

REGULAR MEETING OF THE PRICE COUNTY BOARD OF SUPERVISORS

DATE: February 16, 2016

TIME: 9:00 a.m.

PLACE: County Board Room 101; 126 Cherry St; Phillips, WI 54555

There will be a meeting of the **Price County Board of Supervisors** at the time and place indicated. The meeting is open to the public pursuant to Wisconsin Statutes, Chapter 19, Subchapter V. (Open Meeting Law).

AGENDA

amended February 9, 2016; 2:45 p.m.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approve minutes of the November 10, 2015 meeting

Communications and Announcements

Public Comments

Ordinances:

1. Chapter 403, Article XIV: Tobacco and Smoking Product Use in Courthouse, County Buildings and Vehicles
2. Amend Price County Code, Chapter 290, Fees and Penalties: to Change the Schedule of Forfeitures

Resolutions:

1. Price County Fair Association (Executive)
2. Transfer from General Fund ~~for~~ to Airport **Fund Project** (Executive)
3. Forgiveness of Delinquent Property Taxes – Town of Ogema (Executive)
4. Elected Officials Salaries for 2017 through 2020 (Administrative)
5. Adopt Revised County Board Policy and Procedure Manual (Administrative)
6. Adopt Revised Employee Handbook and Administration Manual (Administrative)
7. Addressing Funding for the **Park-Falls BART** Bus – Public Transit for Price County (Health and Human Services Board)
8. **Designating the Week of April 11-15 as Work Zone Awareness Week in Price County (Highway & Transportation)**

Elections and Appointments:

1. County Administrator Appointment with Board Approval:
 - a. Emergency Fire Wardens

Reports on File:

1. Register of Deeds – 2015 Annual Report
2. Register in Probate – 2015 Annual Report

Miscellaneous

1. 2016 Northwest ITBEC Tourism Marketing Plan
2. Northwest Regional Planning Commission January 20-16 meeting update
3. Northwest Regional Housing – CDBG Program update

Convene to Committee of the Whole:

1. 2015 Financial Summary Report as of 12/31/15
2. Committee Chair Reports
 - a. Buildings & Grounds/Dams
 - b. Forestry & Parks/Tourism
 - c. Health and Human Services Board
 - d. Highway & Transportation
 - e. Land Use/UW Extension
 - f. Law Enforcement
 - g. Personnel
 - h. Executive
5. County Administrator's Report
6. Announcement and motion to adjourn to closed session pursuant to the exemption in Wis. State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:

- a. County Administrator – nine-month performance review
 - b. Motion to Return to Open Session
7. Take Action, as needed, on closed session item

Convene out of Committee of the Whole

Date of Next Meeting: April 19, 2016 at 9:00 a.m. in the County Board Room

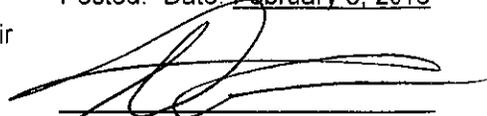
Adjourn

Robert Kopisch
Robert Kopisch, County Board Chair

Posted: Date: February 5, 2016

Time: 9:05 a.m.

Reviewed by County Administrator:



Nicholas Trimner

C: The Price County Review

WCQM/WPFP

Corporation Counsel

Posting locations: Courthouse bulletin board, Normal Building bulletin board, Park Falls Public Library, Phillips Public Library, Ogema Public Library

The Board reserves the right to take appropriate action on any item timely noticed on this agenda. Persons having a disability may request special accommodations in keeping with ADA requirements. Requests will be kept confidential. Please contact the County Clerk's office at 339-3325.

REGULAR MEETING OF THE PRICE COUNTY BOARD OF SUPERVISORS

November 10, 2015

County Board Room 101, 126 Cherry St, Phillips, WI 54555

Meeting called to order at 9:00 a.m. by Robert Kopisch, Board Chair. Invocation: Deacon Jim Celba.

Pledge of Allegiance recited by those in attendance. Roll Call: Present (13): Larry Palecek, James Adolph, Mary Jesunas, James Tauschek, James Hintz, Ronald Heikkinen, Dennis Wartgow, Travis Nez, Alan Haskins, Robert Kopisch, John Vlach, Bruce Jilka, Dennis Marmitt. Also present: Nick Trimmer.

Approve minutes of the October 13, 2015 meeting: Motion Adolph/Jesunas to approve the minutes of the October 13, 2015 meeting as presented. Motion carried.

Communications and Announcements: None

Public Comments: 4-H participants spoke about their 4-H experiences: Jackson Grendys, Town of Elk; Devynn DeLeasky, Town of Emery; Emma Peterson, Town of Worcester with follow-up by Amber Rehberg.

Public Hearing on Proposed 2016 Budget declared open at 9:13 a.m. No public comment. Brief discussion. Hearing declared closed at 9:15 a.m.

Resolutions:

Resolution 58-15

2015 Property Tax Levy

BE IT RESOLVED, by the Price County Board of Supervisors, duly assembled in Annual Session, this 10th day of November 2015, that the budget prepared by the Executive Committee, which has been approved by action of the Price County Board of Supervisors, be and hereby levied against the tax districts in Price County, and that the County Clerk be and hereby is authorized and directed to appropriate the levy to each tax district as provided by law:

2015 Property Tax Levy, payable in 2016: \$7,939,656

Submitted by: s/Robert Kopisch, Chair; Price County Board of Supervisors

Adopted by the Price County Board of Supervisors this 10th day of November, 2015.

s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 12, Against: 1. Motion Hintz/Marmitt to consider resolution for adoption. Roll call vote on resolution adoption: Yes (12): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (1): Nez. Motion carried.

Resolution 59-15

Authorize the Issuance of Tax Deed for 2012

WHEREAS, the Treasurer of Price County has issued 2012 tax certificates on properties for nonpayment of real estate taxes; and

WHEREAS, the owners or claimants of the parcels have not satisfied redemption of said tax certificates and that said parcels continue to remain unredeemed.

NOW, THEREFORE BE IT RESOLVED, by the Price County Board of Supervisors that the County Clerk be and is hereby ordered to issue tax deed against the properties listed as attached on the unredeemed tax certificates for 2012 and also those prior years pursuant to Section 75.14 of the Wisconsin Statutes, excepting that no tax deed will be taken for any property with visible evidence of contamination or determined to not be in the best interest of the County.

BE IT FURTHER RESOLVED, that the Executive/Finance/IT Committee will have final authority in deciding if said tax deed properties are processed as tax deed pursuant to §75.14 of the Wisconsin Statutes or processed as in rem pursuant to §75.521 of the Wisconsin Statutes.

Submitted by the Price County Committee. s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ronald Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimmer. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0 Motion Palecek/Tauschek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 60-15

2016 Capital Project Borrowing

WHEREAS, Price County, Wisconsin (County) is presently in need of funds to a maximum aggregate amount of three hundred thirty-five thousand dollars (\$335,000) for public purposes of the 2016 capital project; and

WHEREAS, the Price County Board at its October 13, 2015 meeting approved the capital projects to be funded by short-term debt with such debt payments to be included in the County's 2016 budget and tax levy; and

WHEREAS, the County Board of Supervisors deems it necessary and in the best interest of the County that, pursuant to the provisions of Wisconsin State Statutes §67.04(1) and §67.12, the sum of \$335,000 be borrowed for such purpose upon the terms and conditions set forth.

NOW THEREFORE BE IT RESOLVED that for the purposes herein above set forth, the County borrow from the lender as indicated below, a maximum aggregate amount of \$335,000.

BE IT FURTHER RESOLVED, that to evidence such indebtedness, the County Clerk shall make, execute and deliver to the Lender (Community Financial Bank) for and on behalf of the County the promissory note of the County, in said principal amount with interest at the rate of 1.85% per annum and payable as follows:

Payment Year	Principal Amount Due	Interest Due	Total Principal and Interest Due
1/01/16	\$ 82,302	\$ 6,198	\$ 88,500
1/01/17	\$125,191	\$ 4,674	\$129,865
1/01/18	\$127,507	\$ 2,359	\$129,866
Totals	\$335,000	\$13,231	\$348,231

Submitted by the Price County Executive Committee. s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ronald Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Adolph/Nez to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Amend Resolution 5680
Price County Board of Supervisors
Transfer of Property to Village of Prentice

WHEREAS, The Price County Land Sales Ordinance requires that all sales or exchanges of County owned land to or between municipalities be subject to County Board approval; and WHEREAS, The Planning and Zoning Committee has discussed the sale of the following described parcel of land currently owned by Price County to the Village of Prentice: Lot 20, Block 8 and the West one-half of Lot 21, Block 8, Prentice Original Plat, Village of Prentice; and

WHEREAS, The Planning and Zoning Committee has passed a motion to give the property to the Village of Prentice for the purpose of expanding the Prentice Ambulance Service; NOW, THEREFORE, BE IT RESOLVED, that the County Board of Supervisors does hereby approve of the transfer of the above described property to the Village of Prentice.]

Dated this 19th day of November 1986.s/Kenneth Sutton, Chairperson, Price Co. Planning & Zoning Committee; Douglas Moquin, Chairman, Price Co. Board of Supervisors; Clarence Cvengros, Clerk, Price County. Motion: J. Palmquist. Seconded: L. Palecek. For: Unanimous Against: 0. Amendment adopted by the Price County Board of Supervisors this 10th day of November, 2015.s/ Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For 13, Against: 0. Motion Jilka/Hintz to consider amendment to resolution 5680. Roll call vote on resolution amendment: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 61-15
Local Elected Official (LEO) Consortium Agreement of the
Northwest Wisconsin Concentrated Employment Program, Inc. (CEP, Inc.)

WHEREAS, the counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor and Washburn have reinforced the existence of the Northwest Concentrated Employment Program, Inc. under Wisconsin State Statute §66.30, in order to administer the provisions of Public Law 113-128, the federal Workforce Innovation and Opportunity Act.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors does hereby agree to the continuation of the Charter of the CEP, Inc. Consortium under the Workforce Innovation and Opportunity Act (P.L. 113-128) as attached and authorize the County Board Chairperson or designee to sign the CEP, Inc. Consortium Charter.

Submitted by the Price County Executive Committee. s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ronald Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Jesunas/Heikkinen to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph,

Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 62-15

Adopt Revised County Board Policy and Procedure Manual

WHEREAS, the Board of Supervisors previously adopted the Price County Board Policy and Procedure Manual on April 15, 2014; and
WHEREAS, the purpose of this revision is to update the language governing County Board Committee responsibilities and duties; and
WHEREAS, revisions are required to the roles and responsibilities of the following Price County committees, boards and councils to properly reflect the establishment of the position of Price County Administrator:

Building and Grounds/Dams	Executive
Forestry and Parks/Tourism	Health and Human Services
Highway and Transportation	Land Information
Land Use & UW-Extension	Law Enforcement
Personnel; and	

WHEREAS, due to the change in these responsibilities a change to the title of some of these committee, boards and councils is necessary, as follows:

From	To
Forestry and Parks/Tourism Personnel	Forestry and Parks Administration.

NOW, THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors hereby adopt the revised Price County Board Policy and Procedure Manual.

Submitted by the Price County Executive Committee. s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ron Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Jesunas/Hintz to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 63-15

Request to Apply for WDNR 2016 Municipal Dam Grant Program

WHEREAS, Price County Board of Supervisor Resolution #4-12 was adopted as:
Now Therefore Be It Resolved, that Resolution #48-09 be amended to require Price County Board approval, by resolution, of any County funding required by the awarding of a grant to Price County under the WDNR Municipal Dams Grant Program prior to submitting any such application for financial aid from the Program for any specific County dam project.; and
WHEREAS, needed repairs have been identified at Jobes Dam, WDNR F.F.#50.16; and
WHEREAS, Price County, Wisconsin may make applications for grant monies for maintenance, repairs and modifications to their County owned dams from Wisconsin State Statute §31.385 and §227.11 and Wisconsin Administrative Code Chapter NR 335; and
WHEREAS, anticipated estimated cost for the project will be \$160,000.00; and
WHEREAS, the State share for such a project may not exceed 50% of the first \$400,000.00 of eligible project costs; and
WHEREAS, Price County must designate an authorized representative to: submit applications to the WDNR for financial aid; sign grant agreement documents; take all necessary action to complete the projects and submit for reimbursement claims associated with aforesaid grant program.
NOW, THEREFORE, BE IT RESOLVED, that Price County, Wisconsin hereby authorizes the Price County Dams Keeper to be that aforesaid representative; and
BE IT FURTHER RESOLVED THAT, Price County, Wisconsin agrees to pay their share of the eligible costs which is equal to the total project cost minus the State share authorizing funds to be transferred on an as needed basis from the Capital Improvement Fund to the Dams Budget account number 100-83-56210-834, Capital Outlay - Special Projects and Grants.
Financial Impact: Financial Impact: Total estimated cost for this project is \$160,000.00. State share is estimated to be \$80,000.00 and County share is estimated \$80,000.00.
Submitted by the Price County Buildings & Grounds / Dams Committee. s/John Vlach, Chair; Jim Adolph; Alan Haskins; Dennis Marmitt. Reviewed and approved by the Price County Executive Committee: s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ronald Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th

day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Adolph/Tauschek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 64-15

Request to Apply for WDNR 2016 Municipal Dam Grant Program (Prentice Dam)

WHEREAS, Price County Board of Supervisor Resolution #4-12 was adopted as:

Now Therefore Be It Resolved, that Resolution #48-09 be amended to require Price County Board approval, by resolution, of any County funding required by the awarding of a grant to Price County under the WDNR Municipal Dams Grant Program prior to submitting any such application for financial aid from the Program for any specific County dam project; and

WHEREAS, needed repairs have been identified at Prentice Dam, WDNR F.F. #50.19; and

WHEREAS, Price County, Wisconsin may make applications for grant monies for maintenance, repairs and modifications to their County owned dams from Wisconsin State Statute §31.385 and §227.11 and Wisconsin Administrative Code Chapter NR 335; and

WHEREAS, anticipated estimated cost for the project will be \$73,000; and

WHEREAS, the State share for such a project may not exceed 50% of the first \$400,000 of eligible project costs; and

WHEREAS, Price County must designate an authorized representative to: submit applications to the WDNR for financial aid; sign grant agreement documents; take all necessary action to complete the projects and submit for reimbursement claims associated with aforesaid grant program.

NOW, THEREFORE, BE IT RESOLVED, that Price County, Wisconsin hereby authorizes the Price County Dams Keeper to be that aforesaid representative; and

BE IT FURTHER RESOLVED THAT, Price County, Wisconsin agrees to pay their share of the eligible costs which is equal to the total project cost minus the State share authorizing funds to be transferred on an as needed basis from the Capital Improvement Fund to the Dams Budget account number 100-83-56210-834, Capital Outlay - Special Projects and Grants.

Financial Impact: Financial Impact: Total estimated cost for this project is \$73,000. State share is estimated to be \$36,500 and County share is estimated \$36,500.

Submitted by the Price County Buildings & Grounds / Dams Committee. s/John Vlach, Chair; Jim Adolph; Alan Haskins; Dennis Marmitt. Reviewed and approved by the Price County Executive Committee.

s/Robert Kopisch, Chair; Bruce Jilka, Vice-chair; Ronald Heikkinen; James Hintz; Travis Nez. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Haskins/Palecek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 65-15

2016 - 2017 County Board Chair Salary and County Board Supervisor Per Diem

WHEREAS, it is the responsibility of the Personnel Committee to review the County Board Chair's annual salary and the County Board Supervisors' per diem; and

WHEREAS, is the responsibility of the Price County Board of Supervisors to set the salaries for elected officials pursuant to Wis. State Statutes 59.15, "prior to the earliest time for filing nomination papers"; and

WHEREAS, the County Board Chair's annual salary is currently \$7,200 plus \$50 per meeting day per diem for County Board and committee meetings he/she serves on and the County Board Supervisors' per diem is \$50 per meeting day; and

WHEREAS, the Personnel Committee has reviewed the salary of the County Board Chair and the County Board Supervisors per diem and recommends that the County Board Chair annual salary should be \$6,000 and the County Board Supervisor per diem be \$75 for County Board meeting and \$50 for all other authorized committee/board/commission meetings, with only one per diem per meeting day, regardless of the number of meetings attended in any one day.

NOW THEREFORE BE IT RESOLVED, by the Price County Board of Supervisors duly assembled this 15th day of September, 2015, does hereby authorize the County Board Chair annual salary to be \$6,000 and the County Board Supervisor per diem to be \$75 for County Board meetings and \$50 for all other authorized committee/board/commission meetings to be effective at the beginning of the April 2016 term.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 8, Against: 5. Motion Hintz/Wartgow to consider resolution for adoption. Motion Nez/Haskins to amend \$75 to \$50. Roll call vote on amendment: Yes (5): Nez,

Haskins, Vlach, Jilka, Marmitt; No (8): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Kopisch. Motion failed. Roll call vote on resolution adoption: Yes (8): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Kopisch; No (5): Nez, Haskins, Vlach, Jilka, Marmitt. Motion carried.

Resolution 66-15

Hours of Operation for Price County Departments

WHEREAS, it is the primary mission of Price County government to provide the most effective service possible to the taxpayers of Price County; and

WHEREAS, providing consistent hours of operation that all Price County Departments will be open to the public will promote dependable citizen access.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2016 any department within Price County Government that deals with the public will have standard office hours that they are open to the public Monday through Friday from 8:00 a.m. to 4:30 p.m.; and

BE IT FURTHER RESOLVED, that the following offices are not defined as public service offices and are exempt from the office hour requirements:

Airport Office, Buildings and Grounds, Circuit Court Judge, Court Reporter, Dams, Emergency Management, Information Technology, Personnel, Register in Probate; and

BE IT FURTHER RESOLVED, that the Office of Administration will develop a policy to deal with offices that have limited staff so as to allow those departments to provide appropriate breaks for their employees.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimmer. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 12, Against: 1. Motion Jesunas/Jilka to consider resolution for adoption. Roll call vote on resolution adoption: Yes (12): Palecek, Adolph, Jesunas, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (1): Tauschek. Motion carried.

Resolution 67-15

Updated County Employee Handbook and Personnel Administration Manual

WHEREAS, the Personnel Committee has been charged by the Price County Board of Supervisors with the responsibility of developing, maintaining and enforcing policies and guidelines for personnel management and has also been charged with the responsibility of periodically reviewing said policies and procedures; and

WHEREAS, with the implementation of a County Administrator, numerous county policies need to be updated; and

WHEREAS, the Personnel Committee has authorized a complete review of the Price County Employee Handbook and Personnel Administration Manual by labor law attorney Michael Best & Friedrich LLP to review existing language, recommend necessary additional language and review for legal compliance; and

WHEREAS, the Personnel Committee has reviewed and approved the attached revisions to the Price County Employee Handbook and Personnel Administration Manual and recommends them for adoption by the County Board.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors adopt the Price County Employee Handbook and Personnel Administration Manual as presented.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator; s/Nicholas Trimmer. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13 Against: 0. Motion Wartgow/Nez to consider resolution for adoption. Discussion regarding removing sentence from page 62. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 68-15

2016 Non-represented Employee Wage Schedule

WHEREAS, the Personnel Committee has been charged by the Price County Board of Supervisors with the responsibility for all matters pertaining to salary and wages for all County employees and has also been charged with the responsibility to review wage/salary data and make appropriate recommendations; and

WHEREAS, upon advice of the County Auditors and the County Administrator, the Personnel Committee has determined that longevity pay should be incorporated into the non-represented employee wage schedules; and

WHEREAS, the Price County Personnel Committee recommends these new wage schedules be approved and become effective January 1, 2016.

NOW THEREFORE BE IT RESOLVED, that the Price County Board adopt the attached Price County Wage Schedule reflecting the implementation of longevity pay into the schedule to be effective January 1, 2016.

Submitted by the Price County Personnel Committee: s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Jesunas/Tauschek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 69-15

Child Support Specialist Bonus

WHEREAS, the Child Support Agency has experienced the recent turn-over of staff with the vacancy of the Child Support Director on May 12, 2015 and a Child Support Specialist on June 10, 2015; and WHEREAS, the remaining Child Support Specialist has taken on greater duties and responsibilities than the Child Support Specialist position during the period from the staff vacancies until an additional Child Support Specialist was hired and trained on August 10, 2015; and

WHEREAS, the County Administrator and the Assistant Corporation Counsel feel that additional pay for Child Support Specialist Catherine Rybak is warranted due to the increase in duties and responsibilities; and

WHEREAS, the Personnel Committee has reviewed the request by the County Administrator for the additional pay to Catherine Rybak and has approved the request.

NOW THEREFORE BE IT RESOLVED that the Price County Board of Supervisor does authorize a one-time bonus of \$1,400 to Catherine Rybak, Child Support Specialist.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 12, Against: 1. Motion Jesunas/Wartgow to consider resolution for adoption. Roll call vote on resolution adoption: Yes (12): Palecek, Adolph, Jesunas, Tauschek, Hintz, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (1): Heikkinen. Motion carried.

Resolution 70-15

Fiscal Assistant Bonus

WHEREAS, the County Clerk's Office / Finance Department has experienced the recent turn-over of staff with the vacancy of the Deputy County Clerk – Accounting Assistant on March 27, 2015; and

WHEREAS, the current Fiscal Assistant in the Finance Department, Jennifer Miller, has taken on greater duties and responsibilities than the Fiscal Assistant position during the period from the staff vacancies until the position restructure completion on October 12, 2015; and

WHEREAS, the County Administrator and the County Clerk feel that additional pay for the Fiscal Assistant is warranted due to the increase in duties and responsibilities; and

WHEREAS, the Personnel Committee has reviewed the request by the County Administrator for the additional pay to Jennifer Miller and has approved the request.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisor does authorize a one-time bonus of \$1,000 to Jennifer Miller, Fiscal Assistant.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 12, Against: 1. Motion Tauschek/Jesunas to consider resolution for adoption. Roll call vote on resolution adoption: Yes (12): Palecek, Adolph, Jesunas, Tauschek, Hintz, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (1): Heikkinen. Motion carried.

Resolution 71-15

Amend 2015 Regular/Non-benefit Eligible Wage Schedule

WHEREAS, the Personnel Committee has been charged by the Price County Board of Supervisors with the responsibility for all matters pertaining to salary and wages for all County employees and has also been charged with the responsibility to review wage/salary data and make appropriate recommendations; and

WHEREAS, with the reclassification of the Coordinated Services Team Coordinator position, a casual/LTE position, namely the Early Childhood Special Education Teacher (ECSET) was added to the Health and Human Services Department; and

WHEREAS, said position needs to be included on the Regular/Non-benefit Eligible Wage Schedule; and WHEREAS, the Health and Human Services Board reviewed the request and approved forwarding recommendation to the Personnel Committee for consideration.

NOW THEREFORE BE IT RESOLVED that the Price County Board of Supervisors approves the attached amended 2015 Regular/Non-benefit Eligible Wage Schedule reflecting the addition of the ECSET position.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Jesunas/Tauschek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 72-15

Increase in Hours – Highway Department Fiscal Assistant

WHEREAS, the position of Fiscal Assistant – Finance Department was created in May of 2014; and WHEREAS, this was a job-share position between the Finance Department and the Highway Department; and

WHEREAS, with the development of the Office of Administration, the Finance Department's share of that position was restructured into a full-time position; and

WHEREAS, the need for the position still exists at the Highway Department; and

WHEREAS, upon analysis of the workload at the Highway Department, it is recommended by the Highway Commissioner and the County Administrator that the Highway Department absorb the full-time status of the Fiscal Assistant position; and

WHEREAS, the Highway and Transportation Committee has reviewed the request and forwarded their recommendation to the Personnel Committee.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors approves a trial basis increase in hours for the Fiscal Assistant – Highway Department to absorb the full-time position status, to be reviewed for permanent status in six months.

Submitted by the Price County Personnel Committee. s/Dennis Wartgow, Chair; Alan Haskins; Mary Jesunas; Robert Kopisch; James Tauschek. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, County Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Adolph/Palecek to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Resolution 73-15

Redirecting Funding of Health and Human Services Department to Maintain Public Health Dental Hygienist Position in the Public Health Division

WHEREAS, the Price County Board of Supervisors passed Resolution #65-05 on November 15, 2005 to convert the Oral Health project position to a regular position of Public Health Dental Hygienist effective, January 1, 2006; and

WHEREAS, this resolution required the Public Health Dental Hygienist position wages and benefits to only be funded through grant monies and generated revenue; and

WHEREAS, the Public Health Dental Hygienist position has evolved over the past nine years and due to wage and benefit increases is no longer able to be completely supported by grant funding and generated revenue; and

WHEREAS, the Public Health Dental Hygienist position has provided oral health prevention programs since January 2006 which includes the Wisconsin Seal-A-Smile program for children, Fluoride Varnish for children and the Healthy Smiles for Seniors Program for high risk elderly; and

WHEREAS, the Public Health Division has been able to work within their budget and generate revenue to have funding that would be able to supplement the Public Health Dental Hygienist position wages and benefits; and

WHEREAS, the Health and Human Services Board fully supports and commits to the continuation of preventative oral health services by the Public Health Division and forwards this resolution to the full County Board to be approved.

NOW THEREFORE BE IT RESOLVED that the Price County Board of Supervisors approves the Public Health Dental Hygienist position being supported by Public Health funding along with grant monies and generated revenue; and

BE IT FURTHER RESOLVED that if the grant funding for this program drops below 30% of the 2015 grant revenue received, the continuation of the program will be reevaluated.

Submitted by the Price County Health and Human Services Board: s/Bruce Jilka, Chair; Peter Dahlie; Mary Jesunas; Paula Kock; Travis Nez; Gerald Swenson; John Vlach; John Walasek; Dennis Wartgow.

Fiscal Impact: There will be no fiscal impact as the Public Health Division within the Health and Human Services Department will be required to stay within their annual budget. Reviewed by County Administrator: s/Nicholas Trimner. Adopted by the Price County Board of Supervisors this 10th day of November, 2015. s/Robert Kopisch, Co. Board Chair; Jean Gottwald, County Clerk. For: 13, Against: 0. Motion Jilka/Nez to consider resolution for adoption. Roll call vote on resolution adoption: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Elections and Appointments:

1. County Administrator Appointment with Board Approval – Health and Human Services Board members – Three-year term expiring 12/31/18 (Board representatives Wartgow and Jesunas; At-large member Gerald Swenson): Motion Palecek/Vlach to approve the appointment. Motion carried.
2. County Administrator Appointment with Board Approval – LEPC (Lance Powers, Derek Wishowski): Motion Wartgow/Jesunas to approve the appointment. Motion carried.
3. County Administrator Appointment - Veterans Service Commission – Three-year term expiring 12/31/18 (Gary Slagle): Motion Marmitt/Jesunas to approve the appointment. Motion carried.
4. County Administrator Appointment – Land Information Council (Roxanne Kahan): Motion Vlach/Jilka to approve the appointment. Motion carried.

