32 apply to paid-time off or severance pay). A second (2<sup>nd</sup>) shift is a shift beginning between 1:00 p.m.  
33 and 5:00 p.m., and a third (3<sup>rd</sup>) shift is any shift beginning between 9:00 p.m. and 1:00 a.m.  
34

35 (b) Employees classified as a correctional, classification or communications officer  
36 assigned to a second (2<sup>nd</sup>) shift shall receive an additional fifty cents (\$0.50) per hour for hours  
37 actually worked on the second shift (this differential does not apply to paid-time off or severance  
38 pay). A second (2<sup>nd</sup>) shift is a shift beginning between 1:00 p.m. and 5:00 p.m.  
39

40 **Sec. 15-1323. Longevity bonus.**  
41

1 (a) Employees hired prior to January 1, 2012 shall receive a longevity bonus payment.  
 2 The bonus payment will be based upon the hourly longevity benefit an employee received and the  
 3 FTE of the position they held as of December 31, 2011:  
 4

Benefit as of 1-1-12	1.00 FTE Yearly Benefit*	1.00 FTE Bi-weekly Benefit	.75-.99 FTE Yearly Benefit*	.75-.99 FTE Bi- weekly Benefit	.50-.74 FTE Yearly Benefit*	.50-.74 FTE Bi- Weekly Benefit	.16-.49 FTE Yearly Benefit*	.16-.49 FTE Bi- Weekly Benefit
\$0.00 - \$0.04	\$50.00	\$1.93	\$37.50	\$1.45	\$25.00	\$0.97	\$12.50	\$0.49
\$0.05 - \$0.09	\$150.00	\$5.77	\$112.50	\$4.33	\$75.00	\$2.89	\$37.50	\$1.45
\$0.10 - \$0.14	\$250.00	\$9.62	\$187.50	\$7.22	\$125.00	\$4.81	\$62.50	\$2.41
\$0.15 - \$0.19	\$350.00	\$13.47	\$262.50	\$10.10	\$175.00	\$6.74	\$87.50	\$3.37
\$0.20 - \$0.24	\$450.00	\$17.31	\$337.50	\$12.99	\$225.00	\$8.66	\$112.50	\$4.33
\$0.25 - \$0.29	\$550.00	\$21.16	\$412.50	\$15.87	\$275.00	\$10.58	\$137.50	\$5.29
\$0.30 - \$0.34	\$650.00	\$25.00	\$487.50	\$18.75	\$325.00	\$12.50	\$162.50	\$6.25
\$0.35 - \$0.39	\$750.00	\$28.85	\$562.50	\$21.64	\$375.00	\$14.43	\$187.50	\$7.22
\$0.40 - \$0.41	\$850.00	\$32.70	\$637.50	\$24.52	\$425.00	\$16.35	\$212.50	\$8.18

\*Approximate benefit. Total annual benefit will vary slightly based on rounding and number of pay periods in the year.

5  
 6 (b) To receive the bi-weekly payment an employee must have worked during the pay  
 7 period. An employee on unpaid leave will not receive the benefit for a pay period where no  
 8 compensation is earned.  
 9

10 (c) This benefit ceases at the time an employee terminates their county employment. If  
 11 an employee terminates during the year, the employee will not be made whole for the annual benefit.  
 12

13 (d) Employees hired on or after January 1, 2012 are not eligible for this benefit.  
 14

15 **Secs. 15-1324—15-1399. Reserved.”**

16  
 17 **PART VII: That Article XIV of Chapter 15 of the Walworth County Code of Ordinances is**  
 18 **hereby created to read as follows:**

19  
 20 **“ARTICLE XIV.**

21  
 22 **AFSCME LOCAL 1925C – HEALTH & HUMAN SERVICE EMPLOYEES**

23  
 24 **DIVISION 1.**

25  
 26 **IN GENERAL**

27  
 28 **Sec. 15-1400. Purpose.**

29  
 30 The purpose of this article is to address specific employment policies for members of  
 31 AFSCME local 1925C, the health & human service employees. If an employment policy is not  
 32 addressed in this article, articles I-IX of Chapter 15 shall apply.  
 33

34 **Secs. 15-1401—15-1409. Reserved.**

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**DIVISION 2.**  
**COMPENSATION**

**Sec. 15-1410. Call-in pay.**

An employee called upon to work outside of his regular work schedule shall receive a minimum of one (1) hour work or pay. The employee may be required to work the full one (1) hour.

