

**CRAWFORD COUNTY BOARD OF SUPERVISORS**  
**June 27<sup>th</sup>, 2023**

The Crawford County Board of Supervisors met in regular session at the Crawford County Administration Building in Prairie du Chien, Wisconsin on June 27<sup>th</sup>, 2023.

The Board was called to order by Chairman Tom Cornford. Roll was called with all members present, except Gerry Krachey and Gari Lorenz who were excused by the chair.

The Chairman led the Board in the Pledge of Allegiance.

The meeting was verified as being properly posted.

**Motion by Munson, second by Jerrett to approve the minutes of the previous meeting. Motion carried unanimously.**

Chairman Cornford advised that he would like to appoint Ron Schneider to the Board of Adjustment as an alternate for a term of three years.

**Motion by Steiner, second by Heilman to approve the appointment of Ron Schneider as an alternate for a term of three years to the Board of Adjustment. Motion carried unanimously.**

Chairman Cornford has appointed Greg Russell as Chairman of the Jail Remodel/Construction ad hoc committee. Cornford also appointed Derek Flansburgh, Brad Steiner, Carl Orr, Gary Koch, Wade Dull and Jim Rider as committee members. There will be two more appointments from the Sheriff's Department.

**Motion by Gilberts, second by Heilman to approve the appointments as above to the Jail Remodel/Construction ad hoc committee. The motion carried unanimously.**

Molly Bohn, Field Representative from the office of Congressman Derrick Van Orden appeared before the county board. Congressman Van Orden was appointed to serve on three committees, Agriculture, Transportation and Infrastructure, and Veterans Affairs. Van Orden serves as the Chairman of the Veterans Affairs Committee Economic Opportunity.

Not long ago, the Congressman voted in favor of the Fiscal Responsibility Act, which was the largest deficit reduction bill in history. The bill cut over 2 trillion dollars in government spending while protecting seniors, veterans, farmers, and the most needed to be lifted out of poverty.

Congressman Van Orden recently introduced the Protect Military Dependents Act, TAP Promotion Act, and the National Warrior Call Day Resolution. His bills primarily support Armed Forces and National Security.

Bob Moses, PdC Tourism Council, gave the county board members an organizational overview and tourism update for Crawford County. The scope of the PdC Tourism Council's work is consistent with the Wisconsin Room Tax as set forth in the Wisconsin Stat. Sec. 66.0615.

The PdC Tourism Council meets monthly, the second Thursday at city hall. One duty of the council is to make recommendations regarding opportunities to promote the PdC Area as a tourism destination using room tax revenue. Moses described the marketing strategies for 2023.

The Prairie du Chien Travel Wisconsin Welcome Center is one of six "official" Wisconsin Welcome Centers specialized in assisting travelers and tourists seeking local, regional and statewide information. PdC Tourism Council goal is to see visitor spending in Crawford County increase to 50 million dollars by 2025.

**Motion by Munson, second by Kuhn to allow the Clerk to read the following resolution in title only. Motion carried with no negative votes cast.**

#### **RESOLUTION NO. 13-2023**

#### **RESOLUTION DESIGNATING OFFICIAL AUTHORIZED TO DECLARE OFFICIAL INTENT UNDER REIMBURSEMENT BOND REGULATIONS**

**WHEREAS**, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, not later than 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a tax-exempt borrowing;

**WHEREAS**, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing not later than 60 days from when the expenditure is made (the "Declaration of Official Intent");

**WHEREAS**, the Reimbursement Bond Regulations permit a state or local government to designate officials or employees to make Declarations of Official Intent on its behalf;

**WHEREAS**, the County Board of Supervisors (the "Governing Body") of Crawford County (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize the County Treasurer to make Declarations of Official Intent on its behalf when the

Issuer reasonably expects to reimburse itself from the proceeds of a tax-exempt borrowing for certain expenditures for a specific property, project or program which the County pays for from other funds prior to the receipt of the proceeds of the borrowing; and

**WHEREAS**, the Governing Body hereby finds and determines that designating the County Treasurer with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The County Treasurer is hereby authorized and designated to make Declarations of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The County Treasurer is hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this 27th day of June 2023.

**Tom Cornford, County Board Chairman**

ATTEST:

Roberta A. Fisher  
Crawford County Clerk

**Motion by Koch, second by Orr to adopt the Resolution Designating Official Authorized to Declare Official Intent Under Reimbursement Bond Regulations. The motion carried with no negative votes cast.**

Chairman Cornford stated we will now consider the Ordinance Amending, Repealing and Recreating Section 4.15 of the Crawford County Ordinances Relating to Paid Funeral Leave for Full Time and Regular Part Time Employees.

