

**Grant County Board of Supervisors
December 19, 2017**

The Grant County Board of Supervisors met on Tuesday, December 19, 2017 at 10:00 a.m. in Room 264 on second floor of the Administration Building, Lancaster, WI pursuant to the adjournment of the November 14, 2017 meeting.

Robert Keeney, County Board Chair called the meeting to order and the Pledge of Allegiance was recited.

Verification of compliance with the open meeting law was a notice in the Herald Independent stating the date, time and place of the County Board Meeting and posted in two public posting locations and the county website verified by Linda K. Gebhard, County Clerk.

Roll Call, December 19, 2017

	Present	Absent	Excused
Carol Beals	X		
John Beinborn	X		
Ronald Coppernoll	X		
Roger Guthrie	X		
Dale Hood	X		
Lester Jantzen	X		
Robert Keeney	X		
Mike Lieurance	X		
Grant Loy	X		
Dwight Nelson	X		
John Patcle	X		
Gary Ranum	X		
Gregory Fry	X		
Robert Scallon	X		
Donald Splinter	X		
Mark Stead	X		
Daniel Timmerman	X		

The Clerk took the roll call resulting in 17 present, therefore a quorum was present.

Agenda: John Patcle, seconded by Roger Guthrie, made a motion to approve the amended agenda. Motion carried.

Minutes: Roger Guthrie, seconded by John Beinborn made a motion to approve the minutes of November 14, 2017 as presented. Motion carried.

Revolving Loan Application for ResiCad—Ron Brisbois, Economic Development presented the revolving loan application to the Board. This application was previously approved by the Ag and Extension Committee and recommended for passage. The application was submitted by First Contact, Town of Platteville for the amount of \$35,000.00, rate 4.0% for a term of 7 years. Collateral is personal guarantee. Jobs created will be 1 starting wage of \$16.50/hour plus benefits, retaining 2 existing jobs. The loan will be used to purchase new production equipment to expand their market and to help fund product development for use on optical equipment at NASA.

First Contract is a manufacturing company that was established in 2001 by James Hamilton, PhD. a Chemistry Professor at UW Platteville. The company produces a cleaning product used on telescopes, aerospace equipment, laser optics, glass, metals and semiconductors. The product has been used on telescopes in Hawaii.

Mark Stead, seconded by John Beinborn, made a motion to approve the Revolving Loan Application for First Contact for \$35,000.00. Motion carried.

Cardinal Hickory Creek Transmission Line Presentation: The presentation was given by Don Pluemer and Rob Danielson.

Communications: Chair Keeney updated the Board Members on the new facility. Walls are being set, hoping to have the roof on the kitchen section by the end of the year. The high wind in the last two weeks caused a delay in the construction.

Chair Keeney recognized Verda Nemo for her 39 years working for Grant County as the Director of Child Support and introduced the new Director Carrie Kerstiens who will be taking Verda's place in January 2018.

Chair Keeney recognized Jeff Anderson, IT Director for his 12 years of service to Grant County. Jeff has announced he will be leaving the County at the end of the year. Jeff was Grant County's first IT Director starting the department 12 years ago. Chair Keeney wished him well on his next venture.

Supervisor Mark Stead extended congratulations to Amy Olson, Fair Manager for receiving the Award of Excellence in the Hall of Honor Communications contest at the 127th Annual International Association of Fairs and Expositions (IAFE) conventions. Amy was selected in two categories; marketing—promotional display or piece (Coasters) and Marketing—newspaper ad black and white.

Employee Recognition: Chair Keeney recognized the following employees with a certificate for their service to Grant County; Sue Fleming for her 26 years of service as an ADRC Meal Site Manger and Dale Wood for his 30 years of service at the Highway Department. Dale will also be presented with a picture of the truck he drove at the Highway.

Appointment(s): None

Grant(s): Ken McAndrew, Veterans Service Officer asked for approval to apply for the 2018 Veterans Affair Block Grant.

Lester Jantzen, seconded by Robert Scallon, made a motion to approve the request for the Block Grant for Veterans Services. Motion carried.

Authorization of County Clerk to sign offers to purchase and other necessary documents related to the acquisition of flood damage properties: Steve Braun and Dale Klemme discussed the CDBG-Emergency Assistance Program, for which Grant County received funding to aid families affected by the July flooding. The project involves the purchase of homes that were damaged so severely by the flooding that they are not repairable and must be demolished. The homes currently slated for acquisition/demolition are located at 614, 616, 626 and 634 West Bluff Street and 601 DuChien Street in the Village of Cassville, and 4727 Lynn Hollow Lane in the Town of Waterloo. The homes will be purchased entirely with program funds; no local match is needed.

A motion was made by Roger Guthrie, second by Lester Jantzen, to authorize the County Clerk to sign offers to purchase and other necessary documents for the purchase of these homes. Motion carried.

Review of Amended Rules of the Grant County Board of Supervisors - Verbiage Clarification: Chair Keeney opened the meeting up for discussion regarding the amendments to the Grant County Board rules that had been approved at the November County Board Meeting. There were no objections to the amendments from the County Board Members. No further action was taken.