**Sec. 15-1411. Shift differential.**

Employees working the second (2<sup>nd</sup>) shift shall receive twenty cents (\$0.20) per hour in addition to their regular rate for hours actually worked (this differential does not apply to paid-time off or severance pay). Second shift applies to a shift beginning in the reception unit on or after 12:00 p.m.

**Sec. 15-1412. Emergencies and vacations.**

(a) An employee called by a supervisor to handle an emergency call outside of normal working hours shall receive the applicable pay for the actual time spent on the call, rounded to the nearest quarter hour.

(b) An employee called in to work on an emergency when the employee is on vacation shall receive the applicable pay for the actual time spent at work, rounded to nearest quarter hour.

**Sec. 15-1413. Intensive outpatient holiday coverage.**

(a) As part of the intensive outpatient (IOP) certification, the maximum time between counseling sessions cannot exceed 72 hours in any consecutive 7-day period. To fully comply with the regulations of the certification, during certain holidays that employees are granted off, group counseling sessions need to be held.

(b) An employee required to hold intensive outpatient (IOP) counseling sessions during a 3+-day contiguous non-work period due to a county recognized holiday will receive the following in addition to their regular holiday benefits:

(1) Straight-time for the actual hours spent at work, to the nearest quarter hour, at the applicable hourly rate.

(2) Holiday hours equal to the actual time worked will be added to their holiday bank, regardless of which day during the 3+-day contiguous non-work period they provide the counseling sessions.

(c) The only work that may be performed on these days will be IOP counseling and associated documentation.

(d) The scheduling of these holiday sessions will be pursuant to health & human service policies.

**Sec. 15-1414. Longevity bonus.**

(a) Employees hired prior to January 1, 2012 shall receive a longevity bonus payment. The bonus payment will be based upon the hourly longevity benefit an employee received and the FTE of the position they held as of December 31, 2011:

Benefit as of 1-1-12	1.00 FTE Yearly Benefit*	1.00 FTE Bi-weekly Benefit	.75-.99 FTE Yearly Benefit*	.75-.99 FTE Bi-weekly Benefit	.50-.74 FTE Yearly Benefit*	.50-.74 FTE Bi-weekly Benefit	.16-.49 FTE Yearly Benefit*	.16-.49 FTE Bi-weekly Benefit
\$0.00 - \$0.04	\$50.00	\$1.93	\$37.50	\$1.45	\$25.00	\$0.97	\$12.50	\$0.49
\$0.05 - \$0.09	\$150.00	\$5.77	\$112.50	\$4.33	\$75.00	\$2.89	\$37.50	\$1.45
\$0.10 - \$0.14	\$250.00	\$9.62	\$187.50	\$7.22	\$125.00	\$4.81	\$62.50	\$2.41
\$0.15 - \$0.19	\$350.00	\$13.47	\$262.50	\$10.10	\$175.00	\$6.74	\$87.50	\$3.37
\$0.20 - \$0.24	\$450.00	\$17.31	\$337.50	\$12.99	\$225.00	\$8.66	\$112.50	\$4.33
\$0.25 - \$0.29	\$550.00	\$21.16	\$412.50	\$15.87	\$275.00	\$10.58	\$137.50	\$5.29
\$0.30 - \$0.34	\$650.00	\$25.00	\$487.50	\$18.75	\$325.00	\$12.50	\$162.50	\$6.25
\$0.35 - \$0.39	\$750.00	\$28.85	\$562.50	\$21.64	\$375.00	\$14.43	\$187.50	\$7.22
\$0.40 - \$0.41	\$850.00	\$32.70	\$637.50	\$24.52	\$425.00	\$16.35	\$212.50	\$8.18

\*Approximate benefit. Total annual benefit will vary slightly based on rounding and number of pay periods in the year.

(b) To receive the bi-weekly payment an employee must have worked during the pay period. An employee on unpaid leave will not receive the benefit for a pay period where no compensation is earned.

(c) This benefit ceases at the time an employee terminates their county employment. If an employee terminates during the year, the employee will not be made whole for the annual benefit.

(d) Employees hired on or after January 1, 2012 are not eligible for this benefit.

