

CRAWFORD COUNTY BOARD OF SUPERVISORS
June 16, 2020

The Crawford County Board of Supervisors met in regular session at the Crawford County Administration Building in Prairie du Chien, Wisconsin on June 16, 2020.

The Board was called to order by Chairman Tom Cornford. Roll was called with all members present.

The Chairman led the Board in the Pledge of Allegiance. The meeting was verified as being properly posted.

Motion by Kelley, second by Olson to approve the minutes of the previous meeting. Motion carried unanimously.

Chairman Cornford announced that it is necessary to make appointments to the Board of Adjustment. He would like to appoint Pete Flesch to a three-year term, and Elling Jones as an alternate for a three year term. He is requesting the Board's approval of the appointments.

Motion by Kuhn, second by Dull to approve the appointments of Flesch and Jones to the Board of Adjustment. Motion carried unanimously.

**RESOLUTION TO CONDUCT COUNTYWIDE ADVISORY REFERENDUM ON CREATION
OF A NONPARTISAN PROCEDURE FOR THE PREPARATION OF LEGISLATIVE AND
CONGRESSIONAL REDISTRICTING PLANS AND MAPS**

Motion by Steiner, second by Munson to bring the resolution to the floor for discussion. Motion carried unanimously.

Supervisor Kuhn expressed her concern that the explanation part of the referendum was political and should not be included as part of the resolution. The Clerk explained that the resolution received was a template of what had been presented to other counties. Supervisor Hayes-Hall cited another paragraph which seemed political.

Motion by Steiner, second by Kuhn to allow the referendum question but to strike the explanation portion. Motion carried unanimously.

Motion by Munson, second by Kuhn to adopt the resolution as amended. Motion carried unanimously.

RESOLUTION NO. 10-2020

RESOLUTION TO CONDUCT COUNTYWIDE ADVISORY REFERENDUM ON CREATION OF A NONPARTISAN PROCEDURE FOR THE PREPARATION OF LEGISLATIVE AND CONGRESSIONAL REDISTRICTING PLANS AND MAPS

WHEREAS, the Crawford County Board of Supervisors on February 19, 2019 unanimously passed a resolution calling for nonpartisan legislative and congressional redistricting maps; and

WHEREAS, pursuant to Article IV, Section 3 of the Wisconsin Constitution, the Wisconsin Legislature is directed to redistrict state legislative districts “according to the number of inhabitants” at its next session following the decennial federal census. The legislature also reapportions congressional districts at the same interval pursuant to federal law; and

WHEREAS, the current practice of redistricting by the majority party stifles political participation and competition, discourages collaboration and compromise, ensures continued control by the party in power, and lacks the fairness necessary to our democratic process, by undermining the principle of one-person-one vote;

NOW, THEREFORE, BE IT RESOLVED that the Crawford County Board of Supervisors, in legal session assembled, does hereby approve that the following question be placed on the November 3, 2020 General Election ballot as an advisory referendum question:

Question: Should the Wisconsin legislature create a nonpartisan procedure for the preparation of legislative and congressional district plans and maps?

YES _____

NO _____

A YES vote indicates that you agree with creating a nonpartisan procedure for creating redistricting plans and maps.

A NO vote indicates that you disagree with creating a nonpartisan procedure for creating redistricting plans and maps.

BE IT FURTHER RESOLVED that the Corporation Counsel prepare a Notice of Referendum to be published by the Crawford County Clerk in accordance with statutory requirements; and

BE IT FURTHER RESOLVED that this resolution and the referendum be filed with the Crawford County Clerk no later than 70 days prior to the November 3, 2020 election at which the question will appear on the ballot.

BE IT FURTHER RESOLVED that the County Clerk is directed to send results of the referendum to the Governor of the State of Wisconsin, the Wisconsin Counties Association, the

Wisconsin Towns Association, the Wisconsin League of Municipalities, all members of the state legislature and to each Wisconsin County Board.

FINANCE COMMITTEE:

**Duane S. Rogers
Gerald Krachey
Geri Kozelka**

**Wayne Jerrett
Greg Russell**

Chairman Cornford stated we will now consider the Ordinance Amending, Repealing and Recreating Portions of Chapter 4 Crawford County Code of Ordinances – Vacation.

**Motion by Flansburgh, second by Kelley to waive the Clerk giving the first reading.
Motion carried unanimously.**

ORDINANCE NO. 223-2020

**ORDINANCE AMENDING, REPEALING AND RECREATING PORTIONS OF CHAPTER 4
CRAWFORD COUNTY CODE OF ORDINANCES**

The Crawford County Board of Supervisors do ordain as follows:

Section 1. That the Crawford County Code of Ordinances Number 4.24 of the Personnel Policy relating to vacations is amended, repealed and recreated as follows:

4.24 - VACATIONS .