Adoption of the Grant County Criminal Justice Coordinating Council Bylaws: Supervisor Gary Ranum presented the Bylaws for the Grant County Criminal Justice Coordinating Council.

Mike Lieurance, seconded by Grant Loy, made a motion to approve the newly drafted Bylaws for the Grant County Criminal Justice Coordinating Council. Motion carried.

GRANT COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS

I. Name

The name of this Council shall be the Grant County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

II. Authority

The Grant County Board of Supervisors established the CJCC on March 21, 2017.

III. Purpose and Function

A. Purpose

The Council shall advise the County in administering and evaluating the Grant County treatment courts, programs and other criminal justice systems. It shall bring together stakeholders in the criminal justice system and members of the public on a regular basis to discuss issues affecting the system, resolve problems, and plan for the future. The CJCC will act in an advisory capacity to the County Board, law enforcement agencies, court personnel and service providers on issues affecting the criminal justice system.

B. Function

The Council shall review the policies, programs, budget, expenditures, and grant applications of the treatment court programs. It may also make recommendations to the justice partners, the Law Enforcement Committee, the Social Services and Health Board, and County Board on criminal justice issues. The CJCC shall endeavor to increase communication; make suggestions for more efficient use of resources; make suggestions to provide better outcomes for justice system users, their families, and the public at large; provide ongoing oversight for new or alternative programs; provide coordination across departments and budget areas; eliminate duplication; enhance public safety; and find cost effective jail programming and alternatives to jail incarceration which may lower recidivism and help reduce the jail population.

IV. Membership

A. Appointing Authority

Appointment to the CJCC shall be by the Chair of the Grant County Board of Supervisors. The Grant County Board of Supervisors shall confirm all appointments.

B. Permanent Representatives

The CJCC shall be composed of the following representatives:

1. A Circuit Court Judge;
2. The County Board Chair, or designee;
3. The Sheriff, or designee;
4. The District Attorney, or designee;
5. The Public Defender, or designee;

6. Victim/Witness Coordinator, or designee;

7. The Director of Social Services, or designee;

8. The Department of Probation and Parole Supervisor for Grant County, or designee;

9. A member of the Law Enforcement Committee, or Social Services or Health Boards;
10. Director of Unified Community Services, or designee;

11. The Corporation Counsel, or designee;

12. A member of the Chief of Police Association designated by the association;

13. The Director of the Health Department, or designee;

14. A designee of the Southwest Wisconsin Workforce Development Board.

C. Citizen Representatives

The Chair of the County Board of Supervisors shall give consideration to appointing no more than five citizen members from among the following:

1. A local school administrator,
2. A representative of a local civic organization (e.g. Lions, Kiwanis, Rotary, etc.),
3. A representative of the healthcare community,
4. A leader in the faith community,
5. Other citizens.

D. Term of Members

Terms of citizen representatives shall be for a period of one year with a limit of no more than three consecutive terms. Following a year hiatus, former citizen representatives may be reappointed to the council. Permanent members shall continue to serve as long as they hold the office which qualifies them for membership on the CJCC.

E. Vacancies in Office

When a vacancy occurs on the CJCC, the vacancy shall be filled by an appointment by the County Board Chair and confirmed by the County Board of Supervisors for the unexpired term in the same manner as the original appointment.

F. Role of Members

Members will meet regularly with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

V. Officers and Staff

A. Chair

The Chair shall be elected by and from the membership of the CJCC. The Chair's duties and powers shall

include the following:

1. Preside at all meetings of the CJCC.
2. Appoint all standing and special committees of the CJCC.
3. Represent the CJCC at official functions and meetings.
4. Perform such other duties as specified by law, custom, or the CJCC.

B. Vice Chair

The Vice Chair shall assume the duties and responsibilities of the Chair in the Chair's absence, and shall perform such other duties as may from time to time be assigned. Should the position of the Chair become vacant or should the Chair become otherwise unable to discharge his/her duties (to be determined by the CJCC), the Vice Chair shall become Chair for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chair shall be filled by a majority vote of the members present per Section IV.F.

C. Terms of Office

At the first meeting of the calendar year, the CJCC shall elect its officers. Each officer shall serve a one-year term and may be reappointed to more than one term. Such offices shall commence at the conclusion of the same meeting.

D. Staff

The CJCC shall engage a coordinator recommended by the CJCC, confirmed by the County Board of Supervisors and provided by Grant County to coordinate activities of the CJCC.

VI. Committees

The Chair of the CJCC may appoint such committees, both standing and special, as deemed necessary to meet the purposes and responsibilities of the CJCC. Committee membership may include non-CJCC members, as approved by the Chair. The Chair appoints Committee chairs, under the advisement of the CJCC.

VII. Meetings

A. Regular Meetings

Meetings of the CJCC shall be set by the Council, the Chair, or upon petition by three members of the Council. The CJCC shall conform to the Wisconsin Open Meetings Law per Section 19.81 et. seq., Wisconsin Statutes.

B. Order of Business

CJCC meetings shall be conducted by way of an established agenda. A place on the agenda for citizen input will be determined by the Chair of the CJCC.