Miscellaneous:

1. Annual Work Plan – Forest and Parks: Motion Palecek/Adolph to approve the 2016 Forest and Parks Annual Work Plan. Motion carried.

Recess 10:45 a.m. – 11:00 a.m.

Convene to Committee of the Whole at 11:00 a.m.:

1. 2015 Financial Summary Report as of 10/30/15: Nick Trimner reviewed report.
2. Highway Equipment Fund Report: Nick Trimner and Don Grande reviewed report.
3. Prentice Dam – keep, transfer or abandon/remove – See resolution #8: Bob Lepke reviewed options: 1. Keep and maintain, 2. Repair and turn over to the Village of Prentice, 3. Abandon and remove. Discussion only.
4. Board Meeting Security: Sheriff Schmidt was available for discussion.
5. Committee Chair Reports
 - a. Buildings & Grounds/Dams: Vlach. Ready for winter.
 - b. Forestry & Parks/Tourism: Heikkinen. Tourism activities. Forestry stumpage revenues \$2,191,000 with three active sales. New round of bid in December.
 - c. Health and Human Services Board: Jilka. Working on ordinance banning e-cigarettes. Transportation Council meeting on November 16th in Park Falls. Legislative issues and potential budget impacts.
 - d. Highway & Transportation: Palecek. Airport infiltration basin fixed and draining. Electrical storm damage. Maintenance projects. Traffic is up. Highway 2015 summer projects are complete. General maintenance until snow starts. Doing de-icing. Open House November 11th.
 - e. Land Use/UW Extension: Jilka. Waiting for further instructions from the State regarding shoreland zoning. UW-Extension 4-H projects. Master Gardener program starting.
 - f. Law Enforcement: Hintz. Be part of the solution.
 - g. Personnel: Wartgow. Committee work was handled with resolutions.
 - h. Executive: Kopisch. Committee work was handled with resolutions.

Nez left meeting at 11:10 a.m.

5. County Administrator's Report: Nick Trimner. Change in health insurance presentations being conducted. New Employee Handbook will roll out to employees starting with meeting with department heads. Monthly newsletter getting good reviews. Interviews for open positions. Safety Building remodel meeting with general contractor and banks. Working on design and cost estimates.
6. County Administrator Goals and Objectives – Performance Measurements: Presented to Board.
7. Future County Board Meeting Dates: Presented to Board.
8. April 5, 2016 Spring Election – County Board of Supervisors: Jean Gottwald reviewed election packet given to each supervisor.

9. Announcement and motion Wartgow/Jesunas to adjourn to closed session at 11:19 a.m. pursuant to the exemption in Wis. State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:
 - a. County Administrator – six-month performance review
 - b. Motion to Return to Open Session

Roll call vote: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

Motion Wartgow/Tauschek in closed session to return to open session at 11:40 a.m. Roll call vote: Yes (13): Palecek, Adolph, Jesunas, Tauschek, Hintz, Heikkinen, Wartgow, Nez, Haskins, Kopisch, Vlach, Jilka, Marmitt; No (0). Motion carried.

10. Take Action, as needed, on closed session item: Motion Palecek/Adolph to approve the six-month performance review of the County Administrator. Motion carried.

Convene out of Committee of the Whole at 11:40 a.m.

Date of Next Meeting: February 16, 2016 at 9:00 a.m. in the County Board Room

Adjourn: Motion Jesunas/Tauschek to adjourn at 11:41 a.m. Motion carried.

STATE OF WISCONSIN, COUNTY OF PRICE. I, Jean Gottwald, County Clerk in and for Price County do hereby certify that the within and foregoing is a true and correct record of all the proceedings held by and before the Price County Board of Supervisors at the meeting held on November 10, 2015, and the whole thereof. Dated this 12th day of November, 2015.



Jean Gottwald, County Clerk

CHAPTER 403

ARTICLE XIV

Tobacco and Smoking Product Use in Courthouse, County Buildings and Vehicles

§ 403-56. Purpose.

The purpose of this article is to protect the environment and public health by prohibiting the use of tobacco and smoking products in designated buildings and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory illness and cancers. Smokeless or "chew" tobacco has created housekeeping concerns because of the inappropriate disposal of used "chew" tobacco. Currently, the secondhand effects of vapors produced by certain smoking products are unknown; however, the chemicals present are known to be harmful to one's health.

§ 403-57. Definitions.

In this article the following terms have the following meanings:

COUNTY BUILDING – Any building owned, leased or otherwise used by Price County. The term "building" means any structure that is intended for sheltering people, for storing property, or for working or office space; that is covered by a roof and encloses space; that is not readily moved or disassembled; and that is commonly known to be a building because of its appearance and because of the materials of which it is constructed.

COUNTY VEHICLE – Any vehicle owned or leased by the county.

SMOKING PRODUCTS – "Smoking products" mean tobacco, a tobacco substitute, smoke produced by a tobacco product, any substance produced by a tobacco substitute such as a nicotine containing inhalant, whether by means of a cigar, cigarette, electronic cigarette, water pipe, or any other instrumentality

TOBACCO PRODUCTS – The term "tobacco products" shall have the meaning as defined in Wisconsin State Statutes Section 139.75(12), as it presently exists or may from time to time be amended. Notwithstanding any language in Wisconsin State Statutes Section 139.75(12), "tobacco products" shall also include "cigarettes" as defined in Wisconsin State Statutes Section 139.30(1m), as it presently exists or may from time to time be amended.

§ 403-58. Prohibited activity.

It is unlawful for anyone to use tobacco and smoking products in any county building, as defined in § 403-57 of the Price County Code, or county vehicles defined in § 403-57 of the Price County Code. Use of tobacco and smoking products will be allowed if the use of tobacco and smoking products takes place a minimum of twenty-five (25) feet from the entrance of any building that may be located thereon.

§ 403-59. Authority to establish changes.

Authority to establish necessary changes governing tobacco and smoking products in county buildings and vehicles will be governed by the Health and Human Services Board in consultation with the County Buildings and Grounds Department.

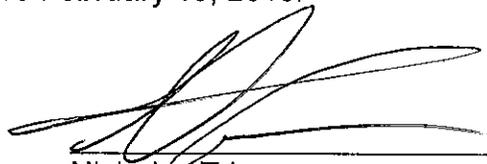
§ 403-60. Violations and penalties; enforcement.

- A. Any person violating any provisions of this article in the first six months after passage by the Price County Board of Supervisors will receive a verbal warning. After this point, anyone violating any section of this article shall be subject to a forfeiture as provided in Chapter 290 of the County Code plus any penalty assessment and court costs.
- B. The Sheriff's Office or any person designated by the Sheriff shall be the enforcement agency.

§ 403-61. Effective Date.

This ordinance shall become effective February 16, 2016.

Reviewed by County Administrator:



Nicholas Trimner

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For _____ Against _____

Ordinance No. _____

An Ordinance to Amend the Price County Code, Chapter 290 Thereof, Entitled "Fees and Penalties", to Change the Schedule of Forfeitures

Be it ordained by the Price County Board of Supervisors, as follows:

Section 1.

Article II. Section 2. of Chapter 290, Schedule of Forfeitures, of the Price County Code, is hereby amended to add the forfeiture for:

§290-2 Schedule of forfeitures. I. Chapter 403, Peace and Good Order.

(13) Article XIV, Tobacco and Smoking Product Use in Courthouse, County Buildings and Vehicles.

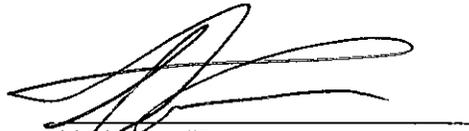
(a) Chapter 403-60A; not less than \$100 nor more than \$250.

Section 2.

Effective date.

This ordinance shall become effective February 16, 2016.

Reviewed by County Administrator:


Nicholas Trimner

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For _____ Against _____

Resolution _____

Price County Fair Association

WHEREAS, Price County Ordinance 3-97 authorized the establishment of the Price County Fair Commission to conduct a county fair per State Statute 59.56(14)(a-e) and for such purpose may (1) acquire by deed or lease real estate and make improvements on such real estate, (2) appropriate funds to properly equip, manage and control the fair or exhibition and (3) adopt rules and regulations for the management and control of the property, fair or exhibition and for the appointment and salaries of persons necessary therefor; and

WHEREAS, over time Ordinance 3-97 has be amended by resolution, the most recent amendment being Resolution 5745, to establish The Price County Fair Commission as a separate entity which operates the Price County Fair and manages the use of the Price County real estate known as the Price County Fairgrounds; and

WHEREAS, the Price County Fair Commission has requested that further changes be made to Resolution 5745 to further reflect its status as a separate entity; and

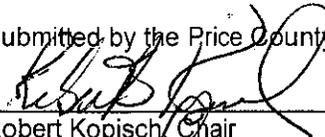
WHEREAS, the Price County Board of Supervisors still resolves that it is in the best interests of its residents to support and authorize the operation of a county fair.

NOW THEREFORE BE IT RESOLVED that Resolution 5745 is hereby rescinded in its entirety and the following language constitutes the total agreement between Price County and the Price County Fair Commission, now known as the Price County Fair Association, Inc.:

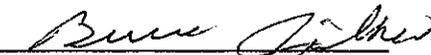
The Price County Fair Association, Inc. shall:

- Arrange a lease with Price County for use of the Fairgrounds for the operation of a county fair and any other activity to be conducted on the property.
- Obtain and maintain all insurance necessary for the operation of both fair and non-fair operations and provide the County with current certificates of insurance verifying coverage.
- Report annually to the Price County Board of Supervisors. Such report to include a report of the Price County Fair activities including a financial report containing a balance sheet and income and expense statement.

Submitted by the Price County Executive Committee.



Robert Kopisch, Chair



Bruce Jilka, Vice-chair



Ronald Heikkinen



James Hintz



Travis Nez

Reviewed by County Administrator:



Nicholas Trimmer

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

RESOLUTION 5745

Right
Res.

PRICE COUNTY FAIR COMMISSION

WHEREAS the Price County Board Ordinance 3-97 (a revision of the Ordinance creating the Fair Commission) has created confusion and ambiguity concerning many of the operations of the Fair Commission, and

WHEREAS the Fair Ad-Hoc Committee was requested to study the matter and have brought the findings forth to the County Board,

NOW THEREFORE the Price County Board of Supervisors after considering the information brought forth do resolve the following:

The Price County Board of Supervisors hereby resolves that it is in the best interest of its residents to support and authorize a separate entity, "THE PRICE COUNTY FAIR COMMISSION", whose purpose shall be to develop and maintain the Price County Fair Grounds, its buildings and equipment, to develop and promote the Price County Fair, and maintain and control all financial aspects of both the Price County Fair Building and Grounds Fund and the Price County Fair Commission Fund.

COMPOSITION AND ADMINISTRATION

- A. The Price County Fair Commission shall be empowered to manage the Price County Fair and have control over all of its resources and business. The Commission shall report annually to the Price County Board of Supervisors.
- B. The Price County Fair Commission shall be composed of seven (7) or more Directors interested in youth, education and community activities.
 1. One (1) Director of the Price County Fair Commission shall be appointed from the Price County Board of Supervisors for a period to be concurrent with the Supervisor's term of office.
 2. The Fair Commission shall establish by-laws to:
 - a. Arrange for an orderly and fair representation of directors from the entire county.
 - b. Establish compensation for the directors.
 - c. Establish a position of a secretary and treasurer detailing duties and compensation for service.
- C. The Fair Commission shall arrange a lease with Price County for use of fairgrounds.
- D. The Fair Commission shall obtain and maintain all insurance necessary for the operation of both fair and non-fair operations.

- E. At the close of each fiscal year or at such time as the Fair Commission shall determine, the books and accounts of the Commission shall be carefully examined by a committee named by the Price County Fair Commission who shall make a detailed written report. This report, along with the annual report shall be submitted to the Price County Board of Supervisors upon completion.
- F. An independent audit shall be conducted annually. The annual audit report and the appropriate Certificates of Insurance shall be filed annually with the County Clerk Office.
- G. It is recommended that an Advisory Committee be established to be composed of but not limited to the following:
- *a member of the County Building and Grounds Committee
 - *a member of the County Agriculture and Extension Education Committee
 - *UW-Extension Agricultural Agent
 - *UW-Extension 4-H and Youth Development Educator
 - *UW-Extension Family Living Educator
 - *Homemaker Executive Board representative
 - *4-H Adult Leader's Association representative
 - *4-H Youth Leader's representative
 - *representatives from county newspapers
 - *representatives from county radio station(s)
 - *representative from each Chamber of Commerce within Price County
 - *representatives from the schools
 - *representatives from scouting organizations

Dated: February 17, 1998

Douglas Moquin, County Board Chairman

Clarence Cvengros, County Clerk

RESOLUTION _____

TRANSFER OF GENERAL FUND TO AIRPORT FUND

WHEREAS, Price County is obligated to provide funding for Airport operations and maintain a sustainable Airport fund; and

WHEREAS, crack seal maintenance is needed on Runway 1/19 and Runway 6/24; and

WHEREAS, the unforeseen maintenance project was not included in the Airport Department 2016 budget; and

WHEREAS, the estimated project cost is \$316,500 with the 5% portion payable by Price County of \$15,825; and

WHEREAS, the County's balance at the State of Wisconsin Bureau of Aeronautics from prior projects is approximately \$10,250; and

WHEREAS if those funds were used to finance this project, Price County would have an approximate balance due of \$5,575; and

WHEREAS, it is in the County's best interest to make a transfer from the General Fund to the Airport Fund to proceed with the crack seal maintenance project.

NOW THEREFORE BE IT RESOLVED, the Price County Board of Supervisors, duly assembled this 16th day of February, 2016 approve the sum not to exceed \$6,500 be transferred from the General Fund to the Airport Fund for use in the 2016 crack seal maintenance project.

Submitted by the Price County Executive Committee.

Robert Kopisch, Chair

Bruce Jilka, Vice-chair

Ronald Heikkinen

James Hintz

Travis Nez

Reviewed by County Administrator:



Nicholas Trimmer

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____



An Employee Owned Company

Phone: 715.234.7008

Fax: 715.234.1025

e-mail: info@cooperengineering.net

2600 College Drive, P.O. Box 230

Rice Lake, WI 54868-0230

December 2, 2015

Mr. Brian Ernst, Airport Manager
Price County Airport

email: flyinbrian172@live.com

Re: Proposed Engineering Services for SRE Building Addition

Dear Mr. Ernst:

We are pleased to offer to you the following proposal for engineering services related to a new addition to your SRE building at the Price County Airport.

It is our understanding the addition should be 26- to 30-feet wide and match the depth of the existing building, 48 feet. The front or south wall of the addition should have a door to accommodate a broom used at the airport. This overhead door should be 12-feet high by 18-feet wide.

There are a couple of good reasons to make this new building a stand-alone structure instead of an addition or lean-to off the west side of the SRE building. First, there will not be sufficient height for the desired overhead door if the existing roof slope, which is already shallow, is continued west over the addition. Second, with a stand-alone structure, the volume of the building is approximately 23,760 cubic feet. A building of this size does not require submittal to and review by the State. There will be a savings in engineering costs as a result with no decline in the design quality. The cost of an additional wall will not be too great and will be largely offset by the savings in engineering cost.

The proposed stand-alone building is 30-feet wide by 48-feet deep with 14-foot eaves and it has a 4:12 gable roof pitch. We propose locating it between 10 and 30 feet or more, as is desired by you, to the west of the existing SRE building. The minimum separation is a code requirement.

The new building we are proposing is a stick-built wooden structure with a slab-on-grade foundation. You may have some specific knowledge of soils in the vicinity that could require a different foundation (such as foundation walls down to frost depth) but we can discuss that during the course of design. The proposed roof would be pre-engineered wood trusses with metal sheet roofing. Metal siding to match your other buildings is proposed.

Mr. Brian Ernst, Airport Manager

December 2, 2015

Page 2

We propose to provide documents including electric and heating design in addition to the building construction documents. Our drawings and specifications will be provided to you and will be suitable for obtaining bids for building, electrical and heating construction. We are not including a soils investigation, plumbing, bidding or construction related services in our proposal.

Compensation

We have estimated the cost of our proposed services based on our hourly rates for Professional Engineers and CAD Technician with some Administrative Assistant time for specifications, as follows:

Building and structural design -	24 hours at \$130/hr.	=	\$3,120
Heating and electric design -	16 hours at \$120/hr.	=	\$1,920
CAD -	40 hours at \$80/hr.	=	\$3,200
Administrative Assistant -	8 hours at \$55/hr.	=	<u>\$440</u>

Total = \$8,680

Please contact me with any questions you may have regarding our proposed services.

Sincerely,



Steve Poethke, P.E.
Structural Engineer



Scot Balsavich, P.E.
Vice President

Jean Gottwald

From: Nick Trimner
Sent: Friday, January 15, 2016 8:47 AM
To: Jean Gottwald
Subject: FW: SRE Building Addition

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Second project

Nicholas A. Trimner

County Administrator - Price County
126 Cherry St, Rm 107, Phillips, WI 54555
715-339-5138; FAX 715-339-3089

From: Brian Ernst
Sent: Thursday, December 10, 2015 11:43 AM
To: Nick Trimner <nick.trimner@co.price.wi.us>
Subject: FW: SRE Building Addition

Here's the building cost estimate from Cooper.

Brian Ernst

Brian Ernst
Manager
Price County Airport
715-339-3701

From: Brian Ernst [<mailto:flyinbrian172@live.com>]
Sent: Friday, December 4, 2015 6:27 AM
To: Brian Ernst
Subject: Fwd: SRE Building Addition

Brian Ernst
Sent from my iPad

Begin forwarded message:

From: Steve Poethke <spoethke@cooperengineering.net>
Date: December 2, 2015 at 2:02:26 PM CST

To: flyinbrian172@live.com

Cc: Brian Chapman <bchapman@cooperengineering.net>

Subject: SRE Building Addition

Brian:

I was reminded by Brian Chapman that you were interested in our opinion regarding the probable construction cost. Based upon recently completed projects with similar scope, \$75,000 would be a good ballpark number for this construction.

Steve Poethke, P.E.

Structural Engineer



2600 College Drive, P.O. Box 230

Rice Lake, WI 54868-0230

Telephone: 715.234.7008

spoethke@cooperengineering.net



SLURRY SEAL ESTIMATE by M. Gabor

AIRPORT: Price Co.

12/9/2015

<u>Slurry Seal</u>	Dimensions (Ft.)		<u>S.Y.</u>	<u>Unit Cost</u>	<u>Total</u>	
	<u>Area</u>	<u>Width</u>				<u>Length</u>
Rwy. 1/19		75	5220	43,500	1.60	69,600
Txy. 1/19		35	6450	25,083	1.60	40,133
Radii		100	350	3,889	1.60	6,222
				-	1.60	-
				-	1.60	-
				-	1.60	-

Total Seal **72,472** **115,956**
 Say **116,000**

<u>Slurry leveling</u>	3 ft. wide along cracks		<u>L.F.</u>	<u>Unit Cost</u>	<u>Total</u>	
	<u>Area</u>	<u>Width</u>				<u>Length</u>
Rwy. 1/19		3	6500	6,500	1.60	10,400

Total Coal Tar **10,400**
 Say **10,400**

<u>Crackfilling</u>	<u>Area</u>	<u>Est. Lb.*</u>	<u>Unit Cost</u>	<u>Total</u>

Total Crackfilling **12,800**
 Say **12,800**

<u>Marking</u>	<u>Avg. \$ per Rwy.</u>	<u>No. of Rwys</u>	<u>Total</u>

Total Marking **8,200**
 Say **8,200**

<u>Total Costs</u>	Const.	Eng. 3%	Admin. 3%	Contin. 7%	Totals
Sealcoat	116,000	3,500	3,500	8,100	131,100
Coal Tar	10,400	300	300	700	11,700
Crackfill	12,800	400	400	900	14,500
Marking	8,200	200	200	600	9,200
Totals	\$ 147,400	\$ 4,400	\$ 4,400	\$ 10,300	\$ 166,500

<u>Funding Split</u>	Federal 90%	Sponsor 5.0%	State 5.0%	Totals
Sealcoat	117,990	6,555	6,555	131,100
Slurry leveling	10,530	585	585	11,700
Crackfill	13,050	725	725	14,500
Marking	8,280	460	460	9,200
Totals	\$ 149,850	\$ 8,325	\$ 8,325	\$ 166,500

SLURRY SEAL ESTIMATE by M. Gabor

AIRPORT: Price Co.

12/9/2015

<u>Slurry Seal</u>	Dimensions (Ft.)					
<u>Area</u>	<u>Width</u>	<u>Length</u>	<u>S.Y.</u>	<u>Unit Cost</u>	<u>Total</u>	
Rwy. 6/24	75	3951	32,925	1.60	52,680	
Txy. 6/24	50	2200	12,222	1.60	19,556	
hngr txys - mainline	35	1100	4,278	1.60	6,844	
Ramp ??	220	250	6,111	1.60	9,778	
			-	1.60	-	
			-	1.60	-	

Total Seal **55,536** **88,858**
 Say **88,900**

<u>Slurry leveling</u>	3 ft. wide along cracks					
<u>Area</u>	<u>Width</u>	<u>Length</u>	<u>L.F.</u>	<u>Unit Cost</u>	<u>Total</u>	
Rwy. 1/19	3	0	-	1.60	-	

Total Coal Tar Say -

<u>Crackfilling</u>		<u>Est. Lb.*</u>	<u>Unit Cost</u>	<u>Total</u>
Touch up prior to sealcoating		21000	1.70	35,700

 * 2 L.F. = 1# Filler
Total Crackfilling Say **35,700**

<u>Marking</u>	<u>Avg. \$ per Rwy.</u>	<u>No. of Rwys</u>	<u>Total</u>
Rwy. 1/19	8,200	1	8,200

Total Marking Say **8,200**

<u>Total Costs</u>	Const.	Eng.	Admin.	Contin.	Totals
		<u>3%</u>	<u>3%</u>	<u>7%</u>	
Sealcoat	88,900	2,700	2,700	6,200	100,500
Coal Tar	-	-	-	-	-
Crackfill	35,700	1,100	1,100	2,500	40,400
Marking	8,200	200	200	500	9,100
Totals	\$ 132,800	\$ 4,000	\$ 4,000	\$ 9,200	\$ 150,000

<u>Funding Split</u>	<u>Federal</u>	<u>Sponsor</u>	<u>State</u>	Totals
	<u>90%</u>	<u>5.0%</u>	<u>5.0%</u>	
Sealcoat	90,450	5,025	5,025	100,500
Slurry leveling	-	-	-	-
Crackfill	36,360	2,020	2,020	40,400
Marking	8,190	455	455	9,100
Totals	\$ 135,000	\$ 7,500	\$ 7,500	\$ 150,000

Jean Gottwald

From: Nick Trimner
Sent: Friday, January 15, 2016 8:47 AM
To: Jean Gottwald
Subject: FW: sealcoat cost///PBH credit status
Attachments: Price Co 1-19 2015.xls; Price Co 6-24 2015.xls

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Nicholas A. Trimner

County Administrator - Price County
126 Cherry St, Rm 107, Phillips, WI 54555
715-339-5138; FAX 715-339-3089

From: Brian Ernst
Sent: Thursday, December 10, 2015 11:42 AM
To: Nick Trimner <nick.trimner@co.price.wi.us>
Subject: FW: sealcoat cost///PBH credit status

Nick,

Here is the email showing the credit at the BOA. I have also attached the costs for the sealcoat.

Brian Ernst

Brian Ernst
Manager
Price County Airport
715-339-3701

From: Donnelly, Ryan P - DOT [<mailto:Ryan.Donnelly@dot.wi.gov>]
Sent: Wednesday, December 9, 2015 4:04 PM
To: Brian Ernst
Subject: RE: sealcoat cost///PBH credit status

As far as what is credited for Price County down here it is hard to tell.

From my best understanding of the current project status of AIP-11:

Remaining Balance for Price County: \$19,000.00

Deduction for final pay estimate: -\$ 3,750.00
Deduction for Fuel System Payment:- \$ 5,000.00
Estimated Credit for Price County: \$10,250.00

Again this is my best understanding of the current situation with so many still open contracts for the AIP-11 and AIP-12 projects. Around \$10,000 I think is a fair assumption at this point.

Sorry I couldn't get you more precise numbers,
Ryan

From: Brian Ernst [<mailto:pbh@co.price.wi.us>]
Sent: Wednesday, December 09, 2015 12:43 PM
To: Donnelly, Ryan P - DOT <Ryan.Donnelly@dot.wi.gov>
Subject: sealcoat cost///PBH credit status
Importance: High

Hi Ryan,

Just wondering if you were able to get any numbers for me regarding the sealcoat project and credit we have at the BOA. I have a Committee meeting tomorrow (9AM) and would like to present these so I can get approval to move forward.

Thank you,

Brian Ernst

Brian Ernst
Manager
Price County Airport
715-339-3701

The information contained in this communication may be confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact the sender.

Resolution _____

Forgiveness of Delinquent Property Taxes on Town of Ogema Parcel

WHEREAS, property located at W5007 State Highway 86 in the Town of Ogema described as Tax ID Number 16271; Ogema Plat Lot 2 Block 1 has delinquent taxes from 2012, 2013, 2014 and 2015; and

WHEREAS, the building on the property has created a health and safety hazard; and

WHEREAS, the Town of Ogema came to an agreement with the property owner to purchase the property; and

WHEREAS, the Town of Ogema has opted to remove the structure on the property to alleviate the immediate health and safety hazard to the public and adjacent buildings.

WHEREAS, to relieve some of the expense of undertaking this endeavor, the Town of Ogema is requesting forgiveness of delinquent real estate taxes (\$710.19), interest (\$456.83), penalty (\$228.42) and other miscellaneous expenses (\$4.60) assessed on this parcel.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors hereby agrees to forgive the delinquent taxes, interest, penalties and miscellaneous charges of \$1,400.04 on parcel ID 16271 purchased by the Town of Ogema.

Fiscal Impact: \$1,400.04 write-off to General Fund.

Submitted by the Price County Executive Committee.