**Secs. 15-1415—15-1499. Reserved.”**

**PART VIII: That Article XV of Chapter 15 of the Walworth County Code of Ordinances is hereby created to read as follows:**

**“ARTICLE XV.**

**HEALTH & HUMAN SERVICE PROFESSIONALS**

**DIVISION 1.**

**IN GENERAL**

**Sec. 15-1500. Purpose.**

1  
2 The purpose of this article is to address specific employment policies for members of the  
3 health & human service professionals. If an employment policy is not addressed in this article,  
4 articles I-IX of Chapter 15 shall apply.  
5

6 **Secs. 15-1501—15-1509. Reserved.**  
7

8  
9 **DIVISION 2.**

10  
11 **CLASSIFICATION & COMPENSATION**

12  
13 **Sec. 15-1510. Human service specialist II classification.**  
14

15 A human service specialist II is defined as a bachelor's level position that is required by  
16 management to possess an additional skill and/or certification (beyond the bachelor's level) for the  
17 performance of their duties, such as being bi-lingual. Assignment of this classification to a position  
18 is based on existing methods of job content evaluation.  
19

20 **Sec. 15-1511. Standby pay.**  
21

22 (a) An employee required to be available and able to report for work at any time during a  
23 designated standby period shall receive standby pay. When assigned to standby duty, the employee  
24 is not required to remain on county premises, but is required to carry a cell phone and promptly  
25 respond when called. The employee is required to report to work within one hour if their presence is  
26 necessary. The amount of standby period shall be the following during said standby period:  
27

28 (1) \$3.00 per hour, not on a holiday  
29

30 (2) \$4.50 per hour, on a holiday as set forth in 15-515(b)  
31

32 **Sec. 15-1512. Shift differential – crisis intervention.**  
33

34 A shift differential in the amount of thirty-five cents (\$0.35) per hour shall be paid for any  
35 crisis intervention shift beginning between 12:00 p.m. and 6:00 a.m.  
36

37 **Sec. 15-1513. Intensive outpatient holiday coverage.**  
38

39 (a) As part of the intensive outpatient (IOP) certification, the maximum time between  
40 counseling sessions cannot exceed 72 hours in any consecutive 7-day period. To fully comply with  
41 the regulations of the certification, during certain holidays that employees are granted off, group  
42 counseling sessions need to be held.  
43

44 (b) An employee required to hold intensive outpatient (IOP) counseling sessions during a  
45 3+-day contiguous non-work period due to a county recognized holiday will receive the following in  
46 addition to their regular holiday benefits:

1  
2 (1) Straight-time for the actual hours spent at work, to the nearest quarter hour, at the  
3 applicable hourly rate.

4  
5 (2) Holiday hours equal to the actual time worked will be added to their holiday bank,  
6 regardless of which day during the 3+-day contiguous non-work period they provide the counseling  
7 sessions.

8  
9 (c) The only work that may be performed on these days will be IOP counseling and  
10 associated documentation.

11  
12 (d) The scheduling of these holiday sessions will be pursuant to health & human service  
13 policies.

14  
15 **Sec. 15-1514. Emergencies and vacations.**

16  
17 (a) An employee called by a supervisor to handle an emergency call outside of normal  
18 working hours shall receive the applicable pay for the actual time spent on the call, rounded to the  
19 nearest quarter hour.

20  
21 (b) An employee called in to work on an emergency when the employee is on vacation  
22 shall receive the applicable pay for the actual time spent at work, rounded to nearest quarter hour.

23  
24 **Sec. 15-1515. AODA subspecialty certification – LPC/LCSW.**

25  
26 A master’s level licensed professional counselor (LPC) or a licensed clinical social worker  
27 (LCSW) in the mental health outpatient, community support program, comprehensive community  
28 services and crisis units holding the AODA subspecialty or substance abuse counselor (SAC/CSAC)  
29 certification is eligible to receive a payment of \$100 per month for said subspecialty credentials by  
30 providing their certification to the department. Requalification will be contingent upon the  
31 employee to provide current credentials after initial expiration.

32  
33 **Secs. 15-1516—15-1599. Reserved.”**

34  
35 **PART IX: That Chapter 30 of the Walworth County Code of Ordinances is hereby amended**  
36 **to read as follows (additions shown by underline; deletions shown by strike-through):**

37  
38 **“Sec. 30-410. Policy.**

39  
40 (1) The county requires that all employees ~~hired or elected after the effective date of~~  
41 ~~March 8, 2005 be paid utilizing the direct deposit payment method. All non-represented employees,~~  
42 ~~regardless of their date of hire,~~ shall be paid by the direct deposit payment method.