C. Adjourned Meetings

Any legal meeting of the CJCC may be adjourned from time to time as the CJCC deems necessary.

D. Quorum

A majority of the members shall constitute a quorum for the transaction of the business of the CJCC.

E. Conduct of Business

Business of the CJCC shall be conducted by consensus unless otherwise demanded by any member. Any member may demand a formal motion procedure.

F. Voting

Each appointed member shall have the right to one (1) vote.

G. Citizen Participation

Any citizen may comment upon agenda items at a meeting where citizen input is provided. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation as deemed appropriate by the Chair.

H. Distribution of Minutes

Proposed minutes are not official until approved by the CJCC. Minutes shall be approved by the CJCC at the following meeting, to the extent possible. Proposed minutes shall be available for public inspection no later than the Friday prior to approval. Corrections to the minutes shall be reflected in the minutes of the meeting at which the minutes are approved. Approved minutes will be timely filed with the county clerk who shall be the custodian of all CJCC records.

I. Orders and Records

Every order, resolution, and determination of the CJCC shall be recorded in the records of the CJCC.

J. Rules of Order

The principles contained in Robert's Rules of Order, newly revised, shall govern the procedures of the CJCC. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the CJCC, the Bylaws or special rules of order shall prevail over Robert's Rules of Order. The Grant County Corporation Counsel shall serve as parliamentarian.

K. Compensation

Although members may receive regular compensation from their parent organizations for representation on the CJCC, members shall serve without additional compensation and without reimbursement of normal expenses from the CJCC. Expenses such as the production of meeting materials or travel on behalf of the council may be approved by the County Board Chair per Grant County Travel/Reimbursement Policy.

VIII. Amendment of Bylaws

These Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the CJCC at any regular or special meeting. The Bylaws shall conform to such guidelines or policies as may be from time-to-time established by the Board of Supervisors.

IX. Dissolution

The Council shall continue in existence until abolished by a Resolution of the County Board.

The foregoing Bylaws were adopted by the Criminal Justice Coordinating Council on December 5, 2017.

Discussion and Possible Action on MOU & Design Contract with the City of Lancaster concerning extension of Sanitary Sewer System to Grant County Farm Property: Chair Keeney presented the Memorandum of Understanding between the City of Lancaster and the County. The City has contracted with Stand Associates Engineering to provide a review and creating two possible routes to make this proposal happen. This has been approved by the Orchard Manor/Farm Committee. The cost would be \$18,000.00 for Strands Associates Cost.

A motion was made by John Patcle, seconded by Greg Fry, to approve the Memorandum of Understanding on the Design Contract with the City of Lancaster concerning extension of Sanitary Sewer System to Grant County Farm Property and to approve the cost of \$18,000.00 paid out of the Capital

Improvement Account to reimburse the City of Lancaster for Strand Associates cost. Motion carried. A roll call vote was called for.

ROLL CALL VOTE

DATE: December 22, 2017

QUESTION: Memorandum of Understanding for Grant County Farm Development Area Municipal Sanitary Sewer Service and approve the reimbursement of \$18,000.00 to the City of Lancaster.

	YES	NO	ABSENT
1. GARY RANUM	X		
2. GRANT LOY	X		
3. ROBERT SCALLON	X		
4. ROBERT KEENEY	X		
5. ROGER GUTHRIE	X		
6. JOHN PATCLE	X		
7. GREGORY FRY	X		
8. RONALD COPPERNOLL	X		
9. MIKE LIEURANCE	X		
10. MARK STEAD	X		
11. DALE HOOD	X		
12. DWIGHT NELSON	X		
13. CAROL BEALS	X		
14. LESTER JANTZEN	X		
15. JOHN BEINBORN	X		
16. DONALD SPLINTER	X		
17. DANIEL TIMMERMAN	X		

County Clerk took the roll call vote resulting in 17 yes votes, therefore the motion carried.

**Memorandum of Understanding
Grant County Farm Development Area Municipal Sanitary Sewer Service**

This Memorandum of Understanding (MOU) is entered into by Grant County (the “County”), and the City of Lancaster (the “City”), concerning extension of sanitary sewer service to the Grant County Farm Property (the “Property”).

Recitals

- A. The County and City desire to see the development of the Property, which will require wastewater service.
- B. The most cost effective way to provide wastewater service to the Property is by the extension of sanitary sewer main, lift stations and other necessary improvements so as to connect development on the Property to the City’s wastewater treatment plant.
- C. The engineering consultants for the County and the City have identified approximate location and sizing of such improvements, along with preliminary costs.

- D. The County and the City desire to proceed with the coordinated extension of sanitary sewer improvements in order to accomplish the improvements in a timely and cost effective manner.
- E. The timeline to complete construction is estimated to be 18 months, with milestones including:
Month 1: Define scope of improvements to be responsibility of City and County, respectively. Include potentially shared field services for survey and geotechnical investigations, which may be used for both scopes.

Month 2: Execute Agreements for Engineering Design and Construction Services, as well as Survey and Geotechnical Services. Complete Field Survey.

Month 3: Start Preliminary Design/Alternatives

Month 4: Easement acquisition process.