Robert Kopisch, Chair

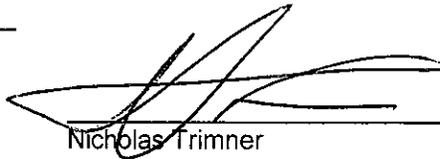
Bruce Jilka, Vice-chair

Ronald Heikkinen

James Hintz

Travis Nez

Reviewed by County Administrator:



Nicholas Trimner

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

Real Estate Tax Statement

TOWN OF OGEMA,

PRICE COUNTY, WISCONSIN

Printed: 2/9/2016 1:32:19 PM

PIN: 50-028-4-34-01-12-5 15-005-01020
Legacy PIN: 028103806000
Tax ID: 16271

Property Description

Site Address: W5007 STATE HIGHWAY 86
Municipality: TOWN OF OGEMA
Description: S12-T34N-R01E
Plat Name: OGEMA PLAT
 OGEMA PLAT LOT 2 BLOCK 1
Document: 373741
Acreage: 0.172

TOWN OF OGEMA
 W5005 STATE HIGHWAY 86
 OGEMA WI 54459

2015 Assessments

Code	Acres	Land	Impr.	Total
G2 - COMMERCIAL	0.172	1,600	10,100	11,700
Total Values:	0.172	1,600	10,100	11,700
Estimated Fair Market Value:				11,900

Ownership

TOWN OF OGEMA W5005 STATE HIGHWAY 86 OGEMA WI 54459

TAX RECORDS - KEY TO CODES

RE = Real Estate **SA** = Special Assessments **PF** = Private Forest
LC = Lottery Credit **SC** = Special Charges **MFLO** = Managed Forest Land Open
FD = First Dollar Credit **DU** = Delinquent Utilities **MFLC** = Managed Forest Land Closed

2015 TAXES FOR TAX ID: 16271

	GRE	(FD)	(LC)	RE	SA	SC	DU	PF	MFLO	MFLC	TOT
Contact your Municipal Treasurer to verify your 2015 taxes.											
Tax Due:	250.95	(73.62)	(0.00)	177.33	0.00	0.00	0.00	0.00	0.00	0.00	177.33
Tax Paid:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance:				177.33	0.00	0.00	0.00	0.00	0.00	0.00	177.33
Interest:											1.77
Penalty:											0.89
Total Due For 2015 Tax:											179.99

2014 TAXES FOR TAX ID: 16271

	CERT#	GRE	(FD)	(LC)	RE	SA	SC	DU	PF	MFLO	MFLC	TOT
Tax Due:	597	238.08	(66.62)	(0.00)	171.46	0.00	0.00	441.80	0.00	0.00	0.00	613.26
Tax Paid:					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance:					171.46	0.00	0.00	441.80	0.00	0.00	0.00	613.26
Interest:												79.72
Penalty:												39.86
Total Due For 2014 Tax:												732.84

2013 TAXES FOR TAX ID: 16271

	CERT#	GRE	(FD)	(LC)	RE	SA	SC	DU	PF	MFLO	MFLC	TOT
Tax Due:	577	261.04	(69.01)	(0.00)	192.03	0.00	0.00	441.80	0.00	0.00	0.00	633.83
Tax Paid:					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance:					192.03	0.00	0.00	441.80	0.00	0.00	0.00	633.83
Interest:												158.46
Penalty:												79.23
Total Due For 2013 Tax:												871.52

2012 TAXES FOR TAX ID: 16271

	CERT#	GRE	(FD)	(LC)	RE	SA	SC	DU	PF	MFLO	MFLC	TOT
Tax Due:	614	236.45	(67.08)	(0.00)	169.37	0.00	0.00	416.80	0.00	0.00	0.00	586.17
Tax Paid:					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance:					169.37	0.00	0.00	416.80	0.00	0.00	0.00	586.17
Interest:												216.88
Penalty:												108.44
Publication Fee Fee:												4.60
Total Due For 2012 Tax:												916.09

If paid on or before the last day of: February, 2016 *Taxes 710.19* *Interest - 456.83*
Penalty - 228.42
Other - 4.60 **2,700.44**

If paid after date above add 30.16 for each additional month. *1,400.04*
Price County Treasurer **This is a Multiple-Pay Tax**

Resolution _____

Elected Official Salaries for 2017 thru 2020

WHEREAS, it is the responsibility of the Price County Board of Supervisors to set the salaries for elected officials pursuant to Wis. Stats 59.22 "before the earliest time for filing nomination papers for any elective office"; and

WHEREAS, the Board desires to establish the total annual compensation for County elected officials which is separate and distinct from the fringe benefits offered by the County to elected officials and which fringe benefits are subject to increase or decrease during the elected official's term of office at the discretion of the Board and in accordance with State and Federal law; and

WHEREAS, as part of the County's fringe benefit program, County elected officials may participate in the Wisconsin Retirement System (WRS) in accordance with State law; and

WHEREAS, as part of the County's fringe benefit program, County elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented County managerial employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. 111.70(1)(mm)(2); and

WHEREAS, the Price County Administration Committee has solicited input from the elected officials and reviewed external comparables and taken into consideration the fiscal impact to the County and has determined that the base salary for the County Clerk, County Treasurer and Register of Deeds will be \$50,600 as of January 2, 2017; and

WHEREAS, any subsequent increases to the salary will match across-the-board increases given to the non-represented employee wage schedule.

NOW THEREFORE BE IT RESOLVED that the Price County Board of Supervisors adopt the total annual compensation for County elected officials under Wis. Stat. 59.22(1) as listed above; and

BE IT FURTHER RESOLVED that the aforementioned County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and that the County shall pay only its share of contributions required by law for non-represented employees; and

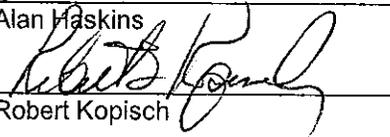
BE IT FURTHER RESOLVED that the aforementioned County elected officials are entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial County employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. 111.70(1)(mm)(2).

Submitted by the Price County Administration Committee.

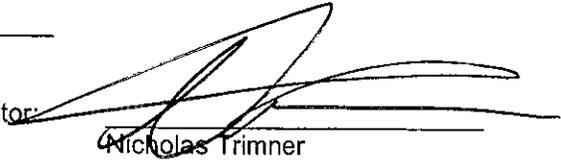

Dennis Wartgow, Chair


Alan Maskins


Mary Jesunas


Robert Kopisch


James Tauschek

Reviewed by County Administrator: 
Nicholas Trimmer

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

RESOLUTION _____

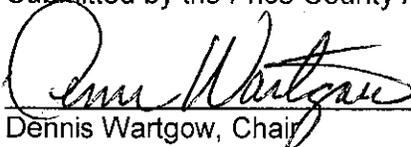
ADOPT REVISED COUNTY BOARD POLICY AND PROCEDURE MANUAL

WHEREAS, the Board of Supervisors previously adopted the Price County Board Policy and Procedure Manual on April 15, 2014; and

WHEREAS, the purpose of this revision is to make language updates, procedural updates and incorporate changes already approved by the County Board.

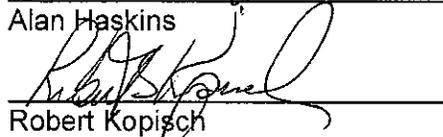
NOW, THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors hereby adopt the revised Price County Board Policy and Procedure Manual.

Submitted by the Price County Administration Committee.


Dennis Wartgow, Chair


Alan Haskins


Mary Jesunas


Robert Kopisch


James Tauschek

Reviewed by County Administrator:


Nicholas Trimner

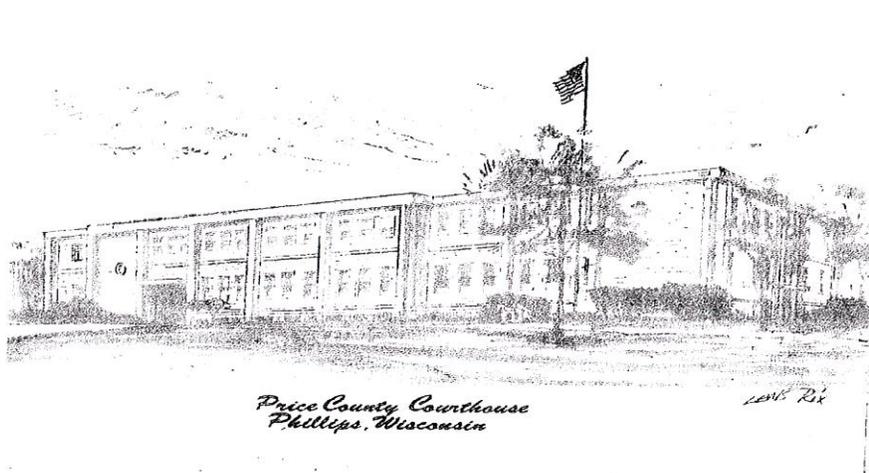
Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

PRICE COUNTY BOARD OF SUPERVISORS POLICY AND PROCEDURE MANUAL



Effective April 15, 2014
Updated June 17, 2014
Updated September 23, 2014
Updated January 20, 2015
Updated November 10, 2015
Proposed – in red

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MISSION STATEMENT AND PURPOSE

It is hereby acknowledged that the purpose of County government is to provide the highest quality, cost effective services to the citizens and taxpayers of Price County. It is, therefore, the duty of County government to provide services to the public with the highest level of courtesy, cooperation and efficiency. County Board Supervisors are expected to discharge their duties with professionalism and integrity and to work efficiently with other supervisors, departments and the public.

This manual serves as the introduction to the organization, duties, rules and responsibilities of Price County Supervisors. All supervisors, duly elected and sworn in as Price County Supervisors, agree to follow the contents set forth in this manual.

ORDINANCE 2010-01 191, ARTICLE I SELF-ORGANIZED COUNTY

Section 1 Authority.

This Ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes.

Section 2 Title.

This ordinance shall be known as the Price County Self-Organized County Ordinance.

Section 3 General Provisions.

- (1) For the purpose of improving the ability of the county government to organize its administrative structure, Price County elects to become a self-organized county and to act under the provisions of section 59.10 (1), Wisconsin State Statutes.
 - (a) Terms of office for election of County Board supervisors. Supervisors are county officers and shall be elected for two-year terms at the election to be held on the first Tuesday in April and shall take office on the third Tuesday in April of that year.
 - (b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Price County Board Policy and Procedure Manual.
 - (c) Compensation of County Board. The method of compensation for supervisors shall be determined by the County Board. The county shall, at or before its annual meeting by a two-thirds vote of the members entitled to a seat, fix the compensation of the board members to be next elected. The board may also, at or before its annual meeting, by a two-thirds vote of the members entitled to a seat, provide additional compensation for the chairperson. In addition to the salary, the supervisors shall receive mileage for attendance at board meetings and for attendance at official meetings in accordance with the Price County Board Policy and Procedure Manual.
- (2) The County Clerk shall file a certified copy of the Self-Organized County Ordinance with the Secretary of State, State of Wisconsin, upon passage by the Price County Board of Supervisors.

Section 4 Conflicting Ordinances.

Any prior Price County ordinance or parts thereof in conflict with the provisions of this ordinance insofar as they regulate the establishment of Price County as a self-organized county are hereby repealed and rescinded effective with the effective date of this ordinance.

Section 5 Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the County Board of Supervisors of Price County would have passed the other provisions of this ordinance irrespective of whether one or more provisions may be declared invalid, and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons or circumstances shall not be affected thereby.

Section 6 Effective date.

This ordinance shall take effect upon passage and publication as provide by law.

**ORDINANCE ~~2011-04 191~~ ARTICLE II
SUPERVISORY DISTRICT REAPPORTIONMENT**

The Price County Board of Supervisors, in regular session this 16th day of August, 2011, Pursuant to Wisconsin State Statute 59.10 Does Hereby Ordain as Follows:

That Price County be divided into thirteen (13) supervisory districts for the purpose of electing the County Board.

That one supervisor be elected from each district, commencing with the Spring Election 2012.

That said thirteen supervisory districts be comprised as follows:

District Number	Municipality	Wards	Population	District Population
1	City of Park Falls	5	570	1,141
	City of Park Falls	6	571	
2	Town of Catawba	1	269	1,041
	Village of Catawba	1	110	
	Town of Georgetown	1	171	
	Town of Kennan	1	356	
	Village of Kennan	1	135	
3	Town of Flambeau	1	489	1,131
	Town of Lake	1	457	
4	City of Park Falls	3	185	1,046
	Town of Hill	1	333	
5	Town of Ogema	1	713	1,094
	Town of Eisenstein	2	193	
	Town of Fifield	1	697	
6	Town of Fifield	2	204	1,084
	Town of Emery	1	297	
	Town of Hackett	1	169	
	Town of Knox	1	341	
7	Town of Spirit	1	277	1,136
	City of Park Falls	1	623	
	City of Park Falls	2	422	
	City of Park Falls	4	49	
8	City of Park Falls	7	42	1,048
	Town of Elk	1	826	
9	Town of Harmony	1	222	1,047
	Town of Worcester	1	544	
10	Town of Worcester	3	503	1,108
	Town of Eisenstein	1	437	
11	Town of Lake	2	671	114
	City of Phillips	2	114	

	City of Phillips	3	488	
	City of Phillips	4	479	1,081
12	Town of Prentice	1	475	
	Village of Prentice	1	660	1,135
13	Town of Elk	2	162	
	City of Phillips	1	399	
	Town of Worcester	2	506	1,067
	Total County Population 2010 census			14,159

EXHIBIT A GOVERNING RULES OF PRICE COUNTY BOARD OF SUPERVISORS

RULE I: NUMBER OF SUPERVISORS

The County Board shall consist of thirteen (13) supervisors representing thirteen (13) supervisory districts.

RULE II: MEETINGS OF THE COUNTY BOARD

- A. The Annual Meeting of the County Board shall be held on the Tuesday after the second Monday in November, unless another date is established, pursuant to and in accordance with Wisconsin **State Statutes, Section §59.04**.
- B. The Organizational Meeting of the County Board shall be held on the third Tuesday in April in election years.
- C. Meetings, other than the one on the Tuesday after the second Monday in November and the third Tuesday in April, shall be held on the third Tuesday of February, May, June, August and September and either the second or third Tuesday of October of each year.
- D. Special meetings may be called by the Board in accordance with Wisconsin **State Statutes**.
- E. All meetings shall be called to order at 9:00 a.m. Chairperson has option to change **meeting times**.
- F. At the first meeting after an election for County Board Supervisors the Board shall elect, by secret ballot, a Chairperson and Vice-Chairperson.

RULE III: CHAIRPERSON - POWER AND DUTIES

- A. The Chairperson of the County Board, or in his/her absence, the Vice-Chairperson shall take the chair at the hour to which the Board convenes and shall call the Board to order and direct the calling of the roll by the Clerk.
- B. In the absence of both the Chairperson and Vice-Chairperson, the County Clerk shall proceed until a Chairperson Pro-Tem is elected.
- C. The Chairperson shall be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the **County Administrator and the** County Clerk.
- D. The Chairperson shall act as **Eex Oofficio** member of all committees of the County Board.
- E. The Chairperson, as **Eex Oofficio** member, shall have the power to vote in such committee when requested by the committee chairperson to fill position caused by the absence of a member of said committee.

- F. The Chairperson shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official.
- G. The Chairperson shall be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue.
- H. The Chairperson shall sign all ordinances and resolutions of the County Board when directed by ordinances or resolutions of the County Board and countersign all County orders and contracts when directed.
- I. The Chairperson shall transact all necessary County Board business with local and other County offices.
- J. The Chairperson shall appoint all the members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.
- K. The Chairperson shall have the authority to delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other matters pertaining to County business.

RULE IV: ORDER OF BUSINESS AT COUNTY BOARD MEETINGS

- A. Organizational Meeting:
 - 1. At the Organizational Meeting, the Chairperson, or in his/her absence, the Vice-Chairperson of the previous board shall call the new meeting to order. If neither is present, the County Clerk shall call the meeting to order. The Order of Business shall be:
 - a. Roll call in a manner prescribed by Rule VI.
 - b. In even numbered years subsequent to a General Election for County Board Supervisors, the Board at its Organizational Meeting in said even numbered years, shall elect a permanent Chairperson, a permanent Vice-Chairperson, a Highway and Transportation Committee consisting of five (5) members of the County Board, and three (3) members of the Executive Committee **and one (1) County Board liaison for the Fair Association.**
 - c. Such other business as may be legally brought before the Organizational Meeting in the order prescribed under rules for General Meetings.

RULE V: GENERAL ORDER OF BUSINESS AT COUNTY BOARD MEETINGS

- 1. Call to Order
- 2. Invocation
- 3. Pledge of Allegiance
- 4. Roll Call
- 5. Approval of Minutes from prior meeting
- 6. Communications and Announcements
- 7. Public Comments (As per Board Policy and Procedure manual, each person who wishes to speak is limited to no more than two (2) minutes on an item not listed on the agenda and no more than three (3) minutes on an item listed on the agenda. There is a ten (10) minutes limit per topic and a fifteen (15) minute limit at any meeting for Public Comment.)
- 8. **Presentations**
- 9. **Public Hearings (when needed)**
- 10. Ordinances
- 11. Resolutions
- 12. **Miscellaneous Business**
- 13. **Elections and Appointments**
- 14. **Reports on File**
- ~~15. Departmental Issues Committee of the Whole~~
- ~~16. Reports on file~~
- ~~17. Elections and Appointments~~

~~18. Miscellaneous Business~~

19. Adjournment

RULE VI: VOTING

- A. Voting shall be by secret ballots for elections of officers, by signed ballot for election of Highway and Transportation Committee, ~~Health and Human Services Board~~, and three (3) members of the Executive Committee, and by ayes and nays on other questions except that the roll shall be called and each vote recorded on all ~~questions motions~~ involving ~~all~~ resolutions and ordinances coming before the County Board, ~~unless the Board has approved a Consent Agenda as part of their order of business.~~
- B. When the vote on any question is a tie, it shall be deemed to have been lost. Any member voting on either side of the question may move to reconsider said question by a two-thirds (2/3rds) vote, but such motion shall be made and acted upon at the same meeting.
- C. No vote shall be taken on any orally presented motion or amendment to a resolution until the Clerk has written it out in full and read it back to the Board, so as to give the Board a clear statement and the proceedings a clear record.
- D. No motion shall be debated or put to a vote unless it has been seconded.
- E. After a motion shall be stated by the Chairperson, it shall be deemed in possession of the Board, it may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered upon the minutes of the meeting.
- F. If a ~~question motion~~ before the Board contains several points, any member may have it divided so that each point may be voted upon separately.
- G. In all cases when an order, resolution, or motion shall be entered in the minutes of the Board, the names of the member moving the same and his/her second shall be entered upon the minutes.
- H. All ~~questions motions~~, except privileged ~~questions motions~~, shall be put in the order in which they are moved unless otherwise directed by the Board.
- I. Any supervisor may request a roll call vote. Whenever the vote is by roll call, the Clerk shall call the roll by name. Any supervisor may request a signed ballot vote.

RULE VII: MEMBERS WISHING TO SPEAK

Whenever any member wishes to speak to the Board, he/she shall raise his/her hand, address the Chairperson and be recognized. When two or more members raise their hands at once, the Chair shall designate the member who is to speak first and in all cases the member who shall first raise his hand and address the Chair shall speak first. He/she shall confine his/her remarks to the subject matter at hand and shall not deal in personalities. When called to order, he/she shall not be allowed to proceed further without the express permission of the Chairperson. The Chair shall have the prerogative to alternate between pro and con speakers.

RULE VIII: RIGHTS OF NON-MEMBERS DESIRING TO ADDRESS THE BOARD

Any citizen, not a member of the Board, may be allowed to address the Board provided permission is asked of the Board by a Board member to allow the non-member to speak, subject to the following:

- A. That when permission is requested, the **full** Board is advised of the nature of the business upon which the non-member wishes to address the Board. On occasion, a non-board member may be granted permission by **the** Chairperson to speak.
- B. If the subject matter relates to a matter that is on the agenda before the Board, the non-member shall be allowed three (3) minutes to address the Board, ~~subject to the Chairperson's discretion.~~
- C. If the subject matter relates to a matter that is not on the agenda before the Board, the non-member shall be allowed two (2) minutes to address the Board.
- D. That no non-member may address the Board twice on any given subject at the same meeting unless in response to a question presented to that non-member by any member of the Board, without permission from the Chairperson.

RULE IX: REPORTS, RESOLUTIONS OR ORDINANCES

- A. Any reports or resolutions sponsored by committees or individual members shall be in writing and filed with the County Clerk **not less than five (5) business (5) days prior** to the meeting of the County Board, except for Chairperson Activity Reports.
- B. The clerk shall cause said reports or resolutions to be ~~copied and~~ emailed to members for their information and consideration not less than five (5) days prior to the meeting. **Copies will be available to Board members prior to the scheduled Board meeting.**
- C. Resolutions not previously submitted to the Clerk within the time limit set forth in subsection A shall be referred to an appropriate committee by the Chairperson without a motion to adopt or any discussion thereon. However, if the resolution or report is submitted by a Committee, then the resolution shall be placed on the agenda for the next County Board meeting unless a member moves to waive this rule and allow immediate action thereon. Said motion must be approved by a two-thirds (2/3rds) vote of the County Board.
- D. Any resolution or ordinance sponsored by an individual, and not previously reviewed or studied by an appropriate committee shall, without motion to adopt or discussion thereon, be referred by the Chairperson to an appropriate committee. The Committee, to whom such a resolution or ordinance is referred, shall report its recommendation thereon at the next regularly scheduled meeting of the County Board. Notwithstanding the provisions of Rule X, this rule may be suspended and the subject resolution or ordinance may be immediately acted upon by the County Board only upon motion of a member, approved by a two-thirds (2/3rds) vote and then, only if, as part of said motion and vote, it is established that an emergency exists or that immediate action is absolutely necessary and that no reason exists for allowing study on the subject resolution or ordinance by a committee of the County Board.
- E. Any resolution presented for consideration at any meeting must bear the signature of the member offering same or if by a committee, the signatures of the committee members approving the resolution.

~~F.—An Advisory resolution does not need a roll call vote.~~

- G. A properly noticed public hearing shall be held prior to the consideration of any ordinance for adoption by the Board.

RULE X: SUSPENSION OF RULES

Unless otherwise indicated, no rule shall be suspended, altered or amended without the consent of two-thirds (2/3rds) of the members present.

RULE XI: GOVERNING RULES

On all parliamentary questions raised during any given session of the Board of Supervisors and which are not covered by the foregoing rules, will be governed by the appropriate rules of the most current revised Roberts Rules of Order.

EXHIBIT B STRUCTURES AND RESPONSIBILITIES OF THE STANDING COMMITTEES OF THE PRICE COUNTY BOARD OF SUPERVISORS

A. GENERAL PROVISIONS:

1. All committees of the County Board shall keep minutes of their meetings including times, dates, members in attendance, matters considered, including all information on bids submitted for approval and the action thereon, in a committee file and tendered **to the County Clerk and posted on the County website within five (5) business days**. These minutes shall be public record unless the Committee convenes in **Executive Closed** Session as provided for in Wisconsin **State** Statutes, Chapter 19.85.
2. Any committee which is to consider any resolution or ordinance which affects any County department or office shall notify said department or office prior to final action on said resolution or ordinance and allow a representative of that department an opportunity to be heard regarding said resolution or ordinance before said committee takes final action thereon.

B. RULES FOR SUPERVISORS OF PRICE COUNTY

The rules stated herein shall be applicable to all county supervisors.

1. Each supervisor shall be paid **seventy-five dollars (\$75.00) per diem for each County Board meeting attended and fifty dollars (\$50.00) per diem for all other authorized committee/board/commission meetings attended, with only one per diem per meeting day, regardless of the number of meetings attended in any one day. ~~each day said supervisor attends a meeting of the County Board or any County Board committee of which said supervisor serves as a member.~~**
2. Each supervisor shall, for each day such supervisor attends a meeting of the County Board of Supervisors, receive mileage for each mile traveled by such supervisor in going to and returning from such meeting by the most usual traveled route at a rate determined by the County Board **of** Supervisors.
3. The County Board may, at **or before** its annual meeting, by a two-thirds (2/3rds) vote of all members, fix the compensation of the board members to be next elected. The Board may also provide additional compensation for the chairperson.
4. Any County Board supervisor of the county may be reimbursed by the county for any out-of-pocket expense incurred in the discharge of their duties in addition to their per diem, including without limitation, traveling expenses within or without the county or state, **and costs incurred in attending courses of instruction clearly related to their duties including** postage and telephone calls. **(See #16)**
5. Persons seeking reimbursement from the county shall make reasonable efforts to keep expenses within the standard allowances established by the County Board of Supervisors. A person can be reimbursed only the amount that person actually paid out and the standard allowance established is not to be construed as a minimum payment that person is entitled to for a given expense. Persons are encouraged to keep expenses as low as possible.

6. The County Board of Supervisors establishes the following as standard allowances for all county supervisors:

Mileage	IRS rate	
Lodging	\$65.00 82.00 per day, single occupancy (State rate or best rate available for area)	
Breakfast	5:00 a.m. – 11:00 a.m.	\$ 8.00 10.00
Lunch	11:00 a.m. – 4:00 p.m.	\$40.00 12.00
Dinner	4:00 p.m. – 5:00 a.m.	\$20.00 23.00
Total Maximum per day		\$38.00 45.00

~~Breakfast and lunch together cannot exceed \$18.00 and the daily total cannot exceed \$38.00.~~ These limits cannot be overridden by the Committee of Jurisdiction and a receipt must accompany all reimbursement requests. The meal amounts may include sales tax and gratuity of up to 15% of purchase or up to meal limit, whichever is less. Meal reimbursement requests may not include alcoholic beverages. Meal reimbursement is not allowed if meal is provided free of charge through the hotel, conference or meeting.

7. No county supervisor shall be reimbursed by Price County for the expense of a meal unless such individual is outside of Price County or had been outside of Price County discharging their duties or attending courses of instruction related to their county office.
8. A County Board Supervisor is entitled to additional mileage allowance if he or she actually traveled additional miles in fulfilling his or her duty as a board member, or committee member. Thus, under appropriate circumstances, it is possible for a supervisor to receive the mileage allowance for attendance at a County Board meeting and also be reimbursed at the standard mileage allowance rate for additional miles actually traveled and other expenses actually incurred in the performance of County Board committee duties on the same day.
9. A supervisor shall not serve as chairperson of more than two (2) of the standing committees. No supervisor may serve on more than two (2) elected committees.
10. Supervisors who sell goods or services or consider selling goods or services to Price County shall make themselves aware of the provisions of ~~Section 946.13 of the~~ Wisconsin State Statutes §946.13.
11. In the matter of door prizes and drawings at conferences attended by Supervisors or any other instance where a door prize or drawing is part of any event a Supervisor is attending in their official capacity, Supervisors shall abide by Resolution 4-08, Door Prize / Drawings Policy.
12. Supervisors shall keep personal records of meetings ~~and this rule makes this is each individual's~~ responsibility.
13. Supervisors shall, in order to improve and protect county government, be responsible for the conduct of the office they hold and the committees on which they serve in the best interest of the taxpayers of Price County.
14. County Board chairperson shall be paid an annual salary of \$6,000 ~~7,200 annually~~ plus per diem as allowed to all other County Board Supervisors for meetings attended. ~~\$50.00 per meeting for County Board and County Committee meetings he/she serves on.~~ County Board chairperson is allowed commuting mileage from home to his/her office located in the Courthouse.
15. Mileage compensation is based on the actual number of miles traveled and is paid to the driver only. ~~Annual~~ Current proof of insurance is required to be filed with the ~~Personnel Department~~ County Clerk's office.