**ORDINANCE NO. 248-2023**

**AN ORDINANCE AMENDING, REPEALING AND RECREATING SECTION 4.15 OF THE CRAWFORD COUNTY ORDINANCES RELATING TO PAID FUNERAL LEAVE FOR FULL TIME AND REGULAR PART TIME EMPLOYEES**

The Crawford County Board of Supervisors do ordain as follows:

**Section I:** That Crawford County Ordinance Section 4.15 is hereby repealed and recreated to read as follows:

“4.15 FUNERAL LEAVE.

(1) Up to 3 work days of Paid Funeral Leave shall be granted to Full-Time and Regular Part-Time employees upon the death of that employee's parent (including step-parent), spouse, domestic partner, child (including step-child), grandchild (including step-grandchild), grandparent (including step-grandparent and spouse’s grandparent), father-in-law or mother-in-law, brother or sister (including step-brother or step-sister), brother-in-law or sister-in-law, or son-in-law or daughter-in-law. A Full-Time employee work day will be consistent with each employee’s schedule and a Regular Part-Time employee’s work day will be considered a 4 hour period.

(2) One day of Paid Funeral Leave shall be granted to Full-Time and Regular Part-Time employees upon the death of that employee's foster-parent or foster-child, uncle or aunt (including the spouse of an uncle or aunt), the uncle or aunt of a spouse (including spouse of the spouse's uncle or aunt), niece or nephew (or spouse of a niece or nephew), or first cousin (or spouse of a first cousin). A Full-Time employee work day will be consistent with each employee’s schedule and a Regular Part-Time employee’s work day will be considered a 4 hour period.

(3) Except where staffing shortages would compromise safety or the efficient operation of County services, all employees shall be granted up to 4 hours of funeral leave to attend the funeral or memorial service of a fellow worker within the employee's department. This leave must be used to attend the funeral or memorial service and may be extended to one day if the funeral or memorial service is held outside of reasonable traveling distance.

(4) Any non-temporary, Full-Time employee shall be granted up to one-half day of paid leave when requested to be a pallbearer or to participate in a military funeral. This time shall not be in addition to any other funeral leave permitted under this section.

(5) Funeral leave taken pursuant to subsections (1) or (2) may [be] extended by using sick leave or vacation leave. All extensions under this subsection should be submitted in writing in advance and must be approved in advance by the department head.

(6) Funeral leave taken pursuant to subsections (1) or (2) must be taken on consecutive days within 5 days of the death, funeral, or memorial service for the deceased, and must include the date of the funeral or memorial service if it falls during the work week.

(7) Employees requesting leave under this [§4.15](#) shall provide verification of the date of death and/or funeral or memorial service upon request by a department head.”

**PERSONNEL COMMITTEE:**

**Brad Steiner, Chairman**      **Gerald Krachey**  
**Wayne Jerrett**                **Carl Orr**  
**Mark Gilberts**

Passed and approved this 27<sup>th</sup> day of June, 2023.

**Tom Cornford**  
County Board Chairman

ATTEST:  
**Roberta A. Fisher**  
County Clerk

**Motion by Steiner, second by Gilberts to adopt the Ordinance Amending, Repealing and Recreating Section 4.15 of the Crawford County Ordinances Relating to Paid Funeral Leave for Full Time and Regular Part Time Employees. The motion carried with no negative votes cast.**

Chairman Cornford stated we will now consider the Ordinance Amending, Repealing and Recreating Sections 4.03 & 4.24 of the Crawford County Ordinances Relating to Paid Holidays & Paid Vacation for new Employees.

**Motion by Munson, second by Kozelka to allow the Clerk to read the following ordinance in title only. Motion carried unanimously.**

**ORDINANCE NO. 249-2023**

**AN ORDINANCE AMENDING, REPEALING AND RECREATING SECTIONS 4.03 & 4.24 OF THE CRAWFORD COUNTY ORDINANCES RELATING TO PAID HOLIDAYS & PAID VACATION FOR NEW EMPLOYEES**

The Crawford County Board of Supervisors do ordain as follows:

**Section I:** That Crawford County Ordinance Section 4.03 is hereby repealed and recreated to read as follows:

“4.03 - INTRODUCTORY PERIOD AND BENEFITS.

(1) Starting salaries/wages shall be determined by the Personnel Committee in consultation with the Department Head. The Governing Committee may defer to the Department Head to

establish a temporary wage during an Introductory Period (not to exceed the starting wage). An Introductory Period for any employee shall not exceed twelve months. A Department Head may consider previous education and credible work experience to determine if such a period is necessary. If no Introductory Period is necessary, the employee's starting wage will be at the budgeted amount. Upon completion of any required Introductory Period - based on a Performance Evaluation AND the recommendation of the Department Head, the employee shall be classified as regular (either full or part time) and shall be entitled to applicable salary increases and benefits.

(2) All employees, including, but not limited to, introductory employees, may be disciplined or discharged at any time, either during their introductory period or afterward, for any reason consistent with these policies and applicable law, and shall have no property right to continued employment.

(3) Notwithstanding any other provision herein, probationary/introductory employees shall become eligible for group health insurance and sick leave on the first day of the month which begins following the completion of 30 calendar days of employment provided, however, that part-time employees, temporary employees, or employees hired for special projects requiring less than 1,200 hours of work in the calendar year shall not be eligible or receive any fringe benefits, unless otherwise required by a collective bargaining agreement or applicable law.

(4) For purposes of life insurance coverage, new employees are covered on the first of the month following their hire date.

(5) All employees are entitled to paid holidays.”

**Section II:** That Crawford County Ordinance Section 4.24 is hereby repealed and recreated to read as follows:

“4.24 - VACATIONS.

(1) Regular full-time employees shall be entitled to vacation with pay each year, and vacation entitlement shall accrue from the time of hire and be based upon continuous service according to the employee's anniversary date of employment. Vacation leaves shall be computed as follows:

- (a) Zero to one year: 37.5-hour per week employees shall receive 6.25 hours for each of the first three months of employment and the balance of 56.25 hours thereafter (totaling 2 weeks) and 40-hour per week employees shall receive 6.67 hours for each of the first three months of employment and the balance of 60 hours thereafter (totaling 2 weeks).
- (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.
- (2) Selection of vacation time shall be by seniority with department head approval.
- (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 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.

(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 III:** This Ordinance shall become effective from and after its passage and publication as required by law.

**PERSONNEL COMMITTEE:**

<b>Brad Steiner, Chairman</b>	<b>Gerald Krachey</b>
<b>Wayne Jerrett</b>	<b>Carl Orr</b>
<b>Mark Gilberts</b>	

Passed and approved this 27<sup>th</sup> day of June, 2023.

**Tom Cornford**  
County Board Chairman

ATTEST:  
**Roberta A. Fisher**  
County Clerk

**Motion by Orr, second by Harrison to adopt the Ordinance Amending, Repealing, and Recreating Sections 4.03 and 4.24 of the Crawford County Ordinances Relating to Paid Holidays & Paid Vacation for New Employees. The motion carried with no negative votes cast.**

Greg Russell brought the county board up to date regarding the progress of the jail remodel/construction project. The jail remodel/construction ad hoc committee will meet intermittently during the process and update the county board as often as necessary.

Jim Hackett, Emergency Management, addressed the board in regards to the County Line Country Festival. The concerts will be taking place August 3-5, 2023 in Bridgeport Township. Hackett announced that an Emergency Safety Plan was updated from last year, which covers the lines of authority, emergency functions, and emergency response actions. The county board members were able to review the plan prior to today's meeting.



**Motion by Orr, second by Russell to approve the 2023 County Line Country Festival Emergency Safety Plan. The motion carried unanimously.**

Laura Buland, Boardable, appeared before the county board via zoom. Laura gave the county board members a very brief demonstration on the Board Management Software. Currently, all board members are utilizing county owned iPads for their email correspondence. Included on their iPads was a Boardable app. This software application will be used to create agendas for full county board meetings, Personnel, Public Property, and Finance committee meetings. The software will reduce the cost of printing and mailing committee meeting and county board notices and packets.

**There being no further business to come before the Board, there was a motion by Gilberts, second by Kuhn to adjourn. Motion carried unanimously and the meeting was adjourned.**

STATE OF WISCONSIN  
(ss)  
COUNTY OF CRAWFORD

I, Roberta A. Fisher, Clerk of County of Crawford, State of Wisconsin, do hereby certify that the foregoing is a true and correct copy of the Journal of Proceedings of the Crawford County Board of Supervisors at the Regular Session on June 27<sup>th</sup>, 2023.

**Roberta A. Fisher, Crawford County Clerk**