Month 5: Complete Geo-tech.

Month 6: Complete final design, acquire permitting and approvals

Month 7: Bidding

Month 8: Contract award

Month 9: Begin construction

Month 15: Substantial completion (operational by March 2019)

Month 18: Final Completion (restoration, etc.)

Agreement

The County and City will work diligently towards completion of a formal agreement (the Development Agreement) that specifies details as to ownership and maintenance of the various facilities to be built, along with any other items they feel are necessary and appropriate for such an agreement.

- A. The County will complete final design for improvements in accordance with City standards.
- B. Prior to construction of the sanitary sewer facilities, the City will review any and all final design plans to ensure compliance with City standards and must approve of the final design plans.
- C. The County will reimburse the City for the actual costs of review of the final design by the City's engineering consultant.
- D. Gaining DNR approvals for construction of improvements shall be the responsibility of the County and the City for the improvements that they are causing to be constructed, respectively.
- E. The County, after final designs are complete and reviewed by the City, will construct, in accordance with the approved plans and specifications, the sanitary sewer improvements to the destination identified in the aforementioned Development Agreement.
- F. The City will, upon construction completion and City inspection, testing, and approval for access, takes ownership of the sanitary sewer improvements as specified in the Development Agreement.
- G. The City will operate and maintain the sewer improvements as part of the City municipal sanitary sewer system as specified in the Development Agreement.
- H. The City will construct the improvements identified as City improvements in the Development Agreement.
- I. The City will size such improvements to accommodate the flow as designed by the County's engineering consultants and approved by the City's engineering consultants.

- J. The County shall pay the City for any additional costs incurred by the City for constructing improvements larger than the City would otherwise need but for the flow from County improvements.
- K. All future connections to facilities other than the Law Enforcement Center-Jail- Emergency Management-Social Services-ADRC Building and Orchard Manor shall be at the discretion of the City.
- L. Should the City, in its' sole discretion, allow additional connections to the sanitary sewer system being constructed, the City shall charge connection fees in accordance with the Development Agreement and reimburse the County for a proportionate share of the cost of the sanitary sewer infrastructure that the County originally paid for in accordance with the terms and provisions set forth in the Development Agreement.

Presented and recommended this 13th of December, 2017, by the Orchard Manor/Farm Committee.

/s/ John Patcle, Chair
 /s/ Dale Hood, Secretary
 /s/ Greg Fry

/s/ Dwight Nelson, Vice Chair
 /s/ Robert Scallon

Adopted and approved this 19th day of December, 2017, by the Grant County Board Supervisors.

BOARD OF SUPERVISERS BY:
 /s/ Robert C. Keeney

ATTEST: I, Linda K. Gebhard, Grant County Clerk, do certify that the Resolution has been approved by the Grant County Board of Supervisors at a meeting held on December 19, 2017
 Linda K. Gebhard, County Clerk

CITY OF LANCASTER BY: /s/ David Varnam, Mayor /s/ David Kurihara, City Clerk

Resolution: Authorizing the County Treasurer to Take Tax Deed Parcels Which Have Taxes Owing on the 2013 Tax Rolls (2014 Tax Certificates): Carrie Eastlick, Treasurer presented the Resolution to the County Board Members.

A motion was made by Don Splinter, seconded by Lester Jantzen, to approve the Resolution authorizing the County Treasurer to take tax deed parcels which have taxes owing on the 2016 tax rolls (2014 tax Certificates). Motion carried.

**Grant County
 BOARD OF SUPERVISORS
 RESOLUTION NO.60-16**

Subject: Executive Committee authorizing the County Treasurer to take the tax deed parcels which have taxes owing on the 2013 tax rolls (2014 tax certificates)

WHEREAS, Grant County is the owner of numerous tax certificates for the year 2014 based on the tax levy of 2013.

NOW, THEREFORE, BE IT RESOLVED, that the County Treasurer is herewith instructed to execute and have

County Clerk took the roll call vote resulting in 17 Yes votes. Therefore motion carried.

RESOLUTION NO. 58-16

The Grant County Board of Supervisors herein authorizes the Grant County Treasurer to Quit Claim to the former owner, Linda Polanco, the following described piece or parcel of land, lying and being situated in the County of Grant, to-wit:

A parcel of land in the City of Boscobel, Grant County, Wisconsin, described as Lot 13 of Block Forty-one (41) of the Original Plat, to the City of Boscobel, Grant County, Wisconsin.

TAX KEY PARCEL NUMBER: 206-00327-0000
Property Address: 201 W Oak Street Boscobel, WI 53805

Said property had been acquired by Grant County by means of a Tax Deed (Exhibit 1) as referenced in Ordinance # 39 (Exhibit 2). As outlined under Grant County Ordinance Section 242-3, Repurchase option, subsections A and B have been satisfied with Linda Polanco having paid to the Grant County Treasurer all delinquent taxes, accumulated interest charges and all costs incurred by Grant County in proceedings necessary to obtain and file the tax deed in the amount of \$8,774.63. Therefore, the Grant County Board of Supervisors exercises the repurchase option as listed in Section 242-3 of the Grant County Code.