16. Members of County Board committees shall receive **meeting per diem** rates as set by the County Board, plus mileage and reimbursement for other expenses as the **bBoard** allows for their attendance at any school, institute or meeting which the **bBoard** or appropriate committee directs them to attend.
17. The number of days for which compensation and mileage may be paid a committee member in any year, ~~except members of committees appointed to have charge of the erection of any county building and except as otherwise provided by law~~ is one hundred fifty (150) days.
18. A County Board supervisor is not entitled to reimbursement for appearing before a committee of which such supervisor is not a member unless such supervisor is directed by the County Board or County Board **eChairperson** to appear or unless such supervisor is appearing for another County Board committee with its consent on a matter with the authorized concern of the committee of which such supervisor is a member.
19. Members of the County Board cannot refuse to perform their duty because they cannot be compensated therefore incurring the penalty provided for in ~~Section 59.10~~ Wisconsin **State Sstatutes §59.10**, which is entitled "Neglect of Duty".

C. RESOLUTIONS

1. All resolutions brought before the County Board must be introduced by a Price County Board Supervisor or a committee of the Price County Board.
2. It should be so stated in the resolution which committee or County Board Supervisor has introduced said resolution.
3. All resolutions introduced must be signed by the committee members approving the resolution. Since timing of committee meetings does not always allow for signed copies of resolutions to be available for the County Board **mailing** packet, unsigned resolutions may be presented in the packet with the understanding that committee signatures will be obtained at a meeting of the committee which will be held before the date of the County Board meeting.
4. All resolutions should be presented to the Price County Clerk **at least five (5) business (5) days before** they are to be acted upon. This will give the County Clerk time to distribute copies to all Supervisors.
5. The County Board Chairperson may submit a resolution to the County Board without Committee approval.
6. All supervisors or Committee Chairpersons should be prepared to answer all questions pertaining to their resolution.

D. GENERAL RULES FOR ALL COMMITTEES

1. All committees or boards, whether elected or appointed, shall serve two-year terms starting the third Tuesday in April of every even-numbered year, except **members of** the Health and Human Services Board **is elected who are appointed** in November each year to start serving on January 1.
2. Committees, at their first meeting, shall elect one of its members as Chairperson and one as Vice-Chairperson, except the Executive Committee, as the County Board Chairperson and Vice-Chairperson are the Chairperson and Vice-Chairperson of that committee.
3. The County Board Chairperson, shall appoint all members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.

4. All committees are to meet upon call of the committee chairperson. Although, if any of these committees feel it is to be in the best interest of the county to set the regular monthly meeting dates, the committee may do so. Any additional meetings **must have** the County Board Chairperson approval.
5. All committees shall limit the number of scheduled meetings to no more than ten (10) per year with the exception of the Executive Committee. Any departmental issues needing to be addressed outside of the meeting schedule of the committee of jurisdiction shall be referred to the County Board for action.
6. Committees shall have a quorum present to hold a meeting.
7. The committee chairperson must within **five (5) business days** after committee meetings, place on file with the County Clerk, a written record of the meeting listing the following:
 - A. Title of Committee
 - B. Date, time, and location of meeting
 - C. Purpose of meeting
 - D. Members present
 - E. Minutes of the meeting except that due to special circumstances the committee agrees that part or all of the minutes should be withheld for some time, subject to Wisconsin Open Meeting Law Provisions.
 - F. Starting time and time of adjournment
 - G. Name of secretary/recorder
8. No committee shall spend any funds or make any purchase which has not been budgeted unless request is made to the Executive Committee and approval is given by the County Board. Any spending that will result in a department exceeding its approved expenditure budget, shall be reported to the Executive Committee, at the earliest possible date, for determination of funding options. In addition, any such spending that will cause a department to exceed its approved expenditure budget by 10% or greater, shall be referred to the Board for funding determination upon recommendation of the Executive Committee. Further, for all General Fund Accounts (account code 100) any such spending that exceeds the approved expenditure budget by \$25,000 or 10% or greater, whichever is less, shall be referred to the Board for funding determination upon recommendation of the Executive Committee. Budgets designated for wages and benefits (object codes 111-156) cannot be used to offset operating expenses.
9. Voucher approval process:
 - a. Department Heads will have the authority to approve vouchers for payment within the itemized Department budget.
 - b. Committee of Jurisdiction has the responsibility to continue to review Department payments either by report or voucher, as determined by each individual Committee of Jurisdiction and Department Head.
 - c. ~~Each Committee of Jurisdiction and Department Head shall create a policy governing purchasing and payment following the Department's established budget.~~
- ~~10. The chairperson of each committee, with the County Board Chairperson approval, which calls meetings not regularly scheduled, shall notify the County Clerk of the time and date. Any requests for legal services must be approved by the County Administrator.~~
11. The chairperson of each committee shall notify the County Clerk of all meetings scheduled to be held. Notices for all meetings shall be posted **at least** three days before such meeting in **at least** three public locations, one of which is to be the Courthouse bulletin board. It is the responsibility of the committee chairperson to establish the meeting agenda and see to its proper posting.
12. The County Clerk or their designee shall be responsible for developing meeting agenda format and keep minutes of all board and committee meetings.

13. All personnel grievances shall be forwarded to the County Administrator.

E: Public Records Requests

In order to assure compliance with the Price County Public Records Policy and to consolidate the record keeping of all public records requests and the County’s response to any such request, any Price County Supervisor receiving a public records request shall notify the Price County Clerk immediately of the receipt of such request and forward the request, in its original form, at the earliest opportunity, to the Price County Clerk for record keeping and response. The Price County Clerk, as the recording secretary of the Board and custodian of all of its record, shall respond to any public records request on behalf of the Board according to Price County Policy.

However, should any supervisor have records in their personal possession that are the subject of a public records request, please advise the County Clerk of the existence of such records to allow the inclusion of these records in the County response, if applicable.

Under this policy, the only response to any public records request of any Price County Board Supervisor shall be generated from the Price County Clerk.

MAKE-UP OF PRICE COUNTY BOARD

COMMITTEES, BOARDS AND COMMISSIONS

COMMITTEE	No. Members	Composition
ADMINISTRATION	5	Appointed: 5 County Board Members
BUILDING AND GROUNDS / DAMS	5	Appointed: 5 County Board Members
EMERGENCY MANAGEMENT	5	Appointed: 5 County Board Members
EXECUTIVE	5	County Board Chair, Vice Chair Elected: 3 County Board Members
FORESTRY AND PARKS	5	Appointed: 5 County Board Members
HEALTH AND HUMAN SERVICES BOARD	9	Appointed: 5 County Board Members, Plus 4 at large members
HIGHWAY AND TRANSPORTATION	5	Elected: 3 County Board Members, representing North, Central, and South areas, 2 County Board Members at large
LAND INFORMATION COUNCIL	11	Appointed: Register of Deeds, Treasurer, Real Property Lister, 2 1 County Board Member, Price County Land Information Office, Realtor, Public Safety or Emergency Communications, Surveyor
LAND USE AND UW-EXTENSION	7	Appointed: 5 County Board Members, 1 FSA Member, 1 Public School Administrator

ADMINISTRATION COMMITTEE

This committee shall consist of five (5) members appointed by the County Board Chairperson. Membership of this committee shall not constitute a quorum of the Executive Committee.

Roles and responsibilities of the committee:

1. All matters pertaining to salary, working conditions, employee benefits and job descriptions for all County employees. To negotiate with the unions and other representatives of employees in all departments and units of the County with the advice and cooperation of all committees having jurisdiction over the various departments and units.
2. Recommend approval of negotiated labor contracts to the County Board.
3. Recommend to the County Board, the salaries of all elected officials prior to the earliest date of circulation of nomination papers for such elected positions.
4. Consider and make recommendations to the County Board regarding departmental organization, number of positions, reorganization and staffing levels.
5. Recommend salaries and wages for all county employees to the County Board as provided for in Wisconsin State Statute §59.22.
6. Perform regular reviews of all Personnel Policies and Procedures and make general updates as necessary. Major policy changes will be presented to County Board for approval as they occur. The Employee Handbook and Personnel Administration Manual shall be presented and approval by County Board at least once every two years.
7. Maintain the Price County Board of Supervisor Policy and Procedure Manual.
8. Review and recommend the annual budget for, and review and approve the monthly expenditures of the County Health Insurance Plan and the Employee Assistance Program, and will also review and approve Cafeteria Plan administration fees.

BUILDINGS AND GROUNDS / DAMS COMMITTEE

This committee shall consist of five (5) members appointed by the Price County Board Chairperson.

Roles and responsibilities of the committee:

BUILDINGS AND GROUNDS

1. Policy oversight regarding the maintenance, repair, remodeling and upkeep of the following county owned buildings and grounds: Courthouse, Annex (Normal Building), Safety Building, Highway complex, Airport complex, Price County Development Center, and Fairgrounds complex per the Memorandum of Agreement, and the Fred Smith house and Wisconsin Concrete County Park buildings and grounds per the Memorandum of Understanding (MOU) with the Friends of Fred Smith, Inc. and the assigning of space within the above buildings.

2. Review and approve monthly expenditures.
3. Oversight and recommendation of capital projects and allocation of funding to support such projects.

DAMS

4. Policy decisions regarding Price County owned dams named as: Jobes, Musser, Prentice, Sailor Creek Flowage, Solberg and Murray (Weimers).
5. Review and approve monthly expenditures.
6. Maintenance of structures and dikes on aforesaid dams.
7. Control of water levels of flowages relating to the aforesaid dams.
8. Acts as liaison between Price County and the Department of Natural Resources in all matters regarding Price County dams.
9. The development and maintenance of an emergency response plan for emergency situations regarding dams operation and flood control for Price County owned dams.
10. Oversight and recommendation of capital projects and allocation of funding to support such projects.

EMERGENCY MANAGEMENT COMMITTEE

The Emergency Management Committee is authorized under Chapter 323 of the Wisconsin State Statutes and consists of (5) members appointed by the County Board Chairperson.

Primary

County Board Chairperson
 Personnel Committee Chairperson
 Health and Human Services Board Chairperson
 Highway and Transportation Committee Chairperson
 Law Enforcement Committee Chairperson

Alternate

County Board Vice Chairperson
 Personnel Committee Vice Chairperson
 Health and Human Services Board Vice Chairperson
 Highway and Transportation Committee Vice Chairperson
 Law Enforcement Committee Vice Chairperson

The County Emergency Management Committee shall be an advisory and planning group and shall advise the County Emergency Management Coordinator and the County Board of Supervisors on all matters pertaining to emergency management.

The County Emergency Management Committee shall meet upon call of the chairperson of the County Board. A meeting may be requested through the County Board chairperson or emergency management committee vice chairperson.

The County Board Chairperson shall be the chairperson of the emergency management committee and a vice chairperson shall be elected from the remaining members.

By including the County Board Chairperson, there is automatic representation from the Executive Committee.

In the event that more than one of the primary positions listed above is filled by the same person, or a primary committee member is not available for any reason at the time a meeting is called, the alternate will fill that position on the committee for the duration of a declared emergency or disaster, in order to maintain a consistent membership of (5) persons. The County Board Vice Chairperson shall serve as an alternate for any of the five designated positions.

This committee shall be responsible for the following:

1. Issue a declaration of emergency or disaster for Price County based on the recommendations from the Emergency Management Coordinator or Sheriff.
2. Provide advice and guidance to the Emergency Management Coordinator as necessary.
3. Authorize expenditures and contracts related to an emergency or disaster.
4. Ease purchasing restrictions in the interest of time during a declared emergency or disaster.
5. Assist with emergency public communications.
6. Approve the opening of the Price County Emergency Operations Center and/or Joint Information Center based on the recommendations from the Emergency Management Coordinator or Sheriff.
7. Provide one member as the county Emergency Operations Center Officer in Charge while the EOC is activated.
8. Enact the Emergency Personnel Policy for Price County Employees
9. Authorize requests from local municipalities to the county for mutual aid assistance.
10. Authorize requests from Price County to the state of Wisconsin or other entities for mutual aid assistance.
11. Ensure compliance of county departments and employees with the Price County Emergency Operations Plan and other written ordinances, resolutions and policies.
12. Work in cooperation with the county emergency management coordinator and local municipalities and emergency services to respond to and recover from an emergency or disaster.
13. Review and recommend a budget for long term recovery efforts to be approved by the Executive Committee and the County Board.
14. Be involved in the planning of long term recovery procedures
15. Be involved in mitigation planning that will limit damage to public infrastructure in future events.

EXECUTIVE COMMITTEE

The membership of the Executive Committee shall consist of five (5) County Board supervisors. One is the County Board Chairperson and another is the County Board Vice-chairperson, of which the County Board Chair will be the committee Chair and the County Board Vice-chair will be the committee Vice-chair. The other three members are elected by the County Board. The term of the committee members begins with the Organizational Meeting in April of the election year and lasts for two years.

The Executive Committee shall meet once monthly or as deemed necessary by the committee Chairperson. Notice of meeting is provided and posted on the committee meeting bulletin board.

The Executive Committee's primary responsibility is to supervise all financial matters of the county and control expenditures to fall within the authorized budget's limitations.

Roles and responsibilities of the committee:

1. Oversee all insurance and bond coverage within the county government, excluding health insurance and workers' compensation insurance.
2. Approve or reject any or all vouchers as submitted to the committee for approval at each meeting.
3. Review the annual budget prior to presentation to the County Board for approval and provide guidance to the County Administrator for budget development.
4. Monitor reports provided by the County Administrator regarding monthly budget compliance.
5. Act as committee of jurisdiction for the following offices:
 - County Administrator
 - County Clerk
 - County Treasurer
 - Register of Deeds

- Surveyor
6. Review and recommend budgets for the following areas:
 - Contingency Fund
 - County Board
 - Executive/Finance
 7. Act as responsible committee for investments of county monies pursuant to the Wisconsin State Statutes, ~~§66.04(2)~~ 66.0603(2).
 8. Transfer contingent funds money not to exceed 10% of an authorized departmental budget pursuant to the Wisconsin State Statutes, §65.90(5)(b).
 9. Assign fund balance as required in GASB Statement No. 54.
 10. Review audit and financial reports for the governmental unit.
 11. Review, prior to County Board action, any resolution relating to the overall financial activities of Price County.
 12. Review resolutions as presented by Departments under its jurisdiction prior to presentation to the County Board.
 13. Perform other duties as required by resolution or County Board action.
 14. On behalf of the Board, provide direct supervision to the County Administrator.
 15. Absent the activation of the Emergency Management Committee, provides governance and oversight to the Emergency Management Coordinator in those areas specified by County ordinance.
 16. Review all claims against the County, excluding those assigned to another committee, and forward to the County Board with a recommendation for approval or denial.

FORESTRY AND PARKS COMMITTEE

This committee shall consist of five (5) members appointed by the County Board Chairperson.

Roles and responsibilities of the committee:

1. Adhere to the operating policies and procedures of the county forest program as outlined in the 15 year Comprehensive Land Use Plan and according to applicable Wisconsin State Statutes.
2. Negotiate for the acquisition or sale of lands, establish and maintain a forest headquarters for housing of equipment and supplies, maintain a system of roads, and sell timber stumpage in accordance with the County Forest 15 year Comprehensive Land Use Plan.
3. Cooperate with the Department of Natural Resources on all matters pertaining to wildlife, fish, fire prevention, and forest management as outlined in the 15 year Comprehensive Land Use Plan.
4. Acquire, establish and maintain a system of county parks, forestry waysides, boat landings, picnic areas, nature trails, ski trails, snowmobile and ATV trails, shallow water wildlife dams (Bader Wildlife Area, Camp 5, Cranberry Creek and Kennan Wildlife Flowages and Tuscobia Trailhead Pond), special use areas, and other recreational opportunities on the county forest and other designated areas.

5. Prepare documents and take the necessary action to ensure the successful operation of the all-terrain vehicle programs.
6. Evaluate all requests for leasing of mineral rights on county forest lands and make recommendations to the County Board.
7. Review financial reports and approve monthly expenditures for the Forest and Parks Department.
8. The Forest and Parks Administrator shall act as agent and coordinate all activities and directives on behalf of the Forestry and Parks Committee.
9. Keep informed on issues regarding County forest and park activities and function as a conduit for issues requiring County Board action.

HEALTH AND HUMAN SERVICES BOARD

Authorization

Authorizing legislation for Health and Human Services Board (HHSB) composition, appointment, terms, as well as powers and duties is found in Wisconsin State Statutes §46.23 and §251.

Composition

This board shall consist of nine (9) members, all of whom have recognized ability and have demonstrated interest in health and human services. Five (5) members shall be County Board Supervisors and four (4) members shall be citizens-at-large. At least one (1) citizen-at-large member shall be an individual who receives or has received human services or shall be a family member of such an individual. No public or private provider of services may be appointed to the county health and human services board. A good-faith attempt will be made to have equal representation from the northern, central, and southern geographic regions of Price County. In appointing the members who are not elected officials or employees, a good-faith effort shall be made to appoint a registered nurse and a physician. The Chair and Vice Chair shall be County Board Supervisor members.

Election/Appointment

All members of the HHSB are appointed by the County Administrator, subject to confirmation by the County Board of Supervisors per Wisconsin State Statute §46.23(4)(b)(2). Appointment shall occur at the November meeting of the County Board for expiring terms; at the April organizational meeting of the County Board in election years; and following a vacancy on the Health and Human Services Board due to resignation or removal.

Terms

Members of the Health and Human Services Board shall serve for terms of three (3) years. Terms will be staggered so that one-third of the members shall have expiring terms each year. Terms shall begin on January 1 and extend through December 31 of the third year. Vacancies in terms shall be filled by appointment and for the length of the unexpired term. There are no term limits identified for Health and Human Services Board members.

A Health and Human Services Board member elected to the board may be removed from office for the following reasons:

- *For cause, by a two-thirds vote of each County Board of supervisors participating in the appointment on due notice in writing and hearing of the charges against the member; and*
- *If the member, when appointed, was a member of the County Board of supervisors and was not reelected to that office, on due notice in writing.*

Meetings of the Board

Meetings of the Health and Human Services Board shall be held at a minimum quarterly and may meet more frequently based upon need. The agenda is the responsibility of the Health and Human Services Board Chair. Each Unit Manager will have direct access to the Health and Human Services Board by recommending items for

inclusion on the agenda, subject to the chair's approval.

Powers and Duties

The Health and Human Services Board shall have all the powers and duties ascribed to it under Wisconsin State Statutes §46.23(5m)(a)-(g) and §251.04(1)-(8) as well as any other related statutes, codes, administrative rules and local ordinances. Consistent with a HHSB appointed under Wisconsin State Statute §46.23(4)(b)(2), the Health and Human Services Board shall:

1. Appoint committees consisting of County residents to advise the HHSB as it deems necessary.
2. Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
3. Prepare, with the assistance of the Human Services Director, proposed and final budgets as defined in Wisconsin State Statute §46.23(5m)(c).
4. Advise the Human Services Director regarding purchasing and providing services and the selection of purchase or service vendors and make recommendations to the County Administrator regarding modifications in such purchasing, providing and selection.
5. Develop HHSB operating procedures.
6. Comply with State requirements.
7. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under Wisconsin State Statute §46.23.
8. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
9. Develop policy and provide leadership that fosters local involvement and commitment that emphasizes public health needs per Wisconsin State Statute §251.04(6)(b).
10. Assure that measures are taken to provide a healthy environment for individuals per Wisconsin State Statute §251.04(7).
11. Shall recommend appointment of a Health Officer to the County Board Chair. The Health Officer must meet the qualifications set forth in Wisconsin State Statute §251.06. The appointment, made by the County Board Chair, requires confirmation by a simple majority vote of the County Board and is subject to the personnel policies and procedures established by the County Board.
12. Provides governance and oversight to the Animal Control Program.
13. Keep informed on issues regarding County health and human services and function as a conduit for issues requiring County Board action.

HIGHWAY AND TRANSPORTATION COMMITTEE

This committee shall consist of five (5) members of the County Board elected to serve two-year terms starting the third Tuesday in April in each even numbered year. Members shall be from the following districts:

- a. One (1) County Board Supervisor from the north, representing Districts 1, 3, 5, 7 and 10
- b. One (1) County Board Supervisor from the central area, representing Districts 8, 9, 11 and 13
- c. One (1) County Board Supervisor from the south, representing Districts 2, 4, 6 and 12
- d. Two (2) County Board Supervisors from at large.

Roles and responsibilities of the committee:

Review **and approve** monthly expenditures for the Highway and Airport Departments.

HIGHWAY

1. Perform all duties prescribed by Wisconsin State Statute §83.015(2)(b).
2. Review receipts, purchases and disbursements made with county, state, or federal highway funds.
3. Perform such other duties as required by order or resolution passed by the County Board.

AIRPORT

4. Review the planning, operation and maintenance of airport facilities, equipment and grounds.
5. Serve as liaison on airport matters between Price County and the State and Federal government, and its agencies.

LAND INFORMATION COUNCIL

Wisconsin State Statute §59.72(3m), states that a Land Information Council shall consist of not less than eight members and shall consist of the:

1. Register of Deeds
2. Treasurer
3. Real Property Lister or their designees

and the following members appointed by the board of supervisors for terms prescribed by the Board of Supervisors:

4. A member of the Board;
 5. A representative of the Price County Land Information Office;
 6. A realtor or a member of the Realtors Association employed within the Price County;
 7. A public safety or emergency communications representative employed within Price County;
 8. The Price County Surveyor or a registered professional land surveyor employed within Price County;
- and,

Any other members of the Price County Board of Supervisors or public that the **Board Chair or the Board of Supervisors County Administrator** designates.

The **committee council** receives funding through a "Users Fee" that is attached to each document that is recorded in the Register of Deeds office. **Land modernization grants are applied for annually by the council to complete specific projects and support our effort to make our records available to the public.**

The Land Information Council has established **four several** major priorities. **We will continue to establish land corner monuments, using Public Land Survey Systems (PLSS), throughout Price County. The goal would be to establish and document, for public availability, all quarter corners within Price County. Council funds are used to hire surveyors to establish specific ground control information. ~~The first priority is to continue establishing land corner monuments. The second priority is parcel mapping and the third is to establish more G.P.S. (Global Positioning System) stations.~~** The Land Information Council oversees the Price County Geographic Information System (GIS), **G.I.S.**, and its Web contents **as they are provided to the public. The council also uses its funds to purchase and support computer hardware and software pertaining to Price County land modernization.**

Minimum Duties:

1. Remain trained by providing education where needed to stay current on most land modernization issues.
2. Facilitate coordination with other county offices as they pertain to land modernization.
3. Review and submit grant applications.
4. Coordinate project oversight of contractual projects.
5. Promote **committee council's** program and projects through exposure.

6. Generate revenues through the sale of **committee council's data, grants and user fees.**

LAND USE AND UW-EXTENSION COMMITTEE

This committee, created under Wisconsin State Statutes §59.56(3)(b) and §92.06(1), has jurisdiction over the following County departments:

- Land Conservation
- UW-Extension
- Zoning

There shall be five (5) County Board members appointed to this committee plus the following members for specific requirements contained in the Wisconsin State Statutes. These additional members are participants and voting members for agenda items specifically related only to the area for which they are appointed. Those additional members are as follows:

1. Land Conservation: One (1) member of the County Farm Service Agency Committee (FSA) created under 16USC 590(h) other county agricultural stabilization and conservation committee.
2. UW-Extension: One (1) member that is a public school administrator and a resident in Price County.

Each meeting shall identify in its agenda the department areas to be covered as separate items with recognition of the committee members present and an adjournment of each department segment. A quorum shall be established based upon the members appointed to that department area of the agenda. For five appointed committee members, a quorum is three members. For six appointed committee members, a quorum is four members. No business shall be conducted unless a quorum is present. Each member of the committee shall be reimbursed for necessary expenses and shall be paid the same per diem as the members of the County Board which sit on this committee.

Roles and responsibilities of the committee:

1. Approve monthly expenditures for the Zoning, UW-Extension and Land Conservation Departments.
2. Represent the County interest with a partnership between the County, state and federal agencies, and the University of Wisconsin.

ZONING

3. Approve land division requests and subdivision plats as required by the Subdivision Control Ordinances.
4. Act upon and hold public hearings on necessary requests for conditional use permits.
5. Hold public hearings upon and make recommendations to the County Board on requests to rezone or amend the various ordinances under their jurisdiction.
6. Approve appraisals on parcels to be sold by the county and to establish minimum bids for these parcels as directed by the Price County Land Sales Ordinance.
7. As per Wisconsin State Statute §59.69(2)(a) this committee is authorized to act, subject to Board approval, in all matters pertaining to county planning and zoning.

LAND CONSERVATION

8. Administer the county farmland preservation program.
9. Administer the wildlife damage abatement program.

10. Follow specific duties, powers and responsibilities granted to Land Conservation Committees under state law, which are found in Wisconsin State Statutes §92.06 and 92.07.

UW-EXTENSION

11. Supervise the work of the UW-Extension staff.
12. Reflect the interest of County residents in determining department programming per Wisconsin State Statute §59.56(3)(f).
13. Review and approve position descriptions of UW-Extension Faculty/Academic staff and appoint UW-Extension staff per Wisconsin State Statute §56.53(3)(c)(1).
14. Reach agreement with the University of Wisconsin Extension on the contracts to staff UW-Extension positions in Price County and forward the contract agreement to the Price County Administrator with a recommendation for approval.
15. May provide county representation at district and state meetings of County Extension Committees and Land Conservation Committees, such as the Wisconsin Associated County Extension Committees (WACEC) and the Northwest Area Wisconsin Land and Water Conservation Association (WLWCA).
16. Recommend an annual budget to the Price County Board for approval and the appropriation of the requested funding.
17. Specifically have the responsibility to formulate and execute the UW-Extension program per Wisconsin State Statute §59.56(3) and for the purposes of Wisconsin State Statute §59.56(3)(g).

LAW ENFORCEMENT COMMITTEE

This committee shall consist of five (5) members appointed by the Price County Board Chairperson.

