

**PIERCE COUNTY BOARD OF SUPERVISORS**

Tuesday, March 28, 2017 – 7:00 p.m.

Courthouse – County Board Room

414 W. Main St., Ellsworth, WI 54011

1.	Call to order
2.	Call of the roll by the Clerk 2a. Establish Quorum 2b. Adopt Agenda
3.	Pledge of Allegiance to the flag.
4.	Public Comment: County Board will receive public comments on any issue not related to agenda items, discussion by board members may take place but no action will be taken on any item raised.
5.	<b>Resolutions for consideration:</b> <b>First reading:</b> 5a) Resolution No. 16-31 Authorization to Apply for Snowmobile Trail Program State Aid 5b) Resolution No. 16-32 Amend Personnel Policy to Make Changes to Paid Time of (PTO), Paid Holidays & other Miscellaneous Items 5c) Resolution No. 16-33 Authorization to Use Jail Assessment Fund to Complete Unfinished Space at the New Pierce County Jail/Sheriff's Dept. as a Day Reporting Center ** 5d) Resolution No. 16-34 Authorizing Sale of County-Owned Property in Town of Oak Grove
6.	<b>Resolutions for consideration:</b> <b>Second reading:</b> 6a) Resolution No. 16-30 Amend Fees for Issuing Permits and Making Inspections and Investigations of Certain Types of Establishments
7.	<b>Ordinances for consideration:</b> <b>First reading:</b> 7a) Ordinance No. 16-06 Map Amendment (Rezone) for 5.5 Acres from Rural Residential 20 (RR-20) to General Rural Flexible (GRF) on Property Located in Gov. Lot 3 being part of the SW ¼ of the SE ¼ & the SE ¼ of the SE ¼ of Sec. 33, T25N, R18W in the Town of Trenton
8.	<b>Ordinances for consideration:</b> <b>Second reading:</b> 8a) None
9.	<b>Appointments:</b> 9a) <b>Solid Waste Management Board:</b> Cecil Bjork (citizen member), Bill Parks (citizen member), & LeRoy Peterson (County Board) for the term of 04/2017 to 04/2020. County Board confirmation required. 9b) <b>Economic Development:</b> Mel Pittman to complete term of Paul Fetzer 03/2017 to 04/2018.
10.	Future agenda items:
11.	Next meeting: April 18, 2017; 9 a.m.; County Board Room, Courthouse-DAY MEETING
12.	Adjourn
Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-6744. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-6851.	

jrf 03/17/2017

**\*\*Adoption Requested on First Reading.**

**5a.**

**Resolution for First Reading:**

**Resolution No. 16-31**

**Authorization to Apply for  
Snowmobile Trail Program State  
Aid**

**Pierce County Finance and Personnel Committee**  
**Meeting Date: March 6, 2017**

**Agenda Item:** Discuss/take action to approve resolution authorizing Pierce County to apply for snowmobile trail program state aid

**Requesting Agency:** Parks Department and the Pierce County Snowmobile Council

**Background:**

- 1) Pierce County is eligible to participate in the WI DNR Snowmobile Trail Grant Program.
- 2) Pierce County has participated in this program since the 1980's.
- 3) We currently have Resolution 86-3 authorizing participation in the program. **Attachment A**
- 4) The WI DNR has informed us that a more current resolution is required to satisfy the grant program requirements.
- 5) The WI DNR has also informed us that we should have an additional designee authorized to direct and complete projects.
- 6) The proposed new resolution satisfies the two matters that were requested by the WI DNR.
- 7) On February 16, 2017, the Parks Committee approved the resolution and requested that it be forwarded to the Finance and Personnel Committee and to the County Board for approval.

**Staff Recommendation:** Approve the proposed resolution and forward the County Board for their review and approval.

**Recommended Motion:** Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve the resolution authorizing Pierce County to apply for snowmobile trail program state aid and forward to the County Board for approval.

Received 2/22/17

RESOLUTION NO. 86 - 3

Application for Snowmobile Trail Program Aids

TO THE HONORABLE BOARD OF SUPERVISORS  
FOR PIERCE COUNTY, WISCONSIN

LADIES AND GENTLEMEN:

WHEREAS: Pierce County is interested in maintaining, insuring and developing lands for public snowmobile trail use; and

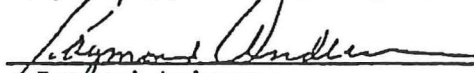
WHEREAS, said public snowmobile trails are eligible for funds under Section 23.09 (26), Stats.;


THEREFORE, BE IT RESOLVED, that Pierce County apply for funds under Section 23.09 (26), Stats., for such eligible maintenance, insurance and/or development costs and hereby authorizes Scott Schoepp, Pierce County Parks Superintendent, to act on behalf of Pierce County to:

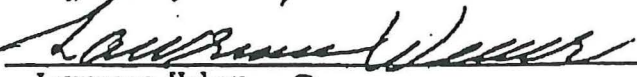
Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; sign documents; and take necessary action to undertake, direct and complete the approved project.

Dated this 16th day of April, 1986

Respectfully submitted by the Parks Committee

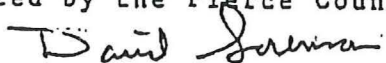
  
Raymond Anderson

  
Roy Ridley

  
Lawrence Weber

  
Howard Murphy

I, David Sorenson, County Clerk for Pierce County do hereby certify that the foregoing Resolution was adopted by the Pierce County Board of Supervisors on April 16th, 1986.

  
David Sorenson, Pierce County Clerk



**RESOLUTION NO. 16-31**  
**AUTHORIZATION TO APPLY FOR SNOWMOBILE TRAIL PROGRAM STATE AID**

**WHEREAS**, Pierce County is interested in providing, maintaining, and developing public snowmobile trails throughout the county; and

**WHEREAS**, funding assistance is available through the Wisconsin DNR to provide public snowmobile trails; and

**WHEREAS**, Pierce County desires to receive snowmobile aids for their snowmobile trails as provided for in § 23.09(26)(b) Wis. Stats.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors authorizes Pierce County to apply for funds under §23.09(26)(b) Wis. Stats., for such eligible maintenance, major bridge rehabilitation, route signing, trail rehabilitation, and/or development of new trails and hereby authorizes Scott Schoepp, County Parks Superintendent, and Travis Campbell, Assistant County Parks Superintendent, to act on behalf of Pierce County to: submit applications to the State of Wisconsin, Department of Natural Resources for any financial aid that may be available, sign documents; and take the necessary action to undertake, direct and complete the approved project.

Dated this 28th day of March, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

BDL

Adopted: \_\_\_\_\_

# **5b.**

## **Resolution for First Reading:**

**Resolution No. 16-32 Amend  
Personnel Policy to Make  
Changes to Paid Time of (PTO),  
Paid Holidays & other  
Miscellaneous Items**

**Pierce County Finance and Personnel Committee**  
**Meeting Date: March 6, 2016**

**Agenda Item:**

Discuss/Take action to approve Resolution amending Personnel Policy to make changes to paid time off, paid holidays and other miscellaneous items

**Requesting Agency:**

Administration

**Requested Action:**

Approve resolution to amend Personnel Policy

**Background:**

The following changes to the Pierce County Personnel Policy are being proposed to provide consistency and clarity in the Sheriff Department in regards to certain non-represented employees:

- Clarifying the hiring board for certain positions,
- Clarifying benefits for employees working 12 hour shifts,
- Providing all Sheriff employees must provide at least 2 hour notice to use sick leave, consistent with the LAW agreement,
- Clarifying civilian dispatch and non-represented certified corrections officers will continue to have the same paid holiday benefit as the represented corrections officers,
- Allowing for the same uniform benefit for non-represented Sheriff Department staff as in the past, and
- Requiring Sheriff Department employees report to work regardless of weather conditions:

In addition to the changes mentioned above, the following minor changes are also proposed:

- Updating and clarifying the section on temporary employee wages
- Deleting the outdated section on longevity
- Clarifying employees will receive pay deductions for overdrawing vacation balances

**Staff Recommendation:**

Approve resolution to amend Personnel Policy

**Recommended Motion:**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Resolution amending the Personnel Policy to make changes to paid time off, paid holidays and other miscellaneous items, and to forward to the County Board



**RESOLUTION NO. 16-32**  
**AMEND PERSONNEL POLICY TO MAKE CHANGES TO**  
**PAID TIME OFF (PTO), PAID HOLIDAYS AND OTHER MISCELLANEOUS ITEMS**

**WHEREAS**, §4-21 of the Pierce County Code addresses amendments to the Pierce County Personnel Policy as follows:

“The Pierce County Personnel Code shall be maintained under the guidance, direction and policymaking supervision of the Finance and Personnel Committee, which shall have the authority to amend the code from time to time, to conform its provisions with current personnel policies as devised by the Board and Finance and Personnel Committee, collective bargaining agreements and other contracts. Amendment to the Pierce County Code shall require approval of the Board.”; and

**WHEREAS**, the Personnel Policy further states in Article III Section B that the County Board shall authorize by resolution any amendments to the Personnel Policy; and

**WHEREAS**, the purpose of a code of personnel policies and procedures, as set forth in Article I, Section A of the Personnel Policy, is to create a guide for the effective administration of both supervisory and non-supervisory staff, with the goal of advancing understanding between the County and its employees; and

**WHEREAS**, changes are being made to certain employee benefits, specifically paid time off (PTO), paid holidays and other miscellaneous clarifications and adjustments to bring consistency and uniformity to the policy; and

**WHEREAS**, the Finance and Personnel Committee, at its meeting on March 6, 2017, reviewed the proposed policy revisions and recommended that the County Board amend the Personnel Policy as set forth in the attached Exhibit A.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby amends the Pierce County Personnel Policy as recommended by the Finance and Personnel Committee, set forth in the attached Exhibit A

Dated this 28<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

*BDL*

Adopted: \_\_\_\_\_



## EXHIBIT A

### **Article V. - Recruitment, Selection and Appointment, § B – Position Vacancy**

#### **B. Position Vacancy**

1. Refill procedure. The department head shall recommend and the administrative coordinator may authorize the refill of any position when a vacancy occurs if the position is part of the approved staffing plan. If the department head and/or the administrative coordinator determine that it is in the interest of the county not to refill the position, to amend the staffing plan, or to revise the position description, such recommendation shall go to the standing committee, the Finance and Personnel committee, and if necessary, the County Board for approval. Questions over refill of a position may be referred to the Finance and Personnel Committee.
2. Temporary employees.
  - a. Fill-in. The Department Head shall recommend and the Administrative Coordinator approve the hiring of temporary employees to fill vacancies in an approved staffing plan if the need requires less than 500 hours. The administrative coordinator may approve additional funds for the temporary employee if the projected cost exceeds the line item budget for the department.
  - b. Supplemental. Temporary employees hired to supplement the regular workforce are hired to work 500 hours or less. Provisions for temporary employees shall be made in staffing plans and annual budgets. The Department Head has the authority to hire temporary employees but must notify the Human Resources office prior to hiring.
  - c. Temporary employee wages. ~~For 2015, temporary employees shall be paid according to the currently approved wage schedules set by the Finance and Personnel Committee and approved by the County Board.~~ Effective January 1, 2016, the wage rates for temporary employees are set forth below.
    - 1) Parks, Fair, and Fairgrounds.
      - a) Temporary employees for the Parks, Fair, Fairgrounds and any other temporary employees not filling the full responsibilities of a position and not otherwise addressed in this section shall be paid as follows:

	2016 Scale
Step 1	\$10.50
Step 2	\$11.45
Step 3	\$12.40
Step 4	\$13.35

- b) The scale will increase the same percentage that the county raises the Grade and Step plan for other general county employees, if any increase is granted.
  - c) To move to the next step, an employee must return the following year and must have worked at least 400 cumulative hours in the previous year(s).
  - d) Temporary Fair department employees who work only at the fair will move to the next step after five (5) continuous years of service at the previous step.
- 2) Highway department. Temporary Highway department employees shall be compensated at Grade D, Step 1.
  - 3) Public Health department. The temporary nutritionist employee shall be compensated at Grade J, Step 1 (subject to refill after April 21, 2015).
  - 4) Sheriff's department.
    - a) Certified. Temporary law enforcement certified officers without field training shall be compensated at Grade F, Step 2. Temporary law enforcement certified officers with field training shall be compensated at Grade F, Step 6.
    - b) Non-Certified. Temporary non-law enforcement certified officers without field training or jail certification shall be compensated according to the temporary employee wage scale for the Parks, Fair and Fairgrounds employees set forth in (1)(a) above. Temporary non-law enforcement certified officers with field training and jail certification shall be compensated at Grade F, Step 2.

5) Other departments.

- a) Temporary employees hired for a position currently on the Grade and Step plan with the full requirements for that position will be compensated at Step 1 of the Grade where that position falls.
- b) Temporary employees hired for a position that is not on the Grade and Step plan shall be paid according to the temporary employee wage scale for the Parks, Fair and Fairgrounds employees set forth in (1)(a) above.

## Article V. – Recruitment, Selection and Appointment, § G - Interviews

### G. Interviews

The interviews will be conducted by a Hiring Board consisting of:

Non Department Head Management / Professional	<ol style="list-style-type: none"><li>1. Human Resources Manager</li><li>2. Administrative Coordinator or designee</li><li>3. Department Head</li><li>4. One other Department staff person</li></ol>
Clerical / Labor/ <u>Dispatch</u>	<ol style="list-style-type: none"><li>1. Human Resources Manager</li><li>2. Department Head</li><li>3. Department Head designee (up to 2)</li></ol>
Law Enforcement (Lieutenant and Chief Deputy)	<ol style="list-style-type: none"><li>1. Department Head</li><li>2. Department Head designee</li><li>3. Human Resources Manager</li><li>4. Chair of the Finance and Personnel Committee or that person's designee from the Finance and Personnel Committee</li><li>5. Up to two professional law enforcement agency personnel who are not employed by Pierce County but who will be voting members in the selection process</li></ol>
Law Enforcement (non-Lieutenant, non- Chief Deputy <u>and jailers</u> )	<ol style="list-style-type: none"><li>1. Human Resources Manager</li><li>2. Department Head</li><li>3. Department Head designee</li><li>4. Up to two professional law enforcement agency personnel who are not employed by Pierce County but who will be voting members in the selection process</li></ol>

The department head and Human Resources Manager will develop a core set of interview questions, which are related specifically to the position, in question. The Hiring Board will review the questions so prepared prior to the interviews. All candidates will be requested to answer the same set of questions and will be evaluated upon their responses to these questions. Follow-up questions are permitted for clarification as long as they are job related and will illicit relevant information to the position in question. So far as possible, the Hiring Board shall avoid questions which can be answered "yes" or "no". In addition, all questions shall comply with the Americans with Disability Act criteria and interview questions shall be formulated so as to avoid any potential interpretation of discriminatory intent. At the time of the interview each applicant shall be advised that if offered a position a pre-employment medical screening may be required and the results provided to the Human Resources Office prior to start date; however the Hiring Board shall not inform applicants that prior to an initial determination to hire they may or shall be required to submit to a physical examination.



Evaluation forms, to be made available by the Human Resources Office will be completed by each member of the Hiring Board for each candidate interviewed. A copy of the evaluation questions and the evaluation rating forms shall be filed in the Personnel Department. When two or more final applicants are determined to be equally qualified, the Hiring Board shall make the final decision with special consideration given to:

1. Laid-off employees eligible for reinstatement;
2. Employment opportunities for underutilized groups as identified in the County's Affirmative Action Plan;
3. Veteran and their widows as defined in Section 45.35(5), Wisconsin Statutes; and
4. Members of protected groups as defined by State and Federal Statutes and Regulations.

It shall be the responsibility of the Hiring Board to continue meeting until such time as it has decided upon a candidate to whom to offer the position. The majority will of the Hiring Board will prevail. The Administrative Coordinator, in consultation with the Department Head and Human Resources Manager, may determine the new employee's minimum step on the pay plan, however, cannot offer a starting salary above step 6. Any dispute on