Accepted and approved this 19th day of December, 2017, by the Grant County Board Supervisors.

BOARD OF SUPERVISORS BY: Robert C. Keeney

ATTEST: I Linda K. Gebhard, Grant County Clerk, do certify that this resolution was adopted by the Grant County Board of Supervisors at a meeting held on December 19, 2017.

Linda K. Gebhard, County Clerk

Resolution: Authorizing the County Treasurer to Quit Claim Tax Parcel 211-00107-0000 in City of Cuba City to the Former Owner: Carrie Eastlick Treasurer presented the quit claim to the County Board.

A motion was made by John Beinborn, seconded by Mark Stead, to approve Resolution 59-16 to Quit Claim the property back to its original owner, Lloyd Williamson, City of Cuba City. A roll call vote was called for.

ROLL CALL VOTE

DATE: December 19, 2017

QUESTION: Quit Claim property back to original owner, City of Cuba City.

	YES	NO	ABSENT
1. GARY RANUM	X		
2. GRANT LOY	X		
3. ROBERT SCALLON	X		
4. ROBERT KEENEY	X		
5. ROGER GUTHRIE	X		
6. JOHN PATCLE	X		
7. GREGORY FRY	X		

	YES	NO	ABSENT
8. RONALD COPPERNOLL	X		
9. MIKE LIEURANCE	X		
10. MARK STEAD	X		
11. DALE HOOD	X		
12. DWIGHT NELSON	X		
13. CAROL BEALS	X		
14. LESTER JANTZEN	X		
15. JOHN BEINBORN	X		
16. DONALD SPLINTER	X		
17. DANIEL TIMMERMAN	X		

County Clerk took the roll call vote resulting in 17 Yes votes. Therefore motion carried.

RESOLUTION NO. 59-16

The Grant County Board of Supervisors herein authorizes the Grant County Treasurer to Quit Claim to the former owner, Lloyd Williamson, the following described piece or parcel of land, lying and being situated in the County of Grant, to-wit:

A parcel of land in the City of Cuba City, Grant County, Wisconsin, described as the W ½ of Lots 11, 14 & 17 of Block Fourteen (14) of the Original Plat to the City of Cuba City, Grant County, Wisconsin.

TAX KEY PARCEL NUMBER: 211-00107-0000

Property Address: 115 E Webster Street Cuba City, WI 53807

Said property had been acquired by Grant County by means of a Tax Deed (Exhibit 1) as referenced in Ordinance # 39 (Exhibit 2). As outlined under Grant County Ordinance Section 242-3, Repurchase option, subsections A and B have been satisfied with Lloyd Williamson having paid to the Grant County Treasurer all delinquent taxes, accumulated interest charges and all costs incurred by Grant County in proceedings necessary to obtain and file the tax deed in the amount of \$7,389.49. Therefore, the Grant County Board of Supervisors exercises the repurchase option as listed in Section 242-3 of the Grant County Code.

Accepted and approved this 19th day of December, 2017, by the Grant County Board Supervisors.

BOARD OF SUPERVISORS BY: Robert C. Keeney

ATTEST: I, Linda K. Gebhard, Grant County Clerk, do certify that this resolution was adopted by the Grant County Board of Supervisors at a meeting held on December 19, 2017.

Linda K. Gebhard, County Clerk

Non-rep Pay Policy and Evaluations Policy: Joyce Roling, Personnel Director presented the policy changes to the Grant County Board Supervisors. This policy change was approved by the Executive Committee.

A motion was made by Gary Ranum, seconded by Dwight Nelson, to approve the changes as below as of January 1, 2018. Motion carried.

5.8 NON-REP PAY POLICY AND EVALUATIONS

1. Purpose

County Board Approval	01/05/2006
Effective	01/01/2006
Revision	05/15/2012, 12/17/2013 01/01/2018

The purpose of this Policy is to establish a procedure for the administration of the Grant County Pay Plan and evaluations for non-represented employees.

2. Performance Evaluation

- a) Every Grant County employee shall have his or her work performance reviewed annually in writing. The performance evaluation and the determination of satisfactory or unsatisfactory work performance will be completed by employee's department head or designee. Department heads shall have their performance reviewed and the determination of satisfactory or unsatisfactory work performance done in conjunction with the home committee, the County Board Chair and the Personnel Director. Employees will not be considered for a wage step or across the board increase unless they have had their performance reviewed and confirmed on a payroll change notice.
- b) All increases shall be withheld for a period not to exceed 6 months should an employee fail to receive a satisfactory performance evaluation review. Employees who receive 2 consecutive unsatisfactory performance evaluations may be subject to termination of employment.
- c) A copy of the Department Head's performance review shall be forwarded to the Personnel Department for inclusion in the employee's file. Notice of satisfactory or unsatisfactory performance review from other non-represented employees will be sent to the Personnel Department. It is the department's obligation to keep a written copy of the evaluation.
- d) Evaluation forms and training are available through the Personnel Department.
- e) Step increases, if any, will be effective on January 1 of each subsequent year for employees placed on the plan on or before January 1, 2018. All other employees will have step increases, if any, become effective on their anniversary date of subsequent years.