Roles and responsibilities of the committee:

1. Receive applications from the Personnel Department and conduct interviews of applicants for positions in the Price County Sheriff's Department with the frequency necessary to maintain an eligible list sufficient to meet the needs of the department
2. Serves as committee of jurisdiction for the following departments:
 - a. Circuit Court
 - b. Clerk of Courts
 - c. County Coroner
 - d. District Attorney
 - e. Sheriff's Department
3. Review the monthly reports and approve vouchers for the departments of jurisdiction.
4. Recommend the purchase of equipment as needed by the Sheriff's Department and supervise purchases of other equipment where Board approval is necessary.
5. Keep informed on issues regarding law enforcement and the circuit court and function as the conduit for issues requiring Board action.

OTHER BOARDS AND COMMISSIONS

ADRC REGIONAL BOARD

BOARD OF CANVASSERS

~~BOARD OF ETHICS~~

COMMUNITY CARE OF CENTRAL WISCONSIN DISTRICT BOARD

CONDEMNATION COMMISSION

COUNCIL ON AGING

~~FRIENDS OF FRED SMITH~~

INDIANHEAD FEDERATED LIBRARY SYSTEM

NORTHWEST WISCONSIN INTERNATIONAL TRADE,

BUSINESS AND ECONOMIC DEVELOPMENT COUNCIL (ITBEC)

LOCAL EMERGENCY PLANNING COMMITTEE

NEWCOM

NORTHCENTRAL TECHNICAL COLLEGE DISTRICT BOARD

NW WISCONSIN CEP

NORTHWEST LONG TERM CARE DISTRICT

NORTHWEST REGIONAL CDBG HOUSING COMMITTEE

NORTHWEST REGIONAL PLANNING COMMISSION

NORTHWEST WISCONSIN REGIONAL ECONOMIC DEVELOPMENT ASSOCIATION

NORTHWEST WISCONSIN REGIONAL ECONOMIC DEVELOPMENT FUND ADMINISTRATION COMM.

NORTHWOODS RAIL TRANSIT COMMISSION

PARK FALLS AREA COMMUNITY DEVELOPMENT ASSOCIATION

PARK FALLS LIBRARY BOARD

PARK FALLS TIF DISTRICT BOARD

PHILLIPS LIBRARY BOARD

PINE LINE RAIL TRAIL CORRIDOR COMMISSION

PRICE COUNTY ECONOMIC DEVELOPMENT ASSOCIATION

~~PRICE COUNTY FAIR ASSOCIATION~~

PRICE COUNTY LIBRARY BOARD OF TRUSTEES

PRICE COUNTY REVOLVING LOAN FUND BOARD

~~PRICE COUNTY TRANSPORTATION COORDINATION COUNCIL~~

PRICE TAYLOR RAIL TRAIL CORRIDOR COMMISSION

TRAFFIC SAFETY COMMISSION

VETERANS SERVICE COMMISSION

ZONING BOARD OF ADJUSTMENT

LOCAL EMERGENCY PLANNING COMMITTEE

This committee shall consist of the following:

Elected State and Local officials, law enforcement, civil defense, fire fighting, first aid, health, local environmental, hospital, transportation personnel, broadcast, and print media, community groups, and owners and operators of facilities subject to the requirements of SARA Title III.

1. This committee shall be responsible as mandated by State and Federal regulations.
2. This committee shall implement programs and undertake activities which are designed to prepare the county to cope with emergencies involving the accidental release of hazardous substances which are consistent with but in addition to the minimum requirements of Wisconsin State Statute §323.60 and 42 USC 11000 to 11050.
3. This committee shall be responsible for review and recommendation of the committee budget. The Executive Committee shall oversee the annual budget and monthly expenditures.

SUBCHAPTER V

OPEN MEETINGS OF GOVERNMENTAL BODIES

See relevant **Wisconsin** State Statutes in Law Library.

19.81 Declaration of Policy

(1) In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

(2) To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.

(3) In conformance with article IV, section 10, of the constitution, which states that the doors of each house shall remain open, except when the public welfare requires secrecy, it is declared to be the intent of the legislature to comply to the fullest extent with this subchapter.

(4) This subchapter shall be liberally construed to achieve the purposes set forth in this section, and the rule that penal statutes must be strictly construed shall be limited to the enforcement of forfeitures and shall not otherwise apply to actions brought under this subchapter or to interpretations thereof.

19.82 Definitions. As used in this subchapter:

(1) "Governmental body" means a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a local exposition district under subch. II of ch. 229; a long-term care district under s. 46.2895; or a formally constituted subunit of any of the foregoing, but excludes any such body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining under subch. I, IV, or V of ch. 111.

(2) "Meeting" means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter, any gathering of the members of a town board for the purpose specified in s. 60.50 (6), any gathering of the commissioners of a town

sanitary district for the purpose specified in s. 60.77 (5) (k), or any gathering of the members of a drainage board created under s. 88.16, 1991 stats., or under s. 88.17, for a purpose specified in s. 88.065 (5) (a).

(3) "Open session" means a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times. In the case of a state governmental body, it means a meeting which is held in a building and room thereof which enables access by persons with functional limitations, as defined in s. 101.13 (1).

19.83 Meetings of governmental bodies.

(1) Every meeting of a governmental body shall be preceded by public notice as provided in s. 19.84, and shall be held in open session. At any meeting of a governmental body, all discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session except as provided in s. 19.85.

(2) During a period of public comment under s. 19.84 (2), a governmental body may discuss any matter raised by the public.

19.84 Public notice.

(1) Public notice of all meetings of a governmental body shall be given in the following manner:

(a) As required by any other statutes; and

(b) By communication from the chief presiding officer of a governmental body or such person's designee to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated under ss. 985.04, 985.05 and 985.06 or, if none exists, to a news medium likely to give notice in the area.

(2) Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.

(3) Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

(4) Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

(5) Departments and their subunits in any University of Wisconsin System institution or campus are exempt from the requirements of subs. (1) to (4) but shall provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed written requests for such notice.

(6) Notwithstanding the requirements of s. 19.83 and the requirements of this section, a governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The presiding officer of the parent governmental body shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the parent body.

19.85 Exemptions.

(1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

(d) Except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention.

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(ee) Deliberating by the council on unemployment insurance in a meeting at which all employer members of the council or all employee members of the council are excluded.

(eg) Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.

(em) Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1) (b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.

(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

(h) Consideration of requests for confidential written advice from the government accountability board under s. 5.05 (6a), or from any county or municipal ethics board under s. 19.59 (5).

(2) No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

(3) Nothing in this subchapter shall be construed to authorize a governmental body to consider at a meeting in closed session the final ratification or approval of a collective bargaining agreement under subch. I, IV, or V of ch. 111 which has been negotiated by such body or on its behalf.

19.851 Closed sessions by government accountability board. The government accountability board shall hold each meeting of the board for the purpose of deliberating concerning an investigation of any violation of the law under the jurisdiction of the ethics and accountability division of the board in closed session under this section. Prior to convening under this section, the government accountability board shall vote to convene in closed session in the manner provided in s. 19.85 (1). No business may be conducted by the government accountability board at any closed session under this section except that which relates to the purposes of the session as authorized in this section or as authorized in s. 19.85 (1).

19.86 Notice of collective bargaining negotiations. Notwithstanding s. 19.82 (1), where notice has been given by either party to a collective bargaining agreement under subch. I, IV, or V of ch. 111 to reopen such agreement at its expiration date, the employer shall give notice of such contract reopening as provided in s. 19.84 (1) (b). If the employer is not a governmental body, notice shall be given by the employer's chief officer or such person's designee.

19.87 Legislative meetings. This subchapter shall apply to all meetings of the senate and assembly and the committees, subcommittees and other subunits thereof, except that:

(1) Section 19.84 shall not apply to any meeting of the legislature or a subunit thereof called solely for the purpose of scheduling business before the legislative body; or adopting resolutions of which the sole purpose is scheduling business before the senate or the assembly.

(2) No provision of this subchapter which conflicts with a rule of the senate or assembly or joint rule of the legislature shall apply to a meeting conducted in compliance with such rule.

(3) No provision of this subchapter shall apply to any partisan caucus of the senate or any partisan caucus of the assembly, except as provided by legislative rule.

(4) Meetings of the senate or assembly committee on organization under s. 71.78 (4) (c) or 77.61 (5) (b) 3. shall be closed to the public.

19.88 Ballots, votes and records.

(1) Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

(2) Except as provided in sub. (1) in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such manner that the vote of each member is ascertained and recorded.

(3) The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in subch. II of ch. 19.

19.89 Exclusion of members. No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of a governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body.

19.90 Use of equipment in open session. Whenever a governmental body holds a meeting in open session, the body shall make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. This section does not permit recording, filming or photographing such a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants.

19.96 Penalty. Any member of a governmental body who knowingly attends a meeting of such body held in violation of this subchapter, or who, in his or her official capacity, otherwise violates this subchapter by some act or omission shall forfeit without reimbursement not less than \$25 nor more than \$300 for each such violation. No member of a governmental body is liable under this subchapter on account of his or her attendance at a meeting held in violation of this subchapter if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

19.97 Enforcement.

(1) This subchapter shall be enforced in the name and on behalf of the state by the attorney general or, upon the verified complaint of any person, by the district attorney of any county wherein a violation may occur. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.

(2) In addition and supplementary to the remedy provided in s. 19.96, the attorney general or the district attorney may commence an action, separately or in conjunction with an action brought under s. 19.96, to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.

(3) Any action taken at a meeting of a governmental body held in violation of this subchapter is voidable, upon action brought by the attorney general or the district attorney of the county wherein the violation occurred. However, any judgment declaring such action void shall not be entered unless the court finds, under the facts of the particular case, that the public interest in the enforcement of this subchapter outweighs any public interest which there may be in sustaining the validity of the action taken.

(4) If the district attorney refuses or otherwise fails to commence an action to enforce this subchapter within 20 days after receiving a verified complaint, the person making such complaint may bring an action under subs. (1) to (3) on his or her relation in the name, and on behalf, of the state. In such actions, the court may award actual and necessary costs of prosecution, including reasonable attorney fees to the relator if he or she prevails, but any forfeiture recovered shall be paid to the state.

(5) Sections 893.80 and 893.82 do not apply to actions commenced under this section.

19.98 Interpretation by attorney general. Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances.

CLOSED MEETINGS

See relevant **Wisconsin** State Statute in Law Library.

Statutory Reference

The Wisconsin **State** Statutes §19.81 - 19.98, Open Meeting Law, also apply to closed sessions. However, statute section 19.85 refers to the exemptions under which an open session can convene into a closed session. All closed sessions must begin in open session.

Procedure

Any meeting of a governmental body, upon motion duly made and carried may be convened into closed session under a number of statutory exemptions. The proper procedure to go into closed session is as follows:

- meeting convenes in open session first
- notice to the public indicates that the governmental body will convene in open session first and go into closed session
- topic of closed session and the specific statute section must be indicated in the public notice
- chief presiding officer announces to those present at the meeting at which a motion is made to go into closed session, the nature of the business to be conducted or considered during the closed session and the specific statutory exemption by which the closed session is authorized
- the motion made to go into closed session must be carried by a majority vote of the governmental body
- the vote on the motion to go into closed session must be a roll call vote so that the vote of each member is ascertained and recorded for the minutes
- the announcement by the presiding officer to go into closed session must be recorded for the minutes
- the only business that may be conducted during the closed session is that business contained in the announcement of the chief presiding officer of the closed session

Open Session

Once a governmental body moves into closed session, it cannot meet again in open session for 12 hours following the end of the closed session. If a governmental body wants to meet in open session following the closed session, the meeting announcement and agenda must so indicate to the public that an open session will follow the closed session. Failure to do so will result in the 12 hour rule applying.

Voting

When members of the governmental body vote, no secret ballot may be used. This applies to both open and closed sessions. The only exception to this rule is when an election of officers is the issue being decided.

When meeting in closed session, the vote of each member on that issue under discussion must be recorded and appear in the minutes of that body and be available for public inspection.

News media Equipment

When meeting in closed session, a governmental body has the right to ban the use of cameras, video or audio equipment from the meeting; this applies to both members of the press and the public. However, the press and its equipment cannot be banned from meetings held in open session.

During a meeting in open session, any equipment that is used by the news media, or the general public, must be used in a way that is not distracting to or does not interfere with the conduction of business during the meeting.

Remember, A Closed Session May Be Held For

- deliberating on a matter which was subject to a judicial or quasi-judicial hearing before the government body
- considering dismissal, demotion, or disciplinary measures against a public employee, or licensing a person, or hearing charges against a person
- deliberating or negotiating the purchase of public property, the investment of public funds, or conducting other kinds of business involving competitive bids or bargaining, including collective bargaining
- considering financial, medical, social, or personal histories or disciplinary data of specific persons
- conferring with legal counsel on matters which are likely to be in litigation

For Further Information

- refer to the Wisconsin **State Statutes §19.85** (1) for exemptions under which a meeting of a governmental body may be convened in closed session
- refer to the legal counsel of your governmental body

PRICE COUNTY PUBLIC RECORDS POLICY

PURPOSE

Price County is required by Statute to comply with the public records requirements of the State of Wisconsin. Those requirements are defined in Wisconsin Statutes §§ 19.21 & 19.31 to 19.37.

POLICY

In recognition of the fact that representative government is dependent upon an informed electorate, it is the policy of Price County that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

Each department in the County is considered an authority with regard to public records requirements and may therefore have custody of certain records pertaining to the function of that office. Statutory offices have records requirements as defined by the State Statute creating such office. The record keeping requirements of other County offices or departments may be governed by State Statutes in addition to the functional requirements of that office or department.

Pursuant to Wis. Stat. § 19.33, legal custodians of records subject to public records requirements include but are not limited to: elected officials, the chairperson of a committee of elected officials or the co-chairpersons of a joint committee of elected officials or the designee of any of these positions.

A. DEFINITIONS

1. **"Authority"** means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporation and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
2. **"Department head"** refers to any person recognized by statutes, title, and/or by job description as the supervisor/manager of a particular unit or subunit of Price County government.
3. **"Legal Custodian"** an individual vested by an authority with the full legal power to render decisions and carry out the duties of the authority
4. **"Personal Material"** any record or part thereof which contains only those communications which are totally unrelated to the affairs of government.
5. **"Record"** means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. **"Record"** includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. **"Record"** does not include drafts, notes, preliminary computations and like

materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

6. **"Requestor"** means any person who requests inspection or copies of a record either orally or in writing.
7. **"Sufficient Request"** A request is deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.
8. **"Timely Access"** means access to records for purposes of inspection or copying as soon as practicable after the request has been made, taking into consideration the other responsibilities and duties of the legal custodian, personnel limitations, and the nature and quantity of the request. Where access cannot be granted within five (5) business days of the request, the requester shall be so informed in writing along with the date by which the information shall be provided, the reason for the delay, and the requester's right to appeal the delay.

B. LEGAL CUSTODIANS

1. In Price County, each department or statutory office is designated as the custodian of all records kept by that department or office. Each custodian shall designate a person to act as legal custodian in his or her absence or the absence of his or her designee.
2. The chairperson of a committee of elected officials, or the designee of the chairperson, is the legal custodian of the records of the committee unless a department or office is designated as custodian. A department or office so designated is custodian of the agendas, minutes and meeting materials for the meetings of the committee of jurisdiction to which it reports and by which it is governed. Such designation of custodian is made per Appendix 1-1 of this policy.
3. The co-chairpersons of a joint committee of elected officials, or the designee of the co-chairpersons, are the legal custodians of the records of the joint committee unless a department or office is designated as custodian. A department or office so designated is custodian of the agendas, minutes and meeting materials for the meetings of the committee of jurisdiction to which it reports and by which it is governed. Such designation of custodian is made per Appendix 1-1 of this policy.
4. Each Price County Board Supervisor is the sole custodian of only those records that each supervisor maintains in order to carry out their responsibilities of office. There is no specific requirement for any supervisor to maintain any particular record(s). Price County is not dependent on any Supervisor for the maintenance of any official Price County record(s).
5. The custodial duties of the County Board Chair, with regard to the County Board, are designated to the Office of the County Clerk in addition to the statutory custodial duties of that office. The Office of the County Clerk shall also maintain a record of all committee agendas and minutes.

C. POWERS AND RESPONSIBILITIES OF LEGAL CUSTODIANS

1. **Legal custodians** are vested with full legal power to make all necessary decisions relative to the release, inspection, and reproduction of public records and to carry out the duties and responsibilities required by both the Wisconsin Public Records Law and this policy.
2. **Access.** It is the responsibility of the custodian to ensure timely complete and full access of all records in accordance with this Policy and Wis. Stats. §§19.31-19.39. To this end the custodian shall insure that all records are properly managed, indexed and filed so as to provide for access. In the event that a sufficient request for access is denied, the legal custodian shall notify the requester of the denial in whole or in part, the reasons therefore, and the right of the requester to appeal.
3. **Security.** The legal custodian of public records shall be responsible for establishing a security system to ensure the preservation of records. The custodian shall establish such rules and regulations as deemed necessary and appropriate and not inconsistent with State Statutes to ensure that records in his or her possession remain in his or her possession and are not altered or damaged.
4. **Redaction.** The legal custodian is responsible for editing all records and redacting any information necessary to ensure that no part of the record which is properly confidential or excluded from public records requests is made public.

5. **Advice.** The legal custodian may seek the advice and assistance of the Corporation Counsel and any other County employee when necessary to carry out his or her duties and responsibilities under this policy and the Wisconsin Public Records Law.
6. **Indemnification of the Legal Custodian.** Any costs or fees incurred by a legal custodian of records shall be directly reimbursed by the County to the custodian and shall not be treated as the personal liability of the legal custodian.

D. PROCEDURE FOR RELEASE, INSPECTION AND REPRODUCTION OF RECORDS

1. **Notice.** Each Price County office or department shall post a notice of procedural information regarding open records requests, in compliance with Wis. Stat. §19.34 and will provide copies to the public upon request.
 - a. Copies of the notice of procedural information for each Price County office or department shall be kept by the Office of the County Clerk and made available to the public during its normal business hours.
 - b. The notice of procedural information may be modified from time to time by County Board or Finance Committee action, but absent such modification, the decisions of the legal custodian shall be in conformity with its provisions.
2. **Fee Schedule.** The fee schedule set by the County and each custodian is to cover the actual costs relating to the location and reproduction of any of the public records of the County. This schedule shall be reviewed occasionally by the County Board or the Finance Committee and adjusted as the need arises.
3. **Exceptions to release, inspection and reproduction of records.**
 - a. The public's right to access to public records may be limited according to law in certain circumstances where the material is deemed confidential or is not a public record. In addition, the public's right to access is limited pursuant to the provision of §19.36 of the Wisconsin Statutes, a copy of which may be obtained from the legal custodian, and permits withholding information in certain circumstances relating to the application of other laws, law enforcement records, contractor's records, computer programs and data, and trade secrets.
 - b. The legal custodian is not required to create a new record by means of extracting information from existing records and compiling the information in a new format.

E. RECORDS PRESERVATION

The records of the County shall be retained and preserved by each legal custodian as required by all applicable laws. No record of the County shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

F. AMENDMENTS AND REPEAL

Amendments to §§19.31 through 19.39 of the Wisconsin Statutes shall be incorporated by reference as of the time such amendment to said State Statutes takes effect.

G. SEVERABILITY

If any provision of this Policy is invalid or unconstitutional, or in conflict with the Wisconsin Statutes, said provision shall not affect the provisions or application of the Policy which can be given effect without the invalid or unconstitutional provision.

**ORDINANCE 90-5
ORDINANCE SETTING FORTH CODE OF ETHICS
PRICE COUNTY BOARD OF SUPERVISORS**

The County Board of Supervisors of the County of Price does ordain as follows:

CODE OF ETHICS FOR PRICE COUNTY SUPERVISORS

The Price County Board believes that a Code of Ethics for the guidance of County Board Supervisors will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the people of this County in their elected County Board Supervisors. This Code of Ethics is not intended to be a punitive approach to ethics; rather, it is a listing of those essentials which all County Board Supervisors shall observe.

The Price County Board is aware that the Wisconsin Statutes set forth various items of conduct which are deemed to be unlawful in Section 946.13. This Code is not intended to be an adoption of a criminal code. The items which are intended to be covered herein do not require an intention to do wrong; rather, they are the mere acts themselves, which in doing, might cast some doubt upon the integrity of the County Board and upon individual County Board Members.

Therefore, the following conduct on the part of a County Board member shall be deemed unethical:

1. No County Board Supervisor should use his position to obtain preferential treatment or obtain financial gain for himself or his immediate family, or for any business with which he is associated.
2. No County Board Supervisor should disclose or use inside information concerning Price County to promote a private financial gain.
3. No County Board Supervisor should vote for the adoption or defeat of any legislation in which the individual supervisor has a personal financial interest.
4. Any Supervisors directly or indirectly involved in a zoning change should disclose their position as soon as the supervisor becomes aware of the requested zoning change.

Nothing contained in this Code of Ethics prohibits a Supervisor from entering into a contract that is permissible under state law and is within the statutory limit imposed by Section 946.13 of the Wisconsin Statutes. However, in such situations, the County Board Supervisor is not to vote and is not to attempt to influence any other County Board Supervisor's vote.

Any County Board Supervisor having an interest in any business matter before the Board should disclose any connection or conflict and should refrain from voting. Any Board Supervisor who has reason to suspect that the vote of another County Board Supervisor on an issue presently before the Board would be in conflict with the provisions of this Code shall request that the Supervisor with the potential conflict abstain from voting on the issue.

The recourse of the Supervisor requested to abstain from voting shall be to request a temporary ruling from the County Board Chairman. Any Supervisor dissatisfied with the County Board Chairman's ruling has the right to apply for a hearing before the Ethics Committee.

The Ethics Committee is, upon written request of any County Board Supervisor, or when the Ethics Committee believes a possible conflict of interest arises, empowered to require any County Board Supervisor to complete a form to be designed by the Ethics Committee to be known as the County Supervisor's Statement to be filed with the Ethics Committee.

The Price County Ethics Committee shall consist of the Price County Board Chairperson, unless at any time unable to act, then the Vice Chairperson shall so act in place of the Chairperson, and one citizen from Price County who is not a County Board Supervisor, and one citizen from a County other than Price County.

The County Board Chairperson is to make an appointment or reappointment at the April Organizational Meeting on even numbered years. Said members to be compensated at the current per-diem rate and expenses afforded County Board members.

The Ethics Committee has the authority to direct that a County Board Supervisor not vote on a particular issue.

STATUTORY REFERENCES
CHAPTER 59
WISCONSIN COUNTIES
SUBCHAPTER I DEFINITIONS

59.001 Definitions.

SUBCHAPTER II LEGAL STATUS; ORGANIZATION

- 59.01 Body corporate; status.
- 59.02 Powers, how exercised; quorum.
- 59.03 Home rule.
- 59.04 Construction of powers.
- 59.05 County seat; change.
- 59.06 County property.
- 59.07 Claims against counties; actions on.
- 59.08 Consolidation of counties; procedure; referendum.

SUBCHAPTER III COUNTY BOARD OF SUPERVISORS

- 59.10 Boards: composition; election; terms; compensation; compatibility.
- 59.11 Meetings; adjournment; absentees.
- 59.12 Chairperson; vice chairperson; powers and duties.
- 59.13 Committees; appointment; compensation.
- 59.14 Publication of ordinances and proceedings.
- 59.15 Neglect of duty.

SUBCHAPTER IV COUNTY OFFICERS

- 59.17 County executive.
- 59.18 County administrator.
- 59.19 Administrative coordinator.
- 59.20 County offices and officers.
- 59.21 Official oaths and bonds.
- 59.22 Compensation, fees, salaries and traveling expenses of officials and employees.
- 59.23 Clerk.
- 59.24 Clerks of counties containing state institutions to make claims in certain cases.
- 59.25 Treasurer.
- 59.255 Comptroller.
- 59.26 Sheriff; undersheriff; deputies.
- 59.27 Sheriff; duties.
- 59.28 Peace maintenance; powers and duties of peace officers, cooperation.
- 59.29 Transportation, apprehension of criminals.
- 59.30 Not to act as attorney.
- 59.31 Service on sheriff; how made.
- 59.32 Fees received by sheriff.
- 59.33 Powers after term.
- 59.34 Coroner, medical examiner duties; coroner, medical examiner compatibility.
- 59.35 Deputy coroner.
- 59.36 Coroner; fees.
- 59.37 Service when no coroner.
- 59.38 Medical examiner and assistants.
- 59.39 Coroner or medical examiner as funeral director, limitation.
- 59.40 Clerk of court.
- 59.41 Not to act as attorney.
- 59.42 Corporation counsel.

- 59.43 Register of deeds; duties, fees, deputies.
- 59.44 County abstractor; appointment; duties; fees.
- 59.45 County surveyor; duties, deputies, fees.
- 59.46 Penalty for nonfeasance.
- 59.47 County auditors; powers; duties.
- 59.48 County assessor.

SUBCHAPTER V POWERS AND DUTIES OF COUNTIES

- 59.51 Board powers.
- 59.52 County administration.
- 59.53 Health and human services.
- 59.535 Veterans affairs.
- 59.54 Public protection and safety.
- 59.55 Consumer protection.
- 59.56 Cultural affairs; education; recreation.
- 59.57 Economic and industrial development.
- 59.58 Transportation.

SUBCHAPTER VI FINANCE AND BUDGET

- 59.60 Budgetary procedure in certain counties.
- 59.605 Tax levy rate limit.
- 59.61 Financial transactions.
- 59.62 Investment authority delegation.
- 59.63 Treasurer's disbursement of revenue.
- 59.64 Claims against county.
- 59.65 Publication of financial report.
- 59.66 Unclaimed funds.

SUBCHAPTER VII LAND USE, INFORMATION AND REGULATION, ENVIRONMENTAL PROTECTION, SURVEYS, PLANNING AND ZONING

- 59.69 Planning and zoning authority.
- 59.691 Required notice on certain approvals.
- 59.692 Zoning of shorelands on navigable waters.
- 59.693 Construction site erosion control and storm water management zoning.
- 59.694 County zoning, adjustment board.
- 59.696 Zoning; filing fees.
- 59.697 Fees for zoning appeals.
- 59.698 Zoning, building inspector.
- 59.70 Environmental protection and land use.
- 59.71 Special counties; record keeping.
- 59.72 Land information.
- 59.73 Surveys; expressing bearings, subdividing sections.
- 59.74 Perpetuation of section corners, landmarks.
- 59.75 Certificates and records as evidence.
- 59.76 Registration of farms.
- 59.78 Special counties; classification of claims.

Resolution _____

Adopt Revised Employee Handbook and Administration Manual

WHEREAS, the Administration Committee (formerly Personnel Committee) has been charged by the Price County Board of Supervisors with the responsibility of developing, maintaining and enforcing policies and guidelines for personnel management and has also been charged with the responsibility of periodically reviewing said policies and procedures; and

WHEREAS, the Administration Committee has determined the need for various additions and/or edits to the language in the existing policies; and

WHEREAS, the Administration Committee has reviewed and approved the attached revisions to the Price County Employee Handbook and Personnel Administration Manual and recommends them for adoption by the County Board.