- (1) Regular full-time employee shall be entitled to vacation with pay each year, and vacation entitlement shall be based upon continuous service accruing on the employee's anniversary date, after the first year of employment; provided, however, that no employee shall be entitled to use accumulated vacation time during his/her first 60 working days. Vacation leaves shall be computed as follows: (Am. Ord. #132-2007)
 - (a) Zero to one year: 6.25 hours per month for a 37.5-hour per week employee and 6.67 hours per month for a 40-hour per week employee;
 - (b) One year to anniversary date of 4 years: 75 hours per year for a 37.5-hour week employee and 80 hours per year for a 40-hour per week employee;
 - (c) Four years to anniversary date of 9 years: 113 hours per year for 37.5-hour per week employee and 120 hours per year for a 40-hour per week employee;
 - (d) Nine years and over: 151 hours per year for 37.5-hour per week employee and 160 hours per year for a 40-hour per week employee;
 - (e) After 20 years of service, employees shall be entitled to one additional day of vacation for each year above 20 years with the number of years capped at 25 years. (Cr. Ord. #149-2010)

- (2) Selection of vacation time shall be by seniority with department head approval. (Rep. & recr. Ord. #179-2013)
 - (a) All vacation selection or other vacation requests must be approved by the appropriate department head. Department heads may deny vacation selections or requests that are untimely, violate seniority, cause staffing problems or shortages, or on any other reasonable basis.
 - (b) Selection of vacation time shall be by seniority; however, employees must submit their vacation schedule by March 1 of each year. Employees who submit their vacation schedule after March 1 will be assigned vacation time on a first come, first served basis thereafter.
 - (c) Requests for vacation must be submitted at least 3 weeks in advance whenever feasible, and should be made in writing. In emergency situations, a request for vacation may be made orally and should be made as soon as possible after the need to take vacation becomes known.
 - (d) Whenever feasible, department heads will respond in writing to vacation requests within one week of receipt. In emergency situations, the department heads will respond as soon as possible and may give oral approval or denial, to be followed with written confirmation as soon as feasible.
 - (e) Employees are responsible for submitting vacation selections or requests on a timely basis. Employees should not finalize travel or other plans until they have received vacation approval. The County shall not be responsible for any costs incurred by an employee who does not submit his/her request for vacation sufficiently in advance.
 - (f) Department heads shall keep accurate written records tracking employees' vacation selection, vacation requests, and use of vacation.
- (3) When a holiday falls in a vacation week, employees shall receive an additional day of vacation.
- (4) All vacation days must be taken within 15 months of the year after the vacation is accrued. If employees have not used the vacation within the allotted time frame, employees will forfeit the vacation. There will be no vacation buy-back. Vacation time taken by an employee will be first subtracted from any unused accumulated vacation. All employees are strongly encouraged to use their allotted vacation. Accordingly, there shall be no vacation buy-back, except in extraordinary circumstances, and only at the discretion of the County Board. (Cr. Ord. #150-2010; Am. Ord. #183-2014)
- (5) Employees will be allowed to use vacation with pay in increments of not less than one-half hour upon receiving prior approval.
- (6) Regular part-time employees shall receive the above vacation benefits with pay on a prorated basis.
- (7) Employees shall not be eligible for the amount of weeks of vacation provided above until they have completed the required years of service on their anniversary date.

Section 2. Effective Date. This ordinance shall be effective from and after its passage and publication as required by law.

PERSONNEL:

Duane Rogers
Brad Steiner
Carl Orr

Gerald Krachey
Larry Kelley

Published this day of June, 2020.
Effective this day of June, 2020.

Cheri Leachman, Human Resources, explained that the purpose of the ordinance was to bring the Highway Department in line with how other departments are accumulating vacation time. Everyone will now have the same policy except for the Sheriff's union that follows the union contract.

Motion by Dull, second by Steiner to give the second reading by title only. The motion carried and the Clerk gave the second reading by title only.

Chairman Cornford asked for any questions or appearances. There being none, there was a **motion by Krachey, second by Hayes-Hall that the ordinance be ordered engrossed and given the third reading by title only. The motion carried and the Clerk gave the third reading by title only.**

Chairman Cornford stated the ordinance having been read three several times the question is, "Shall the ordinance pass?"

Motion by Dull, second by Stirling to adopt the ordinance. Motion carried unanimously upon call of the roll.

Chairman Cornford stated we will now consider the Ordinance Amending, Repealing and Recreating Portions of Chapter 4 Crawford County Code of Ordinances – Compensatory Time, On-Call Time and Overtime.

The Clerk gave the first reading.

ORDINANCE NO. 224-2020

**ORDINANCE AMENDING, REPEALING AND RECREATING PORTIONS OF CHAPTER 4
CRAWFORD COUNTY CODE OF ORDINANCES**

The Crawford County Board of Supervisors do ordain as follows:

Section 1. That the Crawford County Code of Ordinances Number 4.08 of the Personnel policy relating to compensatory time, on-call time and overtime is amended, repealed and recreated as follows:

4.08 - COMPENSATORY TIME, ON-CALL TIME, AND OVERTIME .