3. New Employees

- a) Approved positions that have been filled will be placed at the minimum rate on the pay plan. Any alternative start rate shall be brought to the Executive Committee by the Department Head and the Personnel Director. Final decision regarding placement of the position in the pay plan shall rest with the Executive Committee unless prior approval has been made by the Executive Committee for the Personnel Director and the Department Head to make that determination.

5. Annual Pay Grade Adjustments

- a) Each year the Executive Committee shall make a recommendation as to whether an across the board adjustment shall be made on the pay plan and granted to the employees subject to final approval of the County Board of Supervisors.
- b) Any across the board increases shall be effective January 1 of each year unless the County Board of Supervisors dictate otherwise.

Position Request/Replacement Policy: Joyce Roling, Personnel Director presented the policy changes to the Grant County Board Supervisors. This policy change was approved by the Executive Committee.

A motion was made by Ron Coppernoll, seconded by Greg Fry, to approve the changes as below as of January 1, 2018. Motion carried.

5.12 POSITION REQUEST/REPLACEMENT

When a position becomes vacant or there is a need for additional staff of an existing job, Department Head must contact the Personnel Director for guidance prior to committee approval. Additional staff requests, of an existing job, require approval of the home committee and the Executive Committee.

Approval from the home committee chair is required to start the recruiting process of a vacant position. Confirmation is required from the full committee before filling the position. The vacant position should be reviewed for effectiveness and whether it is still necessary. The job description must be updated before posting. ~~Please see Workplace Job Restructure policy (5.13) should you be considering a change to the position.~~ ~~01/01/2018-02/21/2017~~

~~**5.13 WORKPLACE JOB RESTRUCTURE**~~

~~Purpose~~

~~Because changes in requirements, technology, and efficiencies occur, it is at times necessary to review job processes and reorganize workplace structure. In an effort to provide a standard of reviewing changes and the need for efficiencies within a department regarding job process and duties, the following process will be followed.~~

~~Process~~

- ~~1. Consideration for new positions, reclassifications and/or eliminations of a position, will be given only if:

 - ~~a) Regulation changes require alternate staffing to meet certain requirements or;~~
 - ~~b) Funding decreases or limitations require the elimination or reduction of staffing or;~~
 - ~~c) Funding and/or workloads increase beyond current capacity after applying LEAN principals or;~~~~

- ~~d) There is an obvious inefficiency within the department that needs to be corrected and;~~
- ~~e) The Department Head and Personnel Department work collaboratively to review all positions in a specific area using LEAN principles and;~~
- ~~f) A review job processes (Mapping) to determine where efficiencies can be made has been completed and;~~
- ~~g) A recommendation for change by the governing committee to the Executive Committee.~~

~~An increase (or decrease) in the volume of workload, the length of service of the incumbent, the qualifications of the incumbent, and the incumbent's proficiency in performing assigned duties and responsibilities shall NOT be factors for consideration in reclassifications.~~

~~The recommendation to the Executive Committee shall include:~~

- ~~a) A defined problem~~
- ~~b) A detailed narrative report explaining the restructure of position duties and why, and what alternatives were explored.~~
- ~~c) Updated/completed job descriptions~~
- ~~d) An estimated fiscal impact~~

The decision of the Executive Committee shall be final.

Classification Review Policy: Joyce Roling, Personnel Director presented the policy changes to the Grant County Board Supervisors. This policy change was approved by the Executive Committee.

A motion was made by Robert Scallon, seconded by John Beinborn, to approve the changes as below. Motion carried.

5.13 CLASSIFICATION REVIEW and NEW POSITION CREATION

Purpose

To provide a standard of reviewing changes and the need for efficiencies within a department regarding job process and duties.

The county recognizes the importance of rigorous adherence and discipline as it relates to the underlying assumptions and principles on which the county's pay plan was developed. Therefore, all reviews for classification changes and new positions will be submitted to the county's wage schedule consultant for analysis. In addition, this allows for the County to maintain an unbiased review of the jobs in question. All job changes shall be documented and no reclassification requests shall be granted unless the job evaluation system indicates as such or there is a demonstrated market condition determined by the consultant that would warrant such an adjustment.

Process

Contact the Personnel Director to review the process in detail and the criteria used to determine whether or not a review is necessary. The Department Head and the Personnel Director will work together to prepare proper documentation.

A reclassification review will only be considered for a position which duties change as determined in conjunction with the Department Head and the Personnel Director over the course of a year. The review will coincide with the budget process to allow for the County to plan for any change in compensation.

Management-initiated reorganization or new position creation could occur at any point in the year, but it is recommended to coincide with budget planning. As noted above, all duties—or changes in duties—must be documented prior to being evaluated.

Upon completion of proper documentation, the Personnel Director will submit the request to the consultant for analysis. The consultant will evaluate the responsibilities, rate the job, and recommend a pay grade allocation to the Executive Committee. The Executive Committee decision is final. All consultant fees incurred for the request will be borne by the department of the job in question.

1/1/2018

2018-2019 Sheriff Deputy Union Contract: Joyce Roling, Personnel Director presented the agreement to the Grant County Board Supervisors. The changes implement a clean up to language that is no longer relevant. This agreement changes were approved by Law Enforcement.