NOW THEREFORE BE IT RESOLVED, that the Price County Board of Supervisors adopt the changes to the Price County Employee Handbook and Personnel Administration Manual as presented.

Submitted by the Price County Administration Committee.

Dennis Wartgow, Chair

Alan Haskins

Mary Jesunas

Robert Kopisch

James Tauschek

Reviewed by County Administrator:



Nicholas Trimmer

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, County Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

HOURS OF WORK/WORK SCHEDULES/POSITION CLASSIFICATIONS & CATEGORIES

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Hours of Operations: Price County hours of operations are 8:00 a.m. to 4:30 p.m. Monday through Friday.-

Office Hours – Open to the Public: Per County Board Resolution 66-15, effective January 1, 2016 any department within Price County Government that deals with the public will have standard office hours that they are open to the public Monday through Friday from 8:00 a.m. to 4:30 p.m. (regular work hours).

There is an understanding that at times there may be a need to have the doors closed during a lunch break due to staffing (vacation, sick, conferences, etc.). In a situation where staffing is limited an office may close for no more than 30 minutes. It is the responsibility of the Department Head to schedule employees to provide for coverage during regular work hours. If an office must be closed, a sign is to be placed on the door indicating the time when the office will re-open. Failure to follow the policy can result in discipline up to and including termination.

If an office has an extenuating circumstance that will cause deviation from the policy, it must be submitted in writing to the County Administrator for approval.

Exception – Tourism Office: Due to the part-time status of all employees in the Tourism Office time of closure may be greater than 30 minutes. All part-time hours will be worked during the regular work hours and scheduled opposite of each employee to keep the office open to the public as much as possible.

Offices that are excluded from the policy resolution are: Airport Office, Building and Grounds, Circuit Court Judge, Court Reporter, Dams, Emergency Management, Information Technology, Personnel (until relocated into the Office of Administration), Register of Probate.-

Lunch Periods: All full-time employees shall have an unpaid designated lunch period, unless specifically noted in the position job description. Part-time employees may have an unpaid lunch period depending on their work schedule and number of hours worked in a day. Lunch periods shall be established by each department for each employee to best meet the needs of the department for efficient operations.

Breaks: Scheduled breaks will be permitted only in those departments which have manual labor operations for those employees performing the manual labor. The department shall determine the appropriate break length and schedule. Exception: If a Department Head believes that a work production process in their Department necessitates scheduled breaks, the Department Head may seek approval from the Office of Administration to allow scheduled breaks for those employees impacted by that work process.

maintenance equipment, shall be paid a flat rate of \$20.00 per day (12:00 a.m. – 11:59 p.m.). In the event the on-call employee is required to work during the 24 hour period, outside of regular scheduled work day, they will be paid for actual hours worked and the on-call pay will not apply. No employee shall be compensated for on-call pay and actual worked time in the same 24 hour period, except as listed above. The Highway Commissioner will determine the eligibility of the on-call pay status.

Shift Differential: Regular, full-time Jailers will be paid shift differential per the following:

Eight (8) hour shifts: The shift differential pay for second shift is to be ten cents (10¢) per hour. The shift differential pay for third shift is to be fifteen cents (15¢) per hour.

Twelve (12) hour shifts: The shift differential pay for night shift is to be fifteen cents (15¢) per hour.

7K Cycle Policy: *For the purpose of complying with the Fair Labor Standards Act and state law, the work period for jail officers shall be 28 days. Overtime is paid only for hours worked in excess of 171 hours in the 28-day work period. Where covered employees are paid wages rather than compensatory time off for overtime hours, such wages will be paid at one and one-half times the employee's regular rate of pay.*

Field Training Officer (FTO) Pay: Designated Jail Officers shall be paid a per diem of \$12 (twelve) dollars for every day they are engaged in FTO duties (assuming a 12 hour shift, if shift is 8 (eight) hours then per diem would be adjusted accordingly).

Flex Hours: Employees whose departments allow flex hours must schedule hours during the work week, not the pay period.

OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act.

Exempt/Non-Exempt Employees:

Each position is designated as either "Exempt" or "Non-exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees in "non-exempt" jobs are paid on an hourly basis and are entitled to overtime pay for actual hours worked in excess of 40 hours per week. Employees in "exempt" positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position's designation.

Accrual: Only hours actually worked, excluding any paid leave time, shall be counted as hours worked for overtime purposes.

2. Friday before Easter
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

*Highway Crew will have one floater holiday in place of New Year's Eve.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer.

Eligibility: All regular, full-time and part-time, employees in all categories and project employees working at least an annual average of twenty (20) hours per week are eligible to receive compensation for holidays. Casual position employees with the exception of project employees are not eligible. In order to receive holiday pay, employees must be in pay status the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off ~~or excused absences~~. No employee shall be compensated more than once for each holiday.

Working on a Holiday: Any employee who works on any of the above mentioned holidays shall be scheduled for a different day off in lieu of the holiday. For departments that are required to schedule employees on holidays, employees will be paid overtime for all hours worked on the holiday. However, the employee may choose to agree to flex the holiday for another day off within the same week in place of overtime pay.

Holiday Pay Rate: Holiday pay shall be based on the employee's annual FTE (full-time equivalency) percentage for hours worked and the pay rate shall be computed at the employee's regularly classified rate.

LEAVES – VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the Price County.

Eligibility: All regular, full-time and part-time, employees in all categories working at least an annual average of twenty (20) hours per week are eligible to earn vacation days. Casual position employees are not eligible.

Accrual: Vacation days shall accrue based on the employee's annual FTE (full-time equivalency) percentage for hours (maximum of eight (8) hours per day) worked based on the following schedule*:

5 days after 1 year of service
15 days after 7 years of service

10 days after 2 years of service
20 days after 15 years of service

*Employees hired prior to November 15, 2011 (December 31, 2012 for Professional Union Employees) shall receive vacation day accrual based on the schedule they were in on November 15, 2011 (December 31, 2012 for Professional Union Employees) minus the top level unless employee is already at top level. Exception to the loss of the top level: Jail Officers hired prior to November 15, 2011.

Employees must be in pay status, or protected under a state and/or federal leave program, for at least 50 percent of their FTE percentage for monthly hours worked in order to accrue vacation time for that month.

Accumulation: Vacation time may not accumulate above the annual earned amount and will be forfeited if not taken during the one (1) year period following anniversary date, unless the department needs prevent the employee from taking vacation within the specified time. Permission to use remaining vacation days after the anniversary date may be given by the Department Head, but must be used within ninety (90) calendar days thereafter. Written notification of this delayed use of vacation time must be submitted to the Office of Administration.

Approval: Vacation with pay cannot be granted until earned. Use of vacation time requires the prior approval of the employee's supervisor at least two (2) weeks in advance. Employees ~~may~~ **shall** use vacation in ~~one (1) hour-thirty (30) minute~~ increments.

Limitations on Payment at Separation: Upon separation from County employment in good standing with at least two (2) weeks written notice an employee who has at least one year of service will be paid at their regular base rate of pay for all earned unused and pro-rated vacation days accrued as of the last anniversary date, to be paid in a lump sum on the first pay period following the last day worked. Employees with less than one year of service will not receive vacation payout.

Voluntary Leave Donation Program

The Voluntary Leave Donation Program allows County Employees to voluntarily donate earned vacation or sick leave to a Shared Leave Bank for use by another County Employee otherwise eligible for vacation with a qualifying Family Medical Leave crisis for themselves or a family member. All regular, benefit-eligible full-time and part-time employees are eligible under this program. Non-benefit eligible regular employees and casual employees are excluded from this program.

LEAVES – SICK LEAVE

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Eligibility: All regular, full-time and part-time, employees in all categories working at least an annual average of twenty (20) hours per week are eligible to earn sick leave. Casual position employees are not eligible.

Definition: For purposes of this provision, “immediate family” means child~~ren, and spouse and significant other~~. Child is defined as natural, adopted, foster child, stepchild, or legal ward (less than 18 years of age or developmentally disabled) who is sick and requires care by the employee. ~~Significant other is defined as a person whom the employee is in an intimate relationship with and living in the same household.~~ Spouse means an employee’s legal husband or wife as referenced in Wisconsin State Statute §103.10(1)(h).

Accrual: Eligible full-time employees shall accrue sick leave on the basis of hours worked to a maximum of eight (8) hours for each calendar month of service. Eligible part-time employees shall accrue sick leave prorated on the basis of position FTE percentage.

Employee sick leave allowance shall be accumulated in the employee’s sick leave account, accumulating from year to year, up to eighty (80) days, based on FTE percentage.

FMLA: Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay. Under State FMLA, employees may substitute accrued paid leave time or choose to take unpaid leave.

Usage: Employees are not able to use their accrued leave until after six (6) months of employment. Leave cannot be used until it has accrued. Sick leave ~~may~~ shall be used in ~~increments of thirty (30) minute increments one (1) hour~~.

Notification: A request for sick leave must be submitted to the appropriate supervisor as soon as reasonably practical and no later than thirty (30) minutes before the start of assigned work hours or as required by their department’s policy on notice.

Verification: The employer may require verification of illness.

Payout: Unused sick time is forfeited upon termination of employment with the following exceptions:

1. Employees in Salaried and Confidential/Hourly category positions with at least one (1) year of service will be paid out 50 percent of their sick leave bank at time of termination in good standing and provided two (2) weeks’ notice is given.
2. Employees in Hourly category positions with at least fifteen (15) years of service or at time of WRS retirement will be paid out 50 percent of their sick leave at time of termination in good standing and provided two (2) weeks’ notice is given.

Eligibility for coverage begins the first of the month following thirty (30) days of employment. Coverage ends at the end of the month following the employee's last day worked. The employee may also elect or terminate coverage during annual enrollment time or whenever they experience a "qualifying event", as defined by HIPAA, provided notice is given to the Office of Administration within thirty (30) days of that event. Please contact the Office of Administration if you have questions as to what constitutes a "qualifying event".

Section 125 – Flexible Spending Accounts: Price County has established a Section 125 Plan to provide employees the opportunity to have their health/dental premium contributions taken from their paycheck on a pre-tax basis. The Plan also allows eligible employees to participate in ~~Unreimbursed Medical~~ Limited Purpose Dental/Vision and Dependent Care accounts. All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible to participate. Casual position employees are not eligible.

Eligibility for the Plan begins the first of the month following thirty (30) days of employment. The employee may also elect coverage during annual enrollment time or whenever they experience a "qualifying event", as defined by HIPAA, provided notice is given to the Office of Administration within thirty (30) days of that event. Please contact the Office of Administration if you have questions as to what constitutes a "qualifying event".

Other requirements and provisions of the Section 125 Plan are outlined in the Summary Plan Description, which is available from the Office of Administration.-

Health Savings Account (HSA): Price County provides the opportunity for employees to save money towards their out of pocket expenses that are not covered under their High-Deductible Health Plan. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible. Financial institution of deposit is under the discretion of Price County.

Accident Insurance: Price County provides the opportunity for employees to purchase Accident Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Critical Illness & Cancer Insurance: Price County provides the opportunity for employees to purchase Critical Illness & Cancer Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Disability Insurance: Price County provides the opportunity for employees to purchase Disability Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Life Insurance: Price County provides the opportunity for employees to purchase Life Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of twenty (25) hours per week are eligible to participate. Casual position employees are not eligible.

Deferred Compensation Plans: Price County provides additional opportunities for employees to save money towards their retirement through the Wisconsin Deferred Compensation Program*. All regular, full-time and part-time, employees working at least an annual average of twenty (20) hours per week are eligible to participate. Casual position employees are not eligible. Employees can elect to participate at any time beginning the first of the month following thirty (30) days of employment.

*This program is the only one that current and new hire employees are able to participate in starting January 1, 2012. The two other deferred comp programs Price County has sponsored will be closed to all employees except those currently in the programs.

For additional details and costs regarding these programs, contact the Office of Administration.

PUBLIC BULLETIN BOARDS

POLICY: Price County will keep employees informed about County activities and provide a bulletin board for use by employees for posting of communications.

To maintain an effective avenue for communicating with employees, the County maintains bulletin boards. Bulletin boards are located throughout our facilities in areas that employees frequently visit in order to ensure that employees have constant access to posted information.

The County's bulletin boards are used to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They also are used to communicate information about the County's policies and its business announcements, such as job postings, safety rules, benefit programs, and notices announcing special County events.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on the County's bulletin boards or if applicable, their glass coverings, or on the walls, in time clock areas, or anywhere else on the County property.

The County's bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements, sales of personal property, or any other matters, work-related or not. Employees and outside parties are also prohibited from distributing literature and soliciting other employees except as stated in the County's solicitation and distribution of literature policy.

Violation of this policy shall be grounds for disciplinary action, up to and including termination.

Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from the Office of Administration. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization will be subject to disciplinary action, up to and including termination.

CELL PHONE & TELEPHONE USE

POLICY: It is the policy of Price County that telephones shall be available during working hours for effective operation of County business. Personal calls, texting, or e-mails are not allowed on County time, except in emergency situations. This includes use of a personal cell phone during working hours for voice, text or e-mail communications.

Procedure: There should be no personal phone calls, texts or e-mails during work hours except in the case of emergency or an unexpected issue that cannot wait for the employee's break time. Personal phone communications, incoming and outgoing, are allowed during the employee's lunch break and before and after work hours.

At no time should the cost of personal phone calls be an expense of the county ~~(i.e. long distance or the \$.05 per minute Extended Community Calling)~~. Employees making personal phone calls from county phones should do so using a calling card.

Cell Phone Use: The County may provide cell phones to some employees for work related use. The County prohibits employees from using cell phones for personal or business calls while they are driving. If an employee is driving and needs to use a cell phone, the employee must pull off the road and stop before talking on the phone or texting. When conducting business on a cell phone, employees must remember to keep the conversations private and quiet. Loss of any cell phone used for County business must be reported immediately to your supervisor.

Personal Use of County Cell Phone: The employee may use the County cell phone for personal use, on their own time, provided they reimburse the County the cost of their personal use. The cost shall be calculated based on base rate for number of minutes used plus any applicable roaming and tax charges.

Work Related Use of Personal Cell Phone: An employee who uses their personal cell phone for County business may request reimbursement for the actual cost of this use through the Expense Reimbursement Policy. Actual cost shall be calculated based on base rate for number of minutes used plus any applicable roaming and tax charges.

Monitoring of Phone: Employees have no expectation of privacy and use of cell phones is subject to monitoring by the County and removal of information. Upon separation of employment, all records relating to County business shall revert to the County and will be deleted from any personal device by the County.

Cell Phone Records: Use of cell phones to conduct County business is subject to all County policies relating to conduct.

COMMUNICATIONS – REQUEST FOR INFORMATION/CONFIDENTIALITY

POLICY: Communication is the joint responsibility shared by Price County and all employees. No information concerning the internal operations of Price County and its Departments, including but not limited to the release of records of Price County, may occur except through, and with the permission of, the County Board Chair, employee's Department Head or the Office of Administration.

Procedure: If requests for information regarding Price County are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the County Board Chair, employee's Department Head or the Office of Administration for a response to that inquiry.

Because of an employee's responsibilities at the County, an employee may have access to confidential information and/or records. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the ~~Department Head or County Board Chair~~ Office of Administration. All employees are responsible for protecting the confidentiality of this information.

The County's designated custodian of records is responsible for the disclosure of records pursuant to requests for records under the Wisconsin's Public Records Law. Unless directed by the County's designated custodian of records, employees shall not act as the County's custodian of records or disseminate information.

Price County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of Price County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of Price County.

COMMUNICATIONS – SPEAKING ENGAGEMENTS & SURVEYS

POLICY: It is the policy of Price County to fulfill its responsibilities to the community and other organizations by allowing its employees to provide specialized and/or technical information related to the employee's position with the County through either direct speaking opportunities and/or opinion surveys.

9. No outside person(s) or entities may sponsor or undertake any political activity on County property.
10. Except as specifically provided in this policy, no political petitions of any kind may be circulated on County property.
11. Except as specifically provided in this policy, no political signs may be posted on County property.
12. Signs to advertise educational activities under this policy must be posted on bulletin boards designated for the purpose.

Nothing in this policy shall prohibit any legislator or candidate for public office from attending any County-sponsored public function as a guest of the County or from being on the premises as a private individual to conduct business with the County.

Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace is prohibited.

SOLICITATION (Non-Political)

POLICY: In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employees: Employees may solicit other employees or distribute written materials before or after the normal work day, during lunch breaks or any other time when they are not working and the person being solicited is not working. These solicitations and literature distribution efforts are not permitted in working areas. Literature may be placed in the department's break area, provided there is prior approval by their Department Head.

Non-employees: Non-employees may not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from the Office of Administration. The same restrictions regarding working time and working areas apply to non-employees.

Outside Sales: Outside sales people may not enter County departments with the express purpose of selling their goods and services unless those goods and services are directly related to County business. Outside sales people may place literature/goods in County break rooms provided prior approval is granted by the department management or the Office of Administration.

Employees who are approached by outside sales people selling goods and services not related to County business must inform them of the County policy prohibiting solicitation of County

PERFORMANCE REVIEWS

POLICY: To provide for periodic review of work performance.

It is the expectation of Price County that all employees perform in a manner that successfully and completely satisfies the job objectives and performance standards established for their position. The County, as a matter of management practice, shall not conduct annual performance evaluations on all employees. Rather, the County will identify those employees in which performance evaluation is necessary in order for the County to ensure the provision of quality services to the public.

The lack of an annual performance evaluation is not intended nor should it create an atmosphere in which the employee does not receive feedback with regard to their performance. Rather, it should create a climate which encourages management to discuss concerns, generate ideas, and ~~communicate the County mission and goals to employees~~ promote open communication with employees and encourages management to provide employees with immediate feedback

Monitoring of Employee Performance: The development of an employee's performance is the responsibility of Management and the employee, although the employee is solely responsible for their behavior. Performance development is designed to communicate major job objectives and performance expectations, evaluate and record the results of the employee's performance, and to recommend continued employment, other personnel actions or termination.

New Hires and Internal Promotions: All newly hired employees and current employees who have been promoted into a higher level position, whether a regular or project position, shall have performance evaluations compiled by their immediate supervisor at three (3), six (6), nine (9), and prior to twelve (12) months.

Internal Lateral Moves: Supervisors shall complete at least one (1) formal performance evaluation of the employee within sixty (60) days of the employee's transfer. An employee that is not performing at least at a satisfactory level shall not be retained in the transferred position.

Managed Performance, Regular Employees: On occasion, an employee may not be able to meet the performance standards for their position or attitude/behavioral problems may be identified by their supervisor that are creating problems within the department or among employees. When a supervisor has identified an issue of performance and/or behavior, the supervisor shall endeavor to determine the cause; for example, lack of resources, changes in priorities, lack of training, system problems, unwillingness or inability to meet performance requirements. Concurrently, the supervisor will initiate a Managed Performance Plan with the guidance of the Department Head and Office of Administration to assist the employee in attaining satisfactory performance. The employee is responsible for identifying any known impediments to satisfactory performance.

PERSONNEL FILES

POLICY: Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

Procedure: With the permission of the Office of Administration and consistent with state and/or federal statutes employees, and other authorized viewers of records, shall have the authority to review and receive a copy, but not remove or alter, personnel records. If an employee disagrees with any information in their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

Any employees or employee authorized viewer wishing to view the employee's personnel file must contact the Office of Administration to arrange an appointment to view said files.

Access to Personnel Files and Data Changes: To ensure that your personnel file is up-to-date at all times, promptly notify your supervisor or the Office of Administration of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, or any other similar information.

Altering, removing or destroying any personnel records pertaining to any employee, former employee or applicant is prohibited unless otherwise directed by the County's record retention or other policies or practices.

SEPARATION FROM EMPLOYMENT

POLICY: This procedure will be followed by all County Departments for any employee leaving County employment, except for temporary leave, such as sickness, vacation or granted administrative personal leave. Unauthorized/unapproved absences from work for more than three (3) continuous workdays may be construed as voluntary termination from County employment.

Notice: All employees voluntarily separating from Price County employment shall submit a resignation, in writing, stating the last day they will be available for work with Price County ~~and the reason for separation~~. In most cases, the last day of work will be considered the last day of employment. However, the County reserves the right to determine the last day of employment.

In order for the employee to receive any accrued benefit payouts the written resignation must be received at least two (2) weeks in advance of the last day worked and the employee must be in good standing. It is expected that employees will give as much notice as possible in order to facilitate the orientation and implementation of new staff members.

Contact Information: All employees separating from County employment shall provide the Office of Administration with current mailing address, phone number, etc.

WORKPLACE SAFETY PROTECTIONS

POLICY: The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the County, or which occur on County property are considered misconduct and will not be tolerated.

Price County also has a responsibility to ensure their employees are working in a safe environment free from hazards that could cause harm to the employee. The County has a legal responsibility to cover all employees under their worker's compensation insurance.

Definition of Workplace Safety Hazard: Any unsafe practice or condition, affecting persons, property or equipment. Employees have a responsibility to report any known workplace safety hazard immediately to the employee's immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their Department Head or the Office of Administration.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the County, including (but not limited to) our own personnel, contract and temporary workers and non-employees on County property. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to make a report to their immediate supervisor. The immediate supervisor is to notify their Department Head and the Office of Administration within twenty-four (24) hours of receiving the notice from the employee. Such reports will be kept confidential to the maximum extent possible and may be used in the County's investigation. Because the threat may come from a source external to the County, we will assess the need for special safeguards and cooperate with local authorities.

External Threats and/or Actions Concerning Employee Safety: It is possible that any County employee may receive a threatening phone call, receive a threatening letter, hear a verbal threat in person, receive a suspicious package in the mail, or discover a suspicious object/package on the premises. It is Price County's policy that no employee shall be required to compromise the personal safety of themselves or the general public in any dangerous situation. All threats are to be taken seriously and must be reported immediately.

Operational Safety Incidents/Injuries: Employees have a responsibility to follow all safety requirements and to notify their immediate supervisor if they become aware of any operational situation that could be a safety hazard.

In the event of a safety-related incident and/or injury while on the job, employees must make notification to their immediate supervisor within twenty (24) hours of the incident or as soon as

is reasonably possible and complete the Safety Incident Report Form. Employees can obtain the Safety Incident Report Form from their immediate supervisor or the Office of Administration. Failure to make proper notification may result in disciplinary action up to and including termination.

DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

POLICY: It is the policy of Price County to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, ~~for use or non-use of lawful products off the employer's premises during non-working hours.~~

Conduct Prohibited

With respect to sexual harassment, the County prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or
3. Such conduct has the purpose or effect of creating an intimidating, or hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

The Price County

Administration Manual

Date: November 10, 2015

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ADMINISTRATION MANUAL – WAGE GRADE REVIEW

POLICY: It is the policy of Price County to ensure fair and equitable wages for their employees. The Administration Committee, with recommendation by the County Administrator, shall establish wages schedules for both “exempt” and “non-exempt” positions and shall periodically review said wage schedules to ensure internal consistency with fair and equitable treatment.

The County recognizes that the duties and/or responsibilities of any filled position may change at the direction of the County. This occurs for a variety of reasons, including, but not limited to, technology, unit priorities, or program goals. Depending on the nature and the duration of the change, the duties and responsibilities of a position may change to the point where the position may be more appropriately assigned to a different wage grade classification. In addition, there are times when, in an effort for more efficiency, County Departments may be restructured and/or duties within the Department may be shuffled within the Department Staff.

When the Unit Supervisor/Department Head believes that a position should be assigned a different wage grade, or believes that a position in their Department is not in the same wage grade as similarly situated positions, a request for a wage grade review may be submitted following the procedures specified below. The following points should be considered before recommending a position for a wage grade change.

Positions, not persons, are reviewed: Short-term changes in duties to serve business needs generally do not justify a wage grade review. Factors which generally do not justify a review include, but are not limited to, volume of work, length of service, special training, duties assumed at the option of the employee and not the direction of an authorized County official, or job performance.

Before a position’s wage grade can be reviewed, all of the following conditions must be met:

1. The level, complexity, and nature of the changed duties and responsibilities assigned to the position must be so substantive that the changed position is now similarly situated in duties and scope of responsibilities as higher wage grade positions.
2. The new duties and responsibilities are the result of logical or gradual significant changes or the result of reorganization of Department structure and/or duties assigned by a Department Head or County Administrator.
3. The changed duties and responsibilities being cited as the justification for the wage grade review must have been satisfactorily performed by the employee for not less than six months.
4. The employee must have satisfactorily attained any specific training, education, or experience *as required for the position*.

5. If the position has not significantly changed but the Department Head believes that the position has duties and scope of responsibility as similarly situated positions in a higher wage grade they may request a wage grade review.

PROCEDURE

Initiate the Wage Grade Review: Only a Department Head may initiate a wage grade review. If an employee believes their position has changed to justify a review, they should discuss the job duties and performance expectations of the position with their Department Head.

Update Position Description: The Department Head, in conjunction with the County Administrator, will prepare a new position description using the Job Description Questionnaire that reflects the job duties/responsibilities that the employee is presently performing. If the reason for the review request is due to changes within the position, all changes, and reasons for changes, should be documented in a written narrative. If the reason for the review request is for internal equity, the Department Head should provide a list of similarly situated internal positions that may be used as comparisons.

Forward Wage Grade Review Request to County Administrator: The Department Head will forward the wage grade review request to the County Administrator and the County Administrator. The request will include the prior job description, the new job description questionnaire and the written narrative justification for the wage grade review.

Forward Wage Grade Review Request to Administration Committee: If the County Administrator recommends approval of the wage grade review, then they shall forward the request and related materials to the Administration Committee. If the review is for a “non-exempt” hourly position the County Administrator shall then review the materials, review the position against similarly situated positions within the wage structure and present the findings to the Administration Committee along with a recommendation on the position wage grade. The findings and recommendation is then reviewed by the Administration Personnel Committee and either approved, modified or denied. If modified or denied, the employee will be provided a letter explaining why the request is modified or denied.

If the wage review request is for an “exempt” position, the Administration Committee will review the request and decide whether or not the position should be reviewed by the Third Party used for the Salaried Wage Matrix. If approved for review, the County Administrator shall submit the materials to the Third Party for review and recommendation. The recommendation will then be reviewed by the Administration Committee and either approved, modified or denied. If modified or denied, the employee will be provided a letter explaining why the request is modified or denied

County Board Approval: Wage Grade Reviews for “non-exempt” positions resulting in position wage grade adjustments are subject to County Board approval. *The effective date of all reclassification is the beginning of the first pay period following approval of the request by the County Board.*

Please Note: Wage Grade Reviews are for ensuring internal consistency between individual County positions on the County Wage Schedules. External wage information will not be used for individual wage grade reviews.