43  
44 (4) The following groups of employees or elected officials may be exempted from  
45 section 30-410(1):  
46

1 a. ~~Represented employees, only if allowed by signed agreement.~~

2  
3 ba. Lakeland School student employees, if such employment is considered part of  
4 their educational training.

5  
6 eb. Lakeland School substitute teachers.

7  
8 ec. Employees utilizing the check method during the direct deposit set-up phase  
9 or when the employee is hired on a limited term basis.

10  
11 ed. County board supervisors holding office prior to March 8, 2005 and  
12 continuing to serve with no break in service.

13  
14 **Sec. 30-413. Distribution of paychecks.**

15  
16 (a) A paycheck will either be a live check or a paycheck advice, as received by those on  
17 direct deposit. The live check shall only be distributed on or after the date printed on the paycheck to  
18 the employee or the employee's authorized representative. The designation of an authorized  
19 representative shall be in writing and kept on file with the person authorized to distribute paychecks.  
20 The authorization shall be retained for one year after the employee leaves county employment.

21  
22 The method of distribution of a paycheck advice shall be via a secure e-mail on or before the date  
23 printed on the advice to the e-mail account designated by the employee. The county requires that all  
24 employees ~~hired or elected after the effective date of November 1, 2009~~ receive their direct deposit  
25 notice via secure e-mail, with the exception of any official elected prior to November 1, 2009. ~~All~~  
26 ~~non-represented employees and Lakeland Education Association members, regardless of their date~~  
27 ~~of hire, shall receive their direct deposit notice via secure e-mail.~~ Under adverse circumstances, the  
28 deputy county administrator-finance may temporarily authorize delivery of payroll advices by  
29 another means as long as delivery to the employee is by the date printed on the payroll advice. The  
30 e-mail designation shall be identified on a form provided by finance-benefits and this form shall be  
31 kept in the employee's payroll/benefits file. It is the employee's responsibility to notify the finance-  
32 benefits department of changes to their e-mail address.”

33  
34 **PART X: That this ordinance shall become effective upon passage and publication.**

35  
36 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8<sup>th</sup> day of November  
37 2011.

38  
39  
40  
41 \_\_\_\_\_  
42 Nancy Russell  
43 County Board Chair

41 \_\_\_\_\_  
42 Kimberly S. Bushey  
43 Attest: County Clerk

44 County Board Meeting Date: November 8, 2011

45 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_





**Resolution No. 68 – 11/11**  
**Recognizing Vendor Support in Promoting the White River State Trail**

1 Moved/Sponsored by: Park Committee  
2

3 **WHEREAS**, Wisconsin State Statute 27.01(8) authorizes the establishment of the state trail pass  
4 to raise funds for the maintenance and operation of State trails. In 2010, the State collected a  
5 total of about \$1.01 million in state trail pass fees, which was down from about \$1.3 million the  
6 previous year. Revenue generated by the state trail pass does not cover all of the expenses for  
7 the trail for which it was charged; and,  
8

9 **WHEREAS**, since 2003, Bob’s Pedal Pusher, Walworth County Boots and Saddle Club, Deakin  
10 Isle, Elkhorn Chamber of Commerce, Lyons Grocery, Pedal and Cup, Walworth County Visitors  
11 Bureau and White River Bike Club have participated in selling state trail passes as sub-vendors  
12 of Walworth County; and,  
13

14 **WHEREAS**, seventy percent (70%) of the revenue for trail passes sold within Walworth County  
15 can be used to maintain and operate the White River State Trail. Expenses of operation include  
16 maintaining safe surfaces, mowing and trimming brush, removing fallen trees and waste  
17 removal; and,  
18

19 **WHEREAS**, the revenue generated from passes sold by these sub-vendors has helped to fund  
20 the ongoing maintenance and operation expenses of the White River State Trail; and,  
21

22 **WHEREAS**, PATS Services, have been providing their services without charge to the White  
23 River State Trail to keep the portable toilet on the trail clean, saving monies; and,  
24

25 **WHEREAS**, the White River Bike Club has made improvements to the trail including benches,  
26 a kiosk, natural plantings and signs, and they also provide volunteer labor to keep the trail clean.  
27