A motion was made by Don Splinter seconded by Lester Jantzen, to approve the changes stated below made to the Grant County Sheriff's Department Association WPPA/LEER Agreement. A roll call vote was called for.

ROLL CALL VOTE

DATE: December 19, 2017

QUESTION: Tentative Agreement for the Grant County Sheriff's Department Association WPPA/LEER.

	YES	NO	ABSENT
1. GARY RANUM	X		
2. GRANT LOY	X		
3. ROBERT SCALLON	X		
4. ROBERT KEENEY	X		
5. ROGER GUTHRIE	X		
6. JOHN PATCLE	X		
7. GREGORY FRY	X		
8. RONALD COPPERNOLL	X		
9. MIKE LIEURANCE	X		
10. MARK STEAD	X		
11. DALE HOOD	X		
12. DWIGHT NELSON	X		
13. CAROL BEALS	X		
14. LESTER JANTZEN	X		
15. JOHN BEINBORN	X		
16. DONALD SPLINTER	X		
17. DANIEL TIMMERMAN	X		

County Clerk took the roll call vote resulting in 17 Yes votes. Therefore motion carried.

**GRANT COUNTY SHERIFF'S
DEPARTMENT ASSOCIATION
WPPA/LEER
TENTATIVE AGREEMENT**

**with the
COUNTY OF GRANT
For a successor Agreement to the 2015-2017 Agreement**

November 17, 2017

(current language proposed to delete; proposed new language)

TENTATIVE AGREEMENTS

Amend **Article 10.01 – Job Posting**, to reflect the following:

10.01: Unit job openings shall be posted for a period of seven (7) days, and a copy of the posting shall be provided to the steward. The most qualified applicant shall be selected provided that if two (2) or more applicants are equal in qualifications, seniority shall be the determining factor. ~~Employees successfully posting for a position shall serve a six (6) month trial period, during which either the County or the employee may request a return to his or her former position in the bargaining unit. The employee shall suffer no loss of seniority by virtue of such posting and return.~~ All applicants must meet the qualifications established by the Employer or by law, including physical requirements.

Amend **Article 12 – Sick Leave**, to reflect the following:

12.02: (a) Sick leave shall accrue at the rate of ~~one (1) day~~ eight hours per month and may accumulate to an unlimited amount.

(c) A sick leave day used will be consistent with shift hours scheduled for that day. (For example, if the absent employee is scheduled for a ten hour shift, then ten hours of sick leave will be applied to that day, consist of eight (8) working hours.

Amend **Article 12 – Sick Leave**, Section 12.03; as follows:

12.03: Employees will be paid for all scheduled days off for sickness, but not to exceed the amount accrued. When and if an employee maintains at least twenty-four (24) days accumulation for a twelve (12) month period, beginning January 1, the employee at the end of the twelve (12) month period may be paid for half (1/2) of the sick leave over twenty-four (24) days not used but accrued during that twelve (12) month period. The maximum number of days paid at the end of a twelve (12) month period will not exceed six (6). A member may elect to waive the sick leave buyback but must do so by December 31st of each year prior to when the accrual starts. For example, to waive the sick leave buyback for 2017, which is paid out in January of 2018, a waiver must be signed by December 31, 2016, which is before any 2017 sick leave accrual begins to avoid constructive receipt.

Amend Article 14- **Hours of Work**, to reflect the following:

14.01 Compensatory time accumulated is capped at a maximum of eighty (80) hours. Covered employees must turn in a time listing, including compensatory hours worked, at the end of each ~~month~~ pay period. All such reports must be received by the Chief Deputy by ~~4:30 p.m. on the fifth of the following month~~ 10:00 a.m. Monday following the pay period. If a person has not accumulated the

maximum compensatory time allowed, the approved hours will be added to the existing total until the maximum is reached.

~~14.04: Any employee who was properly assigned to and does perform work in a higher classification shall be paid at the rate of pay for actual time spent working in the higher classification for that assignment.~~

14.05: Employees shall be paid bi-weekly. ~~The record for accrued, used, paid and monthly balance of vacation, sick leave, discretionary and compensatory days will be provided to each employee during the month of January reflecting the prior year record and status as of December 31.~~ Employees will receive their paycheck as a direct deposit to their bank at no cost.

14.06: Employees shall receive a thirty (30) minute paid lunch break during his or her ~~shift of eight (8) or more hours hour tour of duty~~, which shall be taken as directed by the Sheriff or his or her designee. Amend Article 15- **Holidays**, to reflect the following: **EFFECTIVE 1/1/2019**

15.03: An employee shall have the option of taking the number of prescribed holidays listed above in 15.01 and 15.02 as off days or shall have the option of taking the days in pay or compensatory time off cash. ~~Any officer electing to take the holiday as an off day shall have to obtain the approval of the Sheriff or his designee. All holidays left on the books as of December 1st or holidays that have not been approved for time off in the month of December by December 1st, may be converted to cash and paid in the first pay period of December unless the employee elects to carry the time into the next year. Holiday hours will be part of the regular compensatory time cap of 80 hours as stated under article 14.~~

Amend Article 19 – **Clothing Allowance**, to reflect the following:

19.01: During the term of this Agreement the clothing allowance shall be ~~Three Hundred Seventy Dollars (\$370.00) per year per uniformed employee. The Deputy Sheriff classification shall receive a clothing allowance of~~ Four Hundred Dollars (\$400.00) per year. All current department policies and practices regarding clothing allowance not identified herein shall be maintained.