- (1) Overtime (time and a half) will be calculated on a work-week basis and shall be paid on all hours worked over the normal (37.5 or 40 hours) for that week. Only actual hours worked and travel for required training will be considered as time worked in computing overtime pay. Except in an emergency, any overtime hours must be approved in advance by the employee's supervisor or department head. Supervisors or department heads may approve overtime if they believe that the time cannot be flexed in the same week. Each department shall have the discretion to allow employees to take compensatory time in lieu of overtime.
- (2) Compensatory time, when available, shall be earned on the basis of 1½ hours for each hour of overtime worked. Only actual hours worked and travel for required training will be considered as time worked in computing compensatory time. Except in an emergency, any compensatory time must be approved in advance by the employee's supervisor or department head. Supervisors or department heads may approve compensatory time if they believe that the time cannot be flexed in the same week. Each employee will be limited to one week (37.5 or 40 hours) accumulated time for compensatory time purposes. Compensatory time may be taken at the employee's discretion, upon prior notice to and approval by their supervisor or department head.
- (3) Department heads and exempt salaried employees are not eligible for overtime. They are eligible to accumulate compensatory time in an amount equal to their normal scheduled (37.5 or 40 hours) work week. This time will accrue on an hour for hour basis.
- (4) Any employee that is required to report to work outside of his/her regular work schedule shall receive a minimum of two hours pay at the overtime rate up to the conclusion of the event. Extension of the normally scheduled workday due to an event will result in the employee being paid for actual time worked beginning at the end of the regular shift to the end of the event at the overtime rate. An event is defined as "anytime an employee is required to report to work outside of his/her regular work schedule".
- (5) All employees are expected to respond when called for overtime work during events where personnel are required for the safety of the public, or other times as determined to be necessary by department heads.

Section 2. Effective Date. This ordinance shall be effective from and after its passage and publication as required by law.

PERSONNEL COMMITTEE:

Brad Steiner
Gerald Krachey
Carl Orr

Duane Rogers
Larry Kelley

**Published this day of June, 2020.
Effective this day of June, 2020.**

Motion by Orr, second by Krachey to give the second reading by title only. The motion carried and the Clerk gave the second reading by title only.

Chairman Cornford asked for any questions or appearances. There being none, there was a **motion by Krachey, second by Hayes-Hall that the ordinance be ordered engrossed and given the third reading by title only. The motion carried and the Clerk gave the third reading by title only.**

Chairman Cornford stated the ordinance having been read three several times the questions is, "Shall the ordinance pass?"

Motion by Kelley, second by Kuhn to adopt the ordinance. Motion carried unanimously upon call of the roll.

Chairman Cornford stated we will now consider the Ordinance Amending, Repealing and Recreating Portions of Chapter 4 Crawford County Code of Ordinances – Hiring.

The Clerk gave the first reading.

ORDINANCE NO. 225-2020

**ORDINANCE AMENDING, REPEALING AND RECREATING PORTIONS OF CHAPTER 4 –
CRAWFORD COUNTY CODE OF ORDINANCES**

The Crawford County Board of Supervisors do ordain as follow:

Section 1. That the Crawford County Code of Ordinances Number 4.02 of the Personnel Policy relating to hiring is amended, repealed and recreated as follows:

4.02 - HIRING .

- (1) Screening and interviewing of potential applicants for all full and part time positions shall be the responsibility of the Human Resource Specialist, the Director or Supervisor, along with a member of the Governing County Committee – if they choose to participate – for the vacant position. The following process will be followed:

(a) The Director or Department Head must ensure funding is available. If the vacancy is a new position, or a change from a part time to a full time position the request for additional funding must be approved by the Finance Committee. The Human Resource Specialist will assist in this process. All starting wages shall be determined by the Personnel Committee in coordination with the Finance Committee.

(b) The Director or Department Head must ensure an accurate job description is presented to the Personnel Committee for their review and approval in order to proceed with the application process. The Human Resource Specialist will assist in this process.

(c) The Human Resource Specialist will ensure all vacant positions are advertised internally for at least five work days to allow sufficient time for any current qualified employee to apply. Unfilled positions will be advertised at a minimum in two County newspapers for a period of one week, the County's Facebook Page, The County's Web-site, listed with the Wisconsin Job Service, as well as any other suitable or previously used advertising sources. Results will be tracked to determine the most effective and cost-efficient advertising methods. All ads will advise interested individuals they must complete an application to be considered. All applications must be sent directly to the HR Specialist. Applications may be found on the County's Web Site, or obtained from the Human Resource Specialist. The Director or Department Head will determine if there is to be an end date for applications.

(d) The Human Resource Specialist will record all of the applicants, retain the EOC information sheet, and forward all of the applications to the Director or Department Head. Once it is determined the number of applications received is sufficient and reflect the County Demographics, qualified applicants will be contacted to schedule an interview.

(e) Interview questions will be determined by those identified in paragraph (1). All applicants selected for an interview will be asked the same questions. Applicants will be ranked using the essential job requirements as a baseline criteria. The Human Resource Specialist will contact the professional references provided by the applicants.

(f) The selection will be made by the Department Head or Director. They may make a tentative job offer to that individual pending the successful outcome of any required pre-employment physical, drug/alcohol testing, or criminal/abuse background check. The results of these will be retained as part of the employee medical or personnel record.

2. If the applicant accepts the position, they will be scheduled by the Human Resource Specialist for their onboarding. The Director or Department Head will attend the next Personnel Committee meeting to update them on the decision.