28 **NOW, THEREFORE, BE IT RESOLVED** that the Walworth County Board of Supervisors  
29 gratefully acknowledges the contributions from Bob’s Pedal Pusher, Walworth County Boots  
30 and Saddle Club, Deakin Isle, Elkhorn Chamber of Commerce, Lyons Grocery, Pedal and Cup,  
31 Walworth County Visitors Bureau and White River Bike Club in promoting the use of the White  
32 River State Trail.  
33

34 **BE IT FURTHER RESOLVED** that the Walworth County Board of Supervisors gratefully  
35 acknowledges the contributions from PATS Services and the White River Bike Club for all that  
36 they do to help keep the White River State Trail clean.  
37  
38  
39

40 \_\_\_\_\_  
41 Nancy Russell  
42 County Board Chair  
43

40 \_\_\_\_\_  
41 Kimberly S. Bushey  
42 County Clerk  
43

44 County Board Meeting Date: November 8, 2011



**Policy and Fiscal Note**  
**Resolution No. 68-11/11**

- I. **Title:** Recognizing Vendor Support in Promoting the White River State Trail
- II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to express Walworth County's appreciation for the efforts of the vendors whose state trail pass sales have contributed toward the ongoing maintenance and support of the White River State Trail in Walworth County. The resolution also acknowledges the efforts of PATS Services and the White River Bike Club.
- III. **Budget and Fiscal Impact:** Passage of this resolution will have no fiscal impact on the county budget.
- IV. **Referred to the following standing committees for consideration and date of referral:**

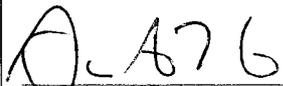
Committee: Park

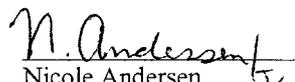
Meeting Date: October 17, 2011

Vote: 4 – 0

County Board Meeting Date: November 8, 2011

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

 10/31/11  
\_\_\_\_\_  
David A. Bretl Date  
County Administrator/Corporation Counsel

 10/31/2011  
\_\_\_\_\_  
Nicole Andersen Date  
Deputy County Administrator - Finance

**Resolution No. 67 – 11/11**

**Urging the Wisconsin Department of Transportation to Proceed as Quickly as Possible  
with the U.S. Highway 12 Environmental Impact Study**

1 Moved/Sponsored by: Public Works

2  
3 **WHEREAS**, pursuant to Resolution No. 09-05/11, the Walworth County Board accepted the  
4 recommendation of the Walworth County Jurisdictional Highway committee to maintain the  
5 U.S. Highway 12 bypass route around the Lauderdale Lakes area (“Highway 12 Bypass Route”),  
6 endorsing the Jurisdictional Highway System Plan for Walworth County: 2035 (SEWRPC  
7 Planning Report no. 15, 2<sup>nd</sup> Edition); and,

8  
9 **WHEREAS**, the Bypass Route was officially mapped in 1967 but has yet to be constructed; and,

10  
11 **WHEREAS**, the Bypass Route is important for the safety and convenience of the traveling  
12 public; and,

13  
14 **WHEREAS**, construction of the Bypass Route is critical to the economy of Walworth County  
15 and the well-being of the University of Wisconsin – Whitewater; and,

16  
17 **WHEREAS**, the next step in the process is for the Wisconsin Department of Transportation to  
18 conduct an environmental impact study.

19  
20 **NOW, THEREFORE, BE IT RESOLVED** that the Walworth County Board of Supervisors  
21 hereby urges the Wisconsin Department of Transportation to proceed as quickly as possible with  
22 the environmental impact study of the Bypass Route.

23  
24 **BE IT FURTHER RESOLVED** that the County Clerk forward a copy of this resolution to the  
25 Governor, Secretary of Transportation and the Senators and Representatives for Walworth  
26 County.

27  
28  
29 \_\_\_\_\_  
30 Nancy Russell  
31 County Board Chair

\_\_\_\_\_

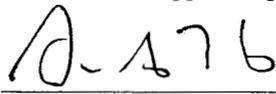
Kimberly S. Bushey  
County Clerk

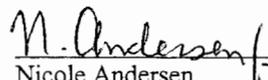
32  
33  
34 County Board Meeting Date: November 8, 2011

35  
36 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 10/31/11  
\_\_\_\_\_  
David A. Bretl Date  
County Administrator/Corporation Counsel

 10/31/2011  
\_\_\_\_\_  
Nicole Andersen Date  
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