Amend Article 20 – **Wages**, Section 20.01; as follows:

1-1-2018 – 2% ATB
1-1-2019 – 2.5% ATB

Amend Article 23 – **Termination**, as follows:

23.01: This Agreement shall become effective as of January 1, ~~2015~~ 2018, and shall remain in full force and effect until and including December 31, ~~2017~~ 2019, and shall be automatically renewed from year to year thereafter, unless at least one hundred eighty (180) days before the termination date or any anniversary thereof, either party gives written notice to the other of desire to amend, add to or terminate this Agreement.

Remove the Side Letter Agreement that refers to a 6/3 – 8.5 hour schedule (attached)

~~SIDE LETTER OF AGREEMENT
BETWEEN
GRANT COUNTY SHERIFF'S DEPARTMENT ASSOCIATION, WPPA
AND
GRANT COUNTY~~

The parties agree as follows:

1. ~~Deputy Sheriffs assigned to regular full-time road patrol duties (Patrol Deputies) will be assigned a work schedule which will consist primarily of a six-days-on, three-days-off cycle. The regular workday shall be 8.5 hours.~~
2. ~~The Patrol Deputies will be scheduled at least 16 additional hours each year for training/in-services. It is agreed that these 16 hours shall be paid at their regular straight time hourly rate.~~
3. ~~Holiday pay for regular full-time Patrol Deputies will consist of 8.5 hours pay at the employee's regular straight time hourly rate (4.25 hours for the Friday Afternoon before Easter).~~
4. ~~Full-time Patrol Deputies may take up to 8.5 hours of paid time for Sick days, Discretionary days, and Funeral leave.~~
5. ~~Effective July 1, 2000, sick leave days for regular full-time Patrol Deputies will be accrued at 8.5 hours per month.~~
6. ~~If a disagreement occurs over the application of this side letter, the parties agree to meet and confer in order to work out a solution. If a solution cannot be agreed upon, the Sheriff has the authority to revert back to the previous scheduling system.~~
7. ~~This side letter of agreement shall become effective June 18, 2000.~~

Dated this 6th day of May, 2008.

For WPPA: _____ **For Grant County:** _____

/s/ Gary Anderson _____ /s/ Joyce M. Roling _____
 Gary Anderson, WPPA Business Agent _____ Joyce M. Roling, Personnel Director _____
/s/ Jay Fitzgerald _____ /s/ Keith Govier _____
 Jay Fitzgerald, Steward _____ Keith Govier, Sheriff _____

Fiscal Impact of Proposed WPPA Wage Increase		
	2.00%	2.50%
	2018	2019
Wages	21,140	27,057
Benefits	4,450	5,695
Total *	25,590	32,752
* Does not include overtime or unused compensatory time paid out		

Comprehensive Zoning Plan: None

Zoning Amendment(s): None

Review and Discuss Options for Administration of Grant County Governmental Operations: Patrick Glynn, Carlson-Dettmann addressed the Board on the options the County has in hiring an Administrator, County Executive or an Administrative Coordinator: Patrick Glynn, Carlson-Dettmann presented the results of the survey that was completed by the Board Members and information explaining the differences between a County Executive, County Administrator, and an Administrative Coordinator.

Discussion followed, no action taken. It was decided to bring this issue back at a future County Board Meeting.

Dog Claim(s): Grant County Humane Society Dog Claims: Roger Guthrie presented the dog claims from Grant County Humane Society for \$1,215.00.

A motion was made Roger Guthrie, seconded by Greg Fry to approve paying the dog claims requested by the Grant County Humane Society for \$1,215.00. Motion carried with one negative vote.

2018 Grant County Humane Society Contract: Chief Deputy Jack Johnson has been negotiating with the Grant County Humane Society regarding a new contract. The old contract is due to run out on December 31, 2017. The Grant County Humane Society sent a contract that they made some alterations on for the County Board to review. They also raised the fee for a stray dog taken in to \$150.00 from \$135.00 per dog.

After discussion the County Board was in agreement to leave the existing contract as it was accepting no new wording that was added by the Grant County Humane Society and send it back to them to sign. The County would accept the \$150.00 raise in the dog fee.

Roger Guthrie, seconded by Dale Hood, made a motion to approve to sign a renewal contract with the Grant County Humane Society leaving all the language the same as before but to raise the dog fee to \$150.00 per dog. Motion carried with one nay vote.

Committee Reports: John Patcle stated because of the lengthy meeting he felt the committee reports should be postponed until the next meeting.

Adjournment: John Beinborn made a motion seconded by Lester Jantzen, to adjourn the meeting pursuant to the next meeting on January 23, 2018 at 10:00 a.m. Motion carried.