External wage information will only be gathered and reviewed by the County Administrator when it is deemed necessary by the Administration Committee and only for the reason of a general review of County Wage Schedules to ensure County wages are at a level to reflect market standards and maintain the County's ability to attract and retain quality employees.

ADMINISTRATION MANUAL – CREATION OF NEW POSITION

POLICY: Each Department Head and County Administrator has a responsibility to the County Tax-payers to review its departmental staffing needs and try to find reasonable and cost effective ways to carry out the County's business. Every effort should be made to streamline processes and make changes and reductions in staff whenever it is feasible and reasonable. However, when a need to increase staff is determined, the following procedure must be followed when creating any new position within Price County.

PROCEDURES

Initiate review of new position: After a need has been determined, the Department Head will prepare a justification using the Personnel Change Form to be directed to the County Administrator for preliminary approval. The justification will include:

1. Reason(s) for the need
2. The expected duties, hours and wage of position
3. Funding sources and impact on current and future budgets
4. Draft Job Description

Final Position Approval: After all details of the position have been finalized, the final review and approval of the personnel change form and job description will be as follows:

1. Administration Committee for review and recommendation to the County Board.
2. County Board

Please Note: Approval of departmental budget does not constitute approval of a position. Approval process must be as a separate agenda item, with formal motions and County Board resolution.

ADMINISTRATION MANUAL – RECRUITMENT

POLICY: All applicants shall be at least 18 years of age at the time employment starts. All approved County job vacancies shall be filled using the established

County Recruitment procedures to ensure fair and consistent employment practices.

Procedure: When a vacancy in any on-going position (i.e.: regular full-time, regular part-time and project) occurs, approval to fill the position must first be obtained by the respective Department Head and County Administrator.

With the exceptions of a Department Head vacancy, current employees may be considered for promotion using the following process:

1. Employee must meet the following qualifications:
 - a. Must have at least the minimum requirements of education and/or experience for the position
 - b. Must have a good work history in all positions held with the County
 - c. Must have the recommendation of their Department Head
 - d. In the absence of an active Department Head, it falls to the County Administrator to make the initial recommendation
2. The steps of the Internal Promotion are as follows:
 - a. Employee expresses interest in the advancement opportunity and fills out a job application.
 - b. Department Head makes recommendation to County Administrator.
 - c. County Administrator and Department Head will interview the Employee and either approve or deny the promotion.

If no recommendation by the Department Head is made to the County Administrator, or, at the option of the County Administrator, external recruiting will take place. County Employees may apply for the position through the external candidate hiring process. Department Head vacancies shall always have a full recruitment process unless the vacancy was created through re-organization of departments. In that instance, the Administration Committee shall determine whether internal candidates shall be considered first prior to the external recruitment process.

Determination of Applicable Testing: The Department Head and the County Administrator shall determine what, if any, additional testing is required for the recruitment process.

Advertising: If no internal promotion takes place, position will be advertised in applicable media as is appropriate, including but not limited to local newspapers, Wisconsin JobNet, Price County Website, University and College Career Services, and non-local newspapers. Advertising will be coordinated by the Office of Administration after consultation with the respective Department Head, or the County Administrator if the vacancy is for a Department Head.

Application Period: Candidates for the position are required to complete the appropriate Price County **Job** Application and submit it along with a resume to the Office of Administration prior to the **a**Application **D**deadline.

Application Review: Applications for the vacant position will be reviewed by the Department Head, or County Administrator Chair if the vacancy is for a position of Department Head, and County Administrator and best qualified applicants will be invited to participate in the next selection procedure.

Testing: The Office of Administration shall coordinate any necessary applicant testing. Following the testing, the successful candidates will again be reviewed by the Department Head and Office of Administration to determine which candidates will be selected to interview.

Interviews:

Department Head Vacancies: When interviewing for vacancies for Department Heads the County Administrator shall put together an Interview Committee consisting of the County Board Chair, the County Administrator, other Department Heads and any applicable external professionals who can offer technical knowledge. Interviews shall be conducted at a formal **c**Committee meeting in closed session under exemption C of the Open Meetings Law. Following completion of reference and applicable background checks, the Committee as a whole shall determine the best candidate to be offered the position.

Regular Full-Time/Part-Time Position Vacancies: For vacancies for regular full-time and part-time positions, the Department Head and Unit Supervisor along with the Office of Administration shall conduct the interviews on a schedule appropriate to the needs of the interviewers and the candidates.

Regular Full-Time Law Enforcement Vacancies: For Law Enforcement position vacancies, the process for requirement shall be followed as outlined in the PRICE COUNTY CODE: 120 – LAW ENFORCEMENT. Law Enforcement positions are defined as Deputies, Investigators and Law Enforcement Management staff.

Casual Position Vacancies: When recruiting for casual positions, the Department Head and/or Unit Supervisor shall conduct the interview using an established list of questions. Upon completion of the interview process, the Department Head shall notify the Office of Administration of the successful candidate. The Department Head/Unit Supervisor will forward to the Office of Administration all copies of applications, **i**Interview **q**Questionnaires and all other information gathered at time of interview. The Office of Administration will make the offer of employment after speaking with the Department Head and/or Unit Manager.

Employment Offer: After interviews and all reference and background checks have been completed, the Office of Administration will notify the successful candidate by phone to inform them of the decision, wage and start date. The Office of Administration will follow up with a written offer letter to the candidate, set up the required physical and drug screen and notify the

Department Head (or Committee Chair in the case of a hiring of a Department Head) of the acceptance of the offer. All unsuccessful candidates for the position will be informed by the Office of Administration by letter.

Final Processes: The Department Head (or the Office of Administration in the case that the new employee is a Department Head) will be responsible for; ~~(a)~~ preparing a payroll activity form.

Eligibility Lists: At the time of interviews, it may be determined there is a need to create an eligibility list for future vacancies for the same or similar positions within the department. The ~~i~~nterviewers shall determine the names and ranking of the candidates to be placed on the eligibility list and also how long the eligibility list will be in place. The Office of Administration will then be responsible for notifying the candidates they are on the list and maintaining the list for the length of time approved.

In addition to creating an eligibility list at time of actual vacancies, the Department Head and County Administrator may determine that it is necessary to create an eligibility list for either casual positions or for regular positions which experience a high turn-over rate. If that determination is made, the Department shall follow the same procedure used for vacancy recruitment with the exception that the advertisements/postings shall indicate the recruitment is for an eligibility list instead of an actual vacancy.

Relocation Expenses: Newly hired Department Heads, supervisory, professional, and technical employees who are in short supply or who have exceptional qualifications directly related to the position may be reimbursed for reasonable and necessary expenses actually incurred in relocating to Price County up to a maximum of \$2,500.

1. **Minimum Distance:** In order to be eligible for reimbursement, the minimum distance between the newly hired employee's ~~old place of former~~ residence and new place of employment must be more than sixty (60) miles.
2. **Approval of Relocation Expense Reimbursement:** Approval of relocation expenses will be the responsibility of Department Head and the County Administrator. The actual relocation must take place within six (6) months after the date of hire. Extension of the six (6) month time limit may be granted on a case-by-case basis by the County Administrator up to a maximum of an additional six (6) months in the event of extraordinary circumstances or undue hardship. Reimbursable Expenses may include:
 1. Up to three (3) days of meal, mileage, and lodging expenses while searching for a permanent residence for the employee and the employee's spouse.
 2. Expenses associated with the preparation and transportation of household goods and personal effects, excluding luxury items.
 3. Mileage, meal, and lodging expenses for the employee and the employee's immediate family during the actual move to the new place of residence.

The employee must submit his or her request for reimbursement of the cost of the move to the County Administrator for evaluation. Only actual costs incurred will be reimbursed up to the established limit.

Once approved, a one-time payment will be included with the new employee's first regular county pay-check after submission of the paid receipts. In certain circumstances, a partial advancement may be paid out just prior to the move to help facilitate the move. Details of the advancement will be worked out between the County Administrator and the employee.

NOTE: Under IRS regulations, some or all of relocation expense reimbursements may be considered taxable income.

3. Minimum Employment Requirements: An employee receiving relocation expenses must maintain employment with Price County for two (2) years following the actual move. If an employee does not remain employed with Price County for at least one (1) year, the individual must repay 100 percent of the total reimbursement expenses.

If the employee terminates their Price County employment between one and two years after the actual move, the expense will be forgiven on a prorated basis with 50 percent forgiven after 13 months, 75 percent forgiven after 18 months and 100 percent forgiven after 24 months. All or part of the repayment may be waived by the County Administrator under extraordinary circumstances.

ADMINISTRATION MANUAL – TIMESHEETS AND REMITTANCE STUBS

Timesheet Procedure: Employees must complete the standard Price County Timesheet. The Employee is responsible for accuracy of information on the submitted timesheet; however, the Department Head/Unit Supervisor responsible for signing off on the timesheet is responsible for verifying that all information is correct and accurate prior to submission of the timesheet to the Office of Administration. The process of verification may be assigned to clerical/fiscal staff within the Department Head/Unit Supervisor's Department. The information that must be verified includes:

1. Days worked
2. Hours worked
3. Lunch time
4. Shift differential
5. Overtime
6. Accrued/Benefit time used (i.e. Sick, Vacation, Holiday, Comp, FMLA)

All timesheets for employees with regularly scheduled hours are due in the Office of Administration by 4:30 p.m. on the last Friday of the pay period. All timesheets for

employees with scheduled weekend hours and anticipated overtime are due in the Office of Administration by noon on the Monday following the end of the pay period. If any changes need to be made on a previously turned in timesheet, notification must be made to the Office of Administration.

Direct Deposit Remittances are emailed on the day before payday. For any employee who is receiving a paycheck or who does not have an email address on file, ~~e-with~~ the Office of Administration shall distribute their paychecks and remittance stubs to the various departments for distribution to the employees by the Department Head or their designee.

If an employee wishes to have another person pick up their remittance stub/paycheck, they must notify the Office of Administration, fill out the required form and submit to the Office of Administration prior to payday.

Remittance Stub Procedure: All Employees who have their own County email address and receive their paycheck by direct deposit will have their direct deposit remittance form emailed to their County email address. They may then print out the file for a hard copy for their records, at no cost to the employee. The employee may choose to have their direct deposit remittance emailed to their personal email address instead of their ir County email address.

The Employee may store the file in their Microsoft Outlook folder or on their H: Drive, unless their Department has a policy preventing the saving of the file. If Department Policy dictates that they are unable to store the file they will need to delete the file.

ADMINISTRATION MANUAL – FMLA

Procedure: At the time the employee requests FMLA time the Department Head/Unit Supervisor shall direct the employee to contact the Office of Administration for the necessary paperwork. The Office of Administration shall give the necessary paperwork to the employee for completion by the employee and their doctor. Once the paperwork has been returned to the Office of Administration, staff shall notify the employee's Department Head/Unit Supervisor whether or not the employee's FMLA request has been approved and the approximate dates the employee will be out on leave.

If the FMLA involves intermittent time away from work the Department Head/Unit Supervisor and employee shall work together to establish the intermittent leave schedule.

If the Department Head/Unit Supervisor has been contacted by an employee who has called in sick and is not expected to return to work within three (3) days, the Supervisor must contact the Office of Administration to notify the Office of Administration staff of a possible FMLA event.

**ADMINISTRATION MANUAL – EXPENSE REIMBURSEMENTS AND
COMPENSABLE HOURS FOR TRAVEL, TRAININGS AND MEETINGS POLICY
AND PROCEDURES ~~AND~~**

**~~COMPENSABLE HOURS FOR TRAVEL, TRAININGS AND MEETINGS POLICY~~
~~AND PROCEDURES~~**

POLICY: Price County shall reimburse employees for necessary expenses actually incurred in the performance of their respective duties and compensate hourly employees for time spent in County sponsored travel, trainings and meetings; subject to the conditions and limitations set forth in this policy. All requests for travel and training must be pre- approved by the Department Head.

1. **Meal expenses** incurred by an employee while on official County business shall be reimbursed up to the following rates **per meal**:

Breakfast	5:00 a.m. – 11:00 a.m.	\$10.00
Lunch	11:00 a.m. – 4:00 p.m.	\$12.00
Dinner	4:00 p.m. – 5:00 a.m.	\$23.00
Maximum per day		\$45.00

The meal amounts include tax and gratuity. Amount of tip is reimbursed up to 15 percent of purchase or up to meal limit, whichever is less. Breakfast will not be reimbursable unless it is for the morning after an overnight trip and the hotel does not offer a continental breakfast, or if the employee leaves prior to 7:00 a.m. Dinner is not reimbursable unless it is during an overnight trip or the length of travel time combined with the time the event ends prevents the employee from returning home prior to 7:00 p.m. If any meal is provided free of charge through the hotel, conference or meeting and the employee chooses to purchase a separate meal, that meal will not be reimbursable.

2. **Mileage** shall be reimbursed at the Internal Revenue Service set rate for the shortest distance/time, depending on the employee’s point of origin, to the location of the training or meeting and back again. This distance may be verified by the Department Head and/or Office of Administration through use of MapQuest or any other qualified distance calculation application. Exceptions to the shortest distance/time rule may be allowed by the Department Head for County business related reasons. Any exceptions to this policy shall be noted as such on the approved Request for Training/Travel Form submitted by the employee prior to submission for reimbursement.

If travel time ends up taking more than the prior approved time, the employee shall provide an explanation for the additional time and their Department Head will make a determination of whether or not to allow the additional time as compensable. This explanation and approval must be noted on the Request for Training/Travel Form.

If more than one County employee is traveling to the same destination and have the same training/meeting schedule, ride-sharing is encouraged. Employees should use County owned vehicles whenever possible.

Advance payment of mileage may be requested and approved by the County Administrator for training programs. Note: Commuting mileage, as defined and outlined by examples per the IRS for Accountable Plans (IRS Pub. 463), is not reimbursable.

3. All **lodging** expenses outside of Price County or as approved by the County Board or applicable committee shall be reimbursed in full when incurred in the performance of County duties. **Employees should ask for the Government/State rate and tax exemption when making lodging reservations. A tax exemption certification is available from the County Clerk's Office.**
4. **Registration fees** for conferences, conventions and seminars are reimbursable provided receipts are obtained and submitted with the Expense Reimbursement Form.
5. **Transportation expenses** when traveling by common carrier, parking fees or registration fees, etc., shall be reimbursed within reasonable limitations as may be set by each Department Head under any given circumstances, except that air travel shall not be at first class rates and should be at the lowest available fare as determined by the Department Head.
6. **Taxes:** Except on meal expenses, sales tax, room tax and/or other taxes are not reimbursable. The employee is to present at time of purchase or check-in either their County ID badge or a County tax exempt certificate to the cashier to ensure they will not be charged any applicable tax. The only exception to this rule is when an out-of-state entity will not grant tax exemption for the goods and/or services provided.
7. **Compensable hours:** Hourly employees shall be paid for actual hours spent in travel, based on the shortest distance/time and for actual training or meeting time. If the training/meeting schedule contains a registration period, employees will only be paid for 15 minutes prior to the actual start time. Social, breakfast and lunch periods are not compensable time. **Exception:** Breakfast and lunch periods that are incorporated into the training schedule and are part of the training curriculum may be considered compensable, depending upon content and prior approval by the Department Head. Additional exceptions may be requested by the Department Head and approved by the Office of Administration provided the request is made prior to the training event. Exceptions to the shortest distance/time travel rule may be granted based on specific circumstances (i.e. the employee ran into road construction or inclement weather that caused a slower than normal rate of travel.) Time spent by the employee during travel to stop and eat, engage in personal business or take a significant break from driving (30 minutes or greater) will not be considered compensable time.

Please Note: training/travel time should not generate overtime hours. Managers should work with the employee to flex the employee's schedule the week that training /travel occurs whenever possible to keep the employee at their standard number of weekly hours.

8. **Alcohol:** Alcohol is a non-reimbursable item, and will therefore be excluded from the calculation of the total amount of tip allowed.
Reminder to Employees: It is a violation of Price County work rules to consume alcohol while on compensable time. Employees who consume alcohol while on compensable time shall be subject to disciplinary action, up to and including termination of employment. In addition, even when not on compensable time, employees should remember that when attending County sponsored training events they are representing Price County and, as such, should not engage in any behavior as to cause a detrimental effect on the reputation of Price County and its employees. Such behavior could be subject to disciplinary action up to and including termination.
9. In situations not covered by this policy, or questions regarding the application of this policy, after discussion with the Department Head, the Office of Administration shall make a determination regarding whether or not ~~an expenditure~~ an expenditure is reimbursable. Should there be any question as to this determination; the Administration Committee shall consider the issue at its next regularly scheduled committee meeting.

Any employee who seeks reimbursement for expenses not actually incurred, time not actually worked, makes claims with inflated expenses and/or time or otherwise fraudulently applies for reimbursement of expenses and time may be subject to disciplinary action, up to and including termination.

PROCEDURE:

1. The employee must complete the Request for Training/Travel Form, attach all necessary documentation and submit to their Department Head for approval. The Department Head will review the request; approve the necessary travel/training time and the employee's work schedule for the week in which the travel/training will occur. Approval must occur prior to the travel/training taking place. Any exceptions to the Travel/Training Policy must be specifically noted on the form and initialed by the Department Head. If there is any question about whether or not an exception can or should be allowed the Department Head should contact the County Administrator for discussion.
2. Reimbursements for expenses must be requested on a Expense Reimbursement Form. Employees are to use the regular Price County Timesheet for claiming compensable hours related to travel, trainings and meetings.
3. Employees must prepare, sign and submit an Expense Reimbursement Form and all required supporting documents/receipts to their immediate supervisor. The employee must print or write legibly and make certain all applicable information is provided including the specific nature of official business and related expenditures.

Original Itemized Receipts are required in order for any claimed expense to be reimbursed. If the receipt is hand-written it must contain the following information:

- a. Name and **a**Address of **B**usiness
- b. Contact **n**Name and **P**phone **N**umber
- c. Date of **s**Service
- d. Dollar amount of expense
- e. Itemized list of what product/service was purchased

Please note: No reimbursement for any claimed expense shall be made without the necessary qualifying itemized receipts.

4. Employees are to complete their regular timesheet with their hours worked plus time spent in travel and at trainings or meetings. Employees must attach a copy of the prior approved Request for Training/Travel-**Time** Form to their timesheets for the pay period in which the travel/training or meeting occurs.
5. The Department Head/Unit Supervisor will review and verify the claimed expenses and hours worked against the Request for Training/Travel-**Time** Form and make any necessary adjustments prior to submission of the timesheet with attached Request for Training/Travel-**Time** Form and the Expense Reimbursement Form with supporting documentation to the Office of Administration.

NOTE: Department Head signature is required before the Expense **Reimbursement** Form can be submitted to the Office of Administration for payment of expenses. If the Expense Reimbursement Form is for the Department Head, the County Administrator signature is required prior to submission to the Office of Administration. In the event that the Department Head is unavailable for signature in time to meet **p**Payroll **P**rocessing **d**Deadlines, **T**he County Administrator may approve the payment of the Employee Expense **Reimbursement s**-Form. If the expenses are for a Department Head and the County Administrator is unavailable, the Payroll/AP Employee may choose to prepay it without signature.

County Credit Card Use: Credit cards issued to Price County may be used for official County purchases and acquisitions when authorized by the Department Head, County Administrator or the Executive Committee or County Administrator. Employees should check with their immediate supervisor to determine whether or not their department has a credit card available to them. If the department does not have a credit card the employee may request to sign one out from the County Clerk's Office. Employees should contact the County Clerk's Office for the Credit Card Use Policy.

Credit cards are not to be used for meal expenses while traveling for training or meeting purposes while on a single day trip. If an employee uses the County Credit Card for expenses while on overnight travel the employee is required to obtain an itemized receipt for submission with the Credit Card Voucher. The Department will be responsible for auditing the itemized receipts to ensure purchases are eligible expenses. If any purchase is found to be non-eligible expense, the employee will reimburse the County through payroll deduction using a standardized

form provided by Office of Administration. Credit cards are not to be used for cash advances of any kind.

Employees who make unauthorized or fraudulent purchases using the County credit card may be subject to discipline up to and including termination.

ADMINISTRATION MANUAL –CORRECTIVE ACTION/ DISCIPLINE

PROCEDURE: When the County deems it necessary, corrective action/discipline will be imposed by the employee's immediate supervisor through one of the following measures. This policy is intended as a guide for supervisors. Failure to follow this policy shall not be grounds to invalidate any discipline imposed. The Price County Employee Incident Report Form should be used to document any corrective action.

Verbal Corrective Action: If a verbal corrective action is given, a record of this measure should be made clearly stating the date and reason for the corrective action. A corrective approach should be emphasized with the employee.

Written Corrective Action: If a written corrective action is given to the employee, it shall contain:

- a. The reason for the corrective action;
- b. The corrective action to be imposed;
- c. The effective date and length, in any, of the corrective action plan;
- d. The results of failure to correct the problem.

If the reason for the corrective action involves poor work performance or attitude, the Supervisor should consider using a Managed Performance Plan (See Performance Review Policy) to clearly detail the employee's deficiencies and expected improvement along with necessary time-lines, monitoring to be done and consequences for continued failure to achieve performance standards.

Suspension: If a suspension is warranted, the notification of suspension should include:

- a. The reason for the corrective action;
- b. The corrective action to be imposed;
- c. The effective date and length of the corrective action plan;
- d. The results of failure to correct the problem.

Termination: If, in the judgment of the Department Head and the County Administrator termination of employment is warranted, a letter of termination should be issued listing:

- a. The reasons for the discharge;
- b. The effective date.

In making the decision to implement corrective action within the scope of the Employee Corrective Action/Discipline Policy, it should be remembered that the underlying philosophy is that discipline, to the extent possible, should be corrective in nature. Corrective action/discipline should strive to treat employees who are actually similarly situated in a similar manner; and to ensure that the action taken is based on the known facts.

To ensure impartial treatment, the management staff involved in the corrective discipline process shall consult, prior to any action being taken, with the Department Head. The Department Head has final authority to make these personnel decisions. However, if the discipline being considered is either suspension and/or termination, the final authority will be with the Department Head and County Administrator, except where specific statutory procedures govern.

Documentation: Copies of all corrective action/disciplinary measures shall be retained in the supervisors file within the department and all originals shall be forwarded to the Office of Administration to be placed in the employee's personnel file.

ADMINISTRATION MANUAL – EMPLOYEE PERFORMANCE

POLICY: It is the expectation of Price County that all employees perform in a manner that successfully satisfies the job objectives and performance standards established for their position. The lack of an annual employment evaluation is not intended nor should it create an atmosphere in which the employee does not receive feedback with regard to their performance. Rather, it should create a climate which encourages management to discuss concerns, generate ideas, ~~and communicate the County mission and goals to employees and~~ **promote open communication with employees** and encourages management to provide employees with immediate feedback

Monitoring of Performance

Newly Hired and Internal Promotion Employee:

Supervisors need to complete a Price County Performance Evaluation Form for all employees in regular full-time and part-time positions at three (3), six (6), nine (9) and prior to twelve (12) months of employment. These reports must be submitted to the County Administrator ~~and Administration Committee (via the County Administrator)~~ for approval.

At any point the Department Head may recommend that an employee be terminated for reasons that include, but are not limited to, lack of progress in training and the individual's inability to effectively assume the responsibilities of the position.

For Department Heads appointed by the County Board, the County Administrator and Administration Committee will recommend all appointments. As applicable, appointive County officers may only be removed in accordance with Wis.~~consin~~ State ~~Statute~~ 17.10, or as otherwise provided by law. The County Administrator shall conduct Newly Hired Department Head evaluations.

Internal Lateral Moves:

Supervisors shall complete at least one (1) formal performance evaluation within sixty (60) days of the employee's transfer into the new, lateral position. This formal evaluation shall be forwarded to the County Administrator.

Managed Performance Plans:

Managed Performance programs may be initiated when an employee is not satisfactorily performing the essential functions of their position. The Managed Performance Plan will identify the specific results and minimum performance expectations which an employee must accomplish in order to be successful in their current job. In addition, a timeframe shall be outlined for completion of the established goals and the consequences to the employee if the goals are not successfully completed.

Once an employee has been identified as a candidate for Managed Performance, their work performance/attitude shall be evaluated periodically to determine whether improvement is occurring. The County may terminate the plan at any time and take appropriate action relative to continued employment. In the event the employee is a ~~Public Safety Employee~~ member of the Deputy's Union, the employee will have the option to have a union representative present during the evaluation discussions.

ADMINISTRATION MANUAL – ISSUE AND RETURN OF COUNTY PROPERTY

POLICY: Upon initial employment, employees may be issued County property, equipment and building keys to aid in the performance of their duties. Prior to termination of employment, employees must return all County property that was issued to them.

Procedure:

1. Upon employment and at any time thereafter, employees issued or provided County property, shall be required to document receipt of such property. When additional items are issued, the original document should be revised.
2. Copies of the form shall be given to the employee and the Department Head and the original will be retained in their personnel file located in the Office of Administration. When the employee terminates, the Office of Administration will return the original to the Department Head for completion of return of property.
3. Upon termination, an employee must return all County property. The Department Head or immediate supervisor will be responsible for obtaining/initiating the return of all

property. Once returned to the Department Head, the employee will sign the original issue form indicating all items have been returned and in what condition, if necessary.

A copy of the form will be provided to the employee and the original will be retained in the personnel file located in the Office of Administration.

ADMINISTRATION MANUAL – TOBACCO AND SMOKING PRODUCT FREE BUILDINGS AND ENCLOSED WORK SPACES

1. The entrances of all County-owned buildings shall be posted with clearly visible notices that the building is a tobacco and smoking product free facility. In addition, all enclosed work spaces shall be posted with clearly visible notices that the space is tobacco and smoking product free. These notices shall reference 2009 Wisconsin Acts 12 & 276 and Price County Resolution #44-10. Further the notice shall contain the possible penalties under the law and Price County Personnel Policy for violations of the policy.
2. The Building and Grounds Superintendent shall be designated the “Person in Charge” for all public areas and entrances of County owned buildings. Department Heads shall be designated as the “Person in Charge” for work areas under their jurisdiction. This includes office areas in County owned and/or rented buildings and vehicles used by County employees, whether they are County owned/rented or private vehicles, while being used for County business.
3. Office of Administration shall give written notice of this policy to each current employee and all new hires at the time of New Hire Orientation. In addition, the Office of Administration shall train all employees on how to deal with members of the public and coworkers who are using or smoking in County buildings and/or enclosed work spaces.
4. Office of Administration shall train the designated “Person in Charge” on the requirements of the law and how to respond to complaints of possible violations of this policy.

ADMINISTRATION MANUAL – VEHICLE USE/INSURANCE REQUIREMENTS/DRIVER’S LICENSE

Personal Use of County Vehicle: The following guidelines are to be used to determine whether or not an employee is eligible for personal assignment of a County vehicle:

1. Employee must need to use the vehicle 5-7 days per work week
2. Vehicle requires special equipment not installable or transportable in a personal vehicle or making a County vehicle unsuitable for general use (i.e., law

- enforcement radios, sirens, lights, weather and highway conditions monitoring equipment).
3. Employee is required to be part of a regular on-call rotation schedule
 4. Approval is received by the County Administrator and Administration Committee

Evidence of Insurance: At least one (1) time a year each Department shall require all departmental employees who use their personal vehicles for County business to submit a copy of proof of insurance and must verify that the levels of coverage meet or exceed the County's required coverage limits. A copy of this proof shall be maintained in a departmental file.

Loss of License: Unit Supervisors who have been informed of a loss or potential loss of license by one of their staff members must immediately report this loss or potential loss to their Department Head. The Department Head must immediately report this loss or potential loss to the Office of Administration. The Department Head and County Administrator will arrange a meeting with the employee to determine the facts regarding the loss or potential loss of license and determine what actions need to be taken to address the loss or potential loss of license.

ADMINISTRATION MANUAL – REPORT OF INJURY/ LIGHT DUTY ASSIGNMENT

POLICY: It shall be the policy of Price County to comply with all applicable state and federal laws which affect the working status of employees who have been injured or ill.

Reporting of Work Related Injury or Illness: In the event of a safety-related incident and/or injury while on the job, employees must make notification to their immediate supervisor within twenty-four (24) hours of the incident or as soon as is reasonably possible and complete the Safety Incident Report form. The Safety Incident **Report** Form is available from the Office of Administration and should be kept on file within the department for future use. The immediate supervisor is to review, sign and forward the form to the Office of Administration within ~~twenty-four~~ twenty-four (24) hours of receiving the completed form from the employee. The immediate supervisor should also forward a copy of the form to their Department Head for review.

Once the form is received by the Office of Administration, the Office of Administration staff shall file a report of injury with the Worker's Compensation carrier (except for the Highway Department who shall file their report directly to the Work Comp carrier and copy the Office of Administration). The Office of Administration shall review the report to determine whether or not there is a continued risk of injury to other employees. If such a risk is determined the Office of Administration shall forward the issue to the **Workplace** Safety Committee for investigation and possible further action.

Light Duty for Worker's Compensation Related Injuries or Illnesses: Employees injured on the job are encouraged to return to work as soon as possible. The return to work may include duties of a restricted nature or "light duty" as indicated by the employee's attending physician or health care practitioner. Departments are not required to return injured employees to work on a

restricted basis if no productive work is available within the County. Restricted return to work requests will be evaluated on a case by case basis. Department heads must notify the County Office of Administration prior to the return of light duty employment.

Light Duty for Off Duty Injuries or Illnesses: Employees injured or disabled off the job may be allowed to return to work on restricted or “light duty” basis within their department. Employees will be required to submit a physician’s or health care provider’s statement indicating the work restrictions under which they may return to work. Department heads should consider, prior to allowing an employee to return to work on a restricted basis whether productive work will be performed. Restricted return to work requests will be evaluated on a case by case basis. Departments must notify the Office of Administration prior to an employee’s return to work under a light duty or restricted return to work situation.

General Requirements and Restrictions: All light duty assignments shall be of a limited duration, used only as a temporary measure, until the employee has recuperated and can return to their job or it is shown they cannot return to their pre-injury/illness duties. In each case, time limits shall be set for how long an employee may receive the temporary light duty assignment with periodic re-evaluation to determine if light duty should continue and for how long. No “light duty” positions may be established. Employees may not exceed any restrictions placed on them by their physician and may be subject to disciplinary action and/or termination of light duty assignment if they do so.

208906-0002\17510626.2

Resolution _____

Addressing Funding for the BART - Public Transit for Price County

WHEREAS, Price County Transportation Coordination Council (TCC) has been formed to develop a plan to establish public transportation for Price County residents; and

WHEREAS, Flambeau Hospital Foundation has donated the 20% needed to obtain a small bus to serve the Park Falls area; and

WHEREAS, Price County will contract with Bay Area Rural Transit (BART) to provide public transit services for the Park Falls area; and

WHEREAS, Price County Senior Services receives grant money annually from the Department of Transportation (DOT) to provide transportation services for the elderly and disabled, along with other proposed public transit projects to serve the residents of Price County.

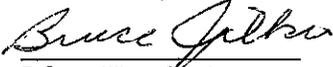
NOW THEREFORE BE IT RESOLVED, that in an effort to get the BART-Park Falls Bus in operation as soon as possible, Price County Senior Services will utilize transportation funds to cover operating expenses for the Park Falls Bus for the first two (2) years in the approximate amount of \$22,000 per year; after the second year of operation Price County Senior Services will agree to fund 50% of the operating costs with the other 50% to be paid by public and private stakeholders; and

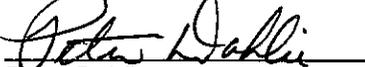
BE IT FURTHER RESOLVED, if 50% contributions of operating cost to be paid by public and/or private stakeholders are not obtained or this service is underutilized, the TCC will have the ability to re-evaluate the fiscal and/or operational sustainability of the Park Falls Bus – Public Transit after the two (2) year contract and has the ability to end the contract with BART to provide transit services for the Park Falls area; and

BE IT FURTHER RESOLVED, that Price County Board of Supervisors approves the operational funding for the Park Falls Bus for the first two (2) years to bring public transportation to the Park Falls area, and

BE IT FURTHER RESOLVED, after two (2) years of operation and every other even year; this program will be reviewed and approved during the County TCC Advisory Board process by July 31st.

Submitted by the Price County Health and Human Services Board:

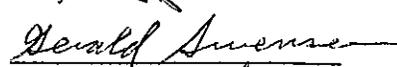

Bruce Jilka, Chair


Peter Dahlie


Mary Jesuras


Paula Kock


Travis Nez


Gerald Swenson


John Vlach


John Walasek


Dennis Wartgow

Reviewed by County Administrator:


Nicholas Trimner

Adopted by the Price County Board of Supervisors this 16th day of February, 2016.

Robert Kopisch, Co. Board Chair

Jean Gottwald, County Clerk

For: _____ Against: _____

REGISTER OF DEEDS
PRICE COUNTY COURTHOUSE
126 CHERRY ST., RM. 108
PHILLIPS, WI 54555

JUDITH L. CHIZEK
Register of Deeds

LILLIANNE MARLENGA
Deputy

REPORT OF THE REGISTER OF DEEDS OFFICE

2015

TO THE HONORABLE BOARD OF SUPERVISORS, PRICE COUNTY:

I HEREBY SUBMIT THE FOLLOWING REPORT ON INSTRUMENTS RECORDED AND FILED, AND ON FEES COLLECTED AND DISBURSED TO THE COUNTY TREASURER.

MONEY DISBURSED TO TREASURER

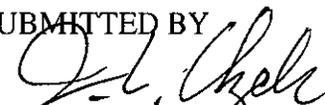
3,137 INSTRUMENTS RECORDED	\$	94,100.00
950 WI REAL ESTATE TRANSFERS		134,861.40
CERTIFIED COPIES & MISCELLANEOUS		17,572.95
COPIES-PUBLIC & ACCOUNTS		2,756.13
CHILDRENS TRUST FUND		2,177.00
DOA VITAL RECORDS ONLINE REVENUE		7,142.00
TOTAL COLLECTED	\$	258,609.48

223 DEATHS FILED
94 MARRIAGES FILED
25 CERTIFIED SURVEY MAPS
2 PLATS
3 MILITARY DISCHARGES

RECORDING INSTRUMENTS ARE: DEEDS, MORTGAGES, SATISFACTION & ASSIGNMENTS OF MORTGAGES, CERTIFIED SURVEY MAPS, PLATS OF SUBDIVISIONS, EASEMENTS, RIGHT OF WAYS, LEASES, AGREEMENTS, LAND CONTRACTS, CORPORATION DOCUMENTS, SUBORDINATIONS, LIS PENDENS, JUDGMENTS, FOREST CROP & MANAGED FOREST DOCUMENTS, TAX DEEDS, PROBATE PROCEEDINGS, WRITS, MINERAL CLAIMS, ZONING DOCUMENTS, CORRECTION DOCUMENTS, ETC.

THE REGISTER OF DEEDS OFFICE CONTINUES TO PROVIDE COPIES FOR THE PUBLIC.

SUBMITTED BY


JUDITH L. CHIZEK
REGISTER OF DEEDS

LILLIANNE MARLENGA
DEPUTY

REGISTER OF DEEDS REPORT, PAGE 2

PAGE 1 EXPLAINS THE MONEY COLLECTED BY THE REGISTER OF DEEDS OFFICE AND TURNED OVER TO THE COUNTY TREASURER.

PAGE 2 EXPLAINS WHAT THE COUNTY RETAINS AS REVENUE.

RECORDING FEES RETAINED BY THE COUNTY	\$47,375.00
WI REAL ESTATE TRANSFER FEE (CO. SHARE)	27,012.41
CERTIFIED COPIES & MISCELLANEOUS	17,572.95
RECORDING FEES CO. LAND INFORMATION ACCT.	24,920.00
COPY FEES: ACCOUNTS AND PUBLIC	2,756.13
REDACTION ACCOUNT (Sunset 12-31-14)	0

TOTAL RETAINED BY COUNTY	\$119,636.49
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RECORDING FEE TO STATE DEPT. OF ADMIN (W.L.I.P)	\$ 21,805.00
WI REAL ESTATE TRANSFER FEE (STATE SHARE)	107,848.99
CHILDRENS TRUST FUND TO STATE	2,177.00
DOA VITAL RECORDS ONLINE REVENUE	7,142.00

TOTAL TO STATE	\$138,972.99
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(COUNTY	\$119,636.49
STATE	138,972.99

\$258,609.48 TOTAL COLLECTED)

REGISTER OF DEEDS
 PRICE COUNTY COURTHOUSE
 126 CHERRY ST., RM. 108
 PHILLIPS, WI 54555

JUDITH L. CHIZEK
 Register of Deeds

LILLIANNE MARLENGA
 Deputy

REPORT OF THE REGISTER OF DEEDS OFFICE

2014

TO THE HONORABLE BOARD OF SUPERVISORS, PRICE COUNTY:

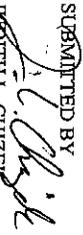
I HEREBY SUBMIT THE FOLLOWING REPORT ON INSTRUMENTS RECORDED AND FILED, AND ON FEES COLLECTED AND DISBURSED TO THE COUNTY TREASURER.

	MONEY DISBURSED TO TREASURER
3,276 INSTRUMENTS RECORDED	\$ 98,315.00
920 WI REAL ESTATE TRANSFERS	125,087.40
CERTIFIED COPIES & MISCELLANEOUS	17,327.65
COPIES-PUBLIC & ACCOUNTS	2,612.18
CHILDRENS TRUST FUND	2,107.00
DOA VITAL RECORDS ONLINE REVENUE	6,503.00
TOTAL COLLECTED	\$ 251,952.23

- 205 DEATHS FILED
- 73 MARRIAGES FILED
- 19 CERTIFIED SURVEY MAPS
- 3 PLATS
- 5 MILITARY DISCHARGES

RECORDING INSTRUMENTS ARE: DEEDS, MORTGAGES, SATISFACTION & ASSIGNMENTS OF MORTGAGES, CERTIFIED SURVEY MAPS, PLATS OF SUBDIVISIONS, EASEMENTS, RIGHT OF WAYS, LEASES, AGREEMENTS, LAND CONTRACTS, CORPORATION DOCUMENTS, SUBORDINATIONS, LIS PENDENS, JUDGMENTS, FOREST CROP & MANAGED FOREST DOCUMENTS, TAX DEEDS, PROBATE PROCEEDINGS, WRITS, MINERAL CLAIMS, ZONING DOCUMENTS, CORRECTION DOCUMENTS, ETC.

THE REGISTER OF DEEDS OFFICE CONTINUES TO PROVIDE COPIES FOR THE PUBLIC.

SUBMITTED BY

 JUDITH L. CHIZEK
 REGISTER OF DEEDS

LILLIANNE MARLENGA
 DEPUTY

REGISTER OF DEEDS REPORT, PAGE 2

PAGE 1 EXPLAINS THE MONEY COLLECTED BY THE REGISTER OF DEEDS OFFICE AND TURNED OVER TO THE COUNTY TREASURER.

PAGE 2 EXPLAINS WHAT THE COUNTY RETAINS AS REVENUE.

RECORDING FEES RETAINED BY THE COUNTY	
WI REAL ESTATE TRANSFER FEE (CO. SHARE)	\$49,880.00
CERTIFIED COPIES & MISCELLANEOUS	25,180.85
RECORDING FEES CO. LAND INFORMATION ACCT.	17,327.65
COPY FEES: ACCOUNTS AND PUBLIC	25,656.00
REDACTION ACCOUNT	2,612.18
TOTAL RETAINED BY COUNTY	\$137,021.68

RECORDING FEE TO STATE DEPT. OF ADMIN.	\$ 6,414.00
WI REAL ESTATE TRANSFER FEE (STATE SHARE)	99,906.55
CHILDRENS TRUST FUND TO STATE	2,107.00
DOA VITAL RECORDS ONLINE REVENUE	6,503.00
TOTAL TO STATE	\$114,930.55

\$251,952.23 TOTAL COLLECTED)

2015 REGISTER IN PROBATE/JUVENILE COURT CLERK REPORT TO THE COUNTY BOARD
 2015 Probate Fees Collected

cat.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
FP2	1166.78	335.33	193.00	703.97	501.69	1342.54	3753.56	1242.97	1210.44	2677.22	538.95	1307.54	14973.99
FP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CERF	42.00	33.00	57.00	54.00	15.00	78.00	18.00	66.00	54.00	117.00	15.00	24.00	573.00
CF	30.00	13.00	111.00	46.00	15.00	17.75	22.50	54.50	13.00	113.00	3.00	1.00	439.75
CLAF	6.00	12.00	9.00	3.00	12.00	0.00	12.00	6.00	9.00	0.00	6.00	6.00	81.00
SF	4.00	0.00	0.00	4.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	16.00
PF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.10	0.00	0.00	0.00	0.00	29.10
total:	\$1248.78	\$393.33	\$370.00	\$810.97	\$543.69	\$1438.29	\$3806.06	\$1402.57	\$1290.44	\$2907.22	\$562.95	\$1338.54	\$16112.84
New Cases Filed													
Probate					2015	2014	2013	2012	2011	2010			
Guardianship					110	82	76	89	95	85			
Juvenile Delinquency and JIPS (Ch. 938)					25	18	17	22	13	14			
Juvenile CHIPS (Ch. 48)					16	9	6	9	18	15			
Juvenile Ordinance					15	29	11	21	12	15			
Termination of Parental Rights (TPR)					97	59	68	61	86	113			
Adoption					4	6	3	3	7	0			
Mental Commitments					8	7	3	2	9	4			
Juvenile Injunctions					17	1	18	11	15	12			
Wills for Safekeeping					0	16	1	3	3	1			
Open Wills					26	15	32	29	39	10			
					41	47	39	24	33	55			
Activities on Old Cases													
Protective Placement Watts Reviews					43	43	47	42	33	40			
Annual Reports on Guardianships					119	113	114	112	98	101			
Annual Accounts on Guardianships, Trusts					42	55	55	53	52	54			
Extension and Permanency Plan Hearings					26	21	41	42	26	40			
Total Probate Fees Collected					\$16,112.84	\$14,791.75	\$11,196.97	\$14,102.44	\$7,753.40	\$10,768.88			

Respectfully submitted this 29th day of January, 2016.



Chris Slade, Register in Probate/P/robate Registrar/Juvenile Court Clerk

PRICE COUNTY WISCONSIN

REVENUES COMPARED TO EXPENSES MONTH END SUMMARY REPORT REPORT ENDING 12/31/2015 PERCENT OF YEAR COMPLETE 100%

DEPARTMENT NAMES	REVENUES				EXPENDITURES			
	ACTUAL	BUDGET	VARIANCE	% COLECTED	ACTUAL	BUDGET	VARIANCE	% SPENT
GENERAL - FUND								
GENERAL REVENUES	\$ (4,875,021)	\$ (4,872,938)	\$ 2,083	100.04%	\$ -	\$ 2,555	\$ 2,555	0.00%
COUNTY BOARD	\$ -	\$ -	\$ -		\$ 56,401	\$ 62,300	\$ 5,899	90.53%
EXECUTIVE/FINANCE	\$ (500)	\$ -	\$ 500		\$ 125,025	\$ 128,983	\$ 3,958	96.93%
ADMINISTRATIVE OFFICES	\$ (104)	\$ -	\$ 104		\$ 102,380	\$ 50,000	\$ (52,380)	204.76%
CIRCUIT COURT	\$ (205,323)	\$ (184,601)	\$ 20,722	111.23%	\$ 424,146	\$ 413,671	\$ (10,475)	102.53%
FAMILY COURT COMMISSIONER	\$ (1,360)	\$ (1,000)	\$ 360	136.00%	\$ 20,774	\$ 18,542	\$ (2,232)	112.04%
CORONER	\$ (11,300)	\$ (8,500)	\$ 2,800	132.94%	\$ 59,930	\$ 49,921	\$ (10,009)	120.05%
COUNTY CLERK	\$ (10,778)	\$ (7,850)	\$ 2,928	137.30%	\$ 119,427	\$ 118,788	\$ (639)	100.54%
BUDGET & ACCT MANAGER	\$ -	\$ -	\$ -		\$ 82,895	\$ 126,589	\$ 43,694	65.48%
INFORMATION TECHNOLOGY	\$ (32)	\$ -	\$ 32		\$ 276,078	\$ 271,441	\$ (4,637)	101.71%
PERSONNEL	\$ (271)	\$ (140)	\$ 131	193.57%	\$ 165,097	\$ 166,486	\$ 1,389	99.17%
ELECTIONS	\$ (6,587)	\$ (7,600)	\$ (1,013)	86.67%	\$ 8,490	\$ 19,781	\$ 11,291	42.92%
COUNTY TREASURER	\$ (650)	\$ (800)	\$ (150)	81.23%	\$ 130,341	\$ 140,716	\$ 10,375	92.63%
DISTRICT ATTORNEY	\$ (16,092)	\$ (21,955)	\$ (5,863)	73.30%	\$ 151,347	\$ 170,947	\$ 19,600	88.53%
LAND INFORMATION	\$ (111,544)	\$ (73,350)	\$ 38,194	152.07%	\$ 85,641	\$ 73,350	\$ (12,291)	116.76%
REGISTER OF DEEDS	\$ (91,960)	\$ (93,000)	\$ (1,040)	98.88%	\$ 121,509	\$ 127,968	\$ 6,459	94.95%
TAX LISTER	\$ (2,190)	\$ (2,250)	\$ (60)	97.33%	\$ 55,597	\$ 58,418	\$ 2,821	95.17%
SURVEYOR	\$ (83)	\$ (200)	\$ (117)	41.50%	\$ 10,598	\$ 10,896	\$ 298	97.26%
BUILDINGS & GROUNDS	\$ (25,023)	\$ (31,000)	\$ (5,977)	80.72%	\$ 561,679	\$ 568,208	\$ 6,529	98.85%
SHERIFF	\$ (54,462)	\$ (41,089)	\$ 13,373	132.55%	\$ 1,962,206	\$ 1,971,992	\$ 9,786	99.50%
JAIL	\$ (62,465)	\$ (42,300)	\$ 20,165	147.67%	\$ 792,703	\$ 890,544	\$ 97,841	89.01%
JAIL ASSESSMENTS	\$ (14,310)	\$ (13,500)	\$ 810	106.00%	\$ 27,846	\$ 13,500	\$ (14,346)	206.27%
PROJECT LIFESAVER	\$ (2,620)	\$ (1,250)	\$ 1,370	209.60%	\$ 2,304	\$ 1,250	\$ (1,054)	184.30%
LEPC	\$ (12,566)	\$ (16,773)	\$ (4,207)	74.92%	\$ 17,470	\$ 18,596	\$ 1,126	93.94%
EMERGENCY MANAGEMENT	\$ (18,860)	\$ (35,442)	\$ (16,582)	53.21%	\$ 86,311	\$ 80,784	\$ (5,527)	106.84%
TRAFFIC SAFETY COMM	\$ -	\$ -	\$ -		\$ 323	\$ 740	\$ 417	43.64%
CHILD SUPPORT AGENCY	\$ (172,129)	\$ (248,537)	\$ (76,408)	69.26%	\$ 250,923	\$ 275,530	\$ 24,607	91.07%
TOURISM	\$ (1,160)	\$ (1,000)	\$ 160	116.00%	\$ 96,745	\$ 103,117	\$ 6,372	93.82%
UWEX	\$ (7,992)	\$ (11,200)	\$ (3,208)	71.36%	\$ 186,812	\$ 228,783	\$ 41,971	81.65%
FORESTRY (COUNTY)	\$ (2,509,144)	\$ (1,104,387)	\$ 1,404,757	227.20%	\$ 468,500	\$ 478,651	\$ 10,151	97.88%
DAMS	\$ (60)	\$ (40,200)	\$ (40,140)	0.15%	\$ 64,577	\$ 96,157	\$ 31,580	67.16%
LAND CONSERVATION	\$ (234,856)	\$ (367,500)	\$ (132,644)	63.91%	\$ 436,382	\$ 397,056	\$ (39,326)	109.90%
ZONING	\$ (81,504)	\$ (72,000)	\$ 9,504	113.20%	\$ 159,032	\$ 164,102	\$ 5,070	96.91%
GENERAL - FUND - TOTAL	\$ (8,530,946)	\$ (7,300,362)	\$ 1,230,584	116.86%	\$ 7,109,488	\$ 7,297,807	\$ 188,319	97.42%
VETERANS RELIEF - FUND								
VETERANS RELIEF	\$ (7,771)	\$ (9,389)	\$ (1,618)	82.77%	\$ 3,450	\$ 9,389	\$ 5,939	36.75%
VETERANS SERVICES - FUND								
VETERANS SERVICES	\$ (136,958)	\$ (136,958)	\$ -	100.00%	\$ 131,297	\$ 136,958	\$ 5,661	95.87%
LIBRARY SERVICES - FUND								
Library Services (books by mail)	\$ (306,602)	\$ (306,602)	\$ -	100.00%	\$ 306,673	\$ 306,602	\$ (71)	100.02%
AIRPORT								
AIRPORT	\$ (200,043)	\$ (265,826)	\$ (65,783)	75.25%	\$ 188,675	\$ 265,826	\$ 77,151	70.98%
STATE FORESTRY								
STATE FORESTRY	\$ (41,238)	\$ (42,262)	\$ (1,024)	97.58%	\$ 42,000	\$ 42,262	\$ 262	99.38%
HIGHWAY - FUND								
HIGHWAY DEPARTMENT - 47	\$ (3,411,610)	\$ (4,408,817)	\$ (997,207)	77.38%	\$ 4,096,635	\$ 4,408,817	\$ 312,182	92.92%
HIGHWAY - FUND - TOTAL	\$ (3,616,797)	\$ (4,884,817)	\$ (1,268,020)	74.04%	\$ 4,985,888	\$ 4,884,817	\$ (101,071)	102.07%
HEALTH AND HUMAN SERVICES TOTAL								
Division 51 - General Public Health	\$ (651,656)	\$ (642,927)	\$ 8,729	101.36%	\$ 517,007	\$ 642,927	\$ 125,920	80.41%
Division 52 - WIC	\$ (98,164)	\$ (99,490)	\$ (1,326)	98.67%	\$ 127,890	\$ 99,490	\$ (28,400)	128.55%
Division 53 - Family Planning	\$ (481,607)	\$ (510,185)	\$ (28,578)	94.40%	\$ 480,884	\$ 510,185	\$ 29,301	94.26%
Division 54 - Safe and Stable Plar	\$ (29,907)	\$ (33,310)	\$ (3,403)	89.78%	\$ 32,933	\$ 33,310	\$ 377	98.87%
Division 55 - Oral Health	\$ (45,089)	\$ (58,729)	\$ (13,640)	76.78%	\$ 62,482	\$ 58,729	\$ (3,753)	106.39%
Division 56 - Children and Youth	\$ (1,389,600)	\$ (1,450,887)	\$ (61,287)	95.78%	\$ 1,193,379	\$ 1,450,887	\$ 257,508	82.25%
Division 58 - Economic Support	\$ (329,274)	\$ (501,084)	\$ (171,810)	65.71%	\$ 368,824	\$ 501,084	\$ 132,260	73.61%
Division 60 - Long Term Support	\$ (1,692,572)	\$ (2,099,577)	\$ (407,005)	80.61%	\$ 1,669,630	\$ 2,099,577	\$ 429,947	79.52%
Division 66 - Aging Administrator	\$ (47,410)	\$ (47,296)	\$ 114	100.24%	\$ 45,321	\$ 47,296	\$ 1,975	95.82%
Division 67 - Nutrition Congregat	\$ (151,508)	\$ (149,147)	\$ 2,361	101.58%	\$ 139,083	\$ 149,147	\$ 10,064	93.25%
Division 68 - Home Delivered Me	\$ (96,090)	\$ (96,850)	\$ (760)	99.21%	\$ 85,112	\$ 96,850	\$ 11,738	87.88%
Division 70 - Transportation	\$ (14,784)	\$ (10,238)	\$ 4,546	144.40%	\$ 17,023	\$ 10,238	\$ (6,785)	166.27%
Division 71 - Escort	\$ (80,030)	\$ (88,307)	\$ (8,277)	90.63%	\$ 38,105	\$ 88,307	\$ 50,202	43.15%
Division 72 - Benefit Specialist	\$ (77,083)	\$ (65,654)	\$ 11,429	117.41%	\$ 68,641	\$ 65,654	\$ (2,987)	104.55%
Division 73 - Wellness	\$ (640)	\$ (1,742)	\$ (1,102)	36.74%	\$ 1,082	\$ 1,742	\$ 660	62.10%
Division 74 - Caregiver	\$ (4,503)	\$ (7,999)	\$ (3,496)	56.29%	\$ 6,946	\$ 7,999	\$ 1,053	86.83%
Division 183 - DOG	\$ (31,531)	\$ (33,511)	\$ (1,980)	94.09%	\$ 33,828	\$ 33,511	\$ (317)	100.95%
HHS - FUND - TOTALS	\$ (5,221,447)	\$ (5,896,933)	\$ (675,486)	88.55%	\$ 4,888,169	\$ 5,896,933	\$ 1,008,764	82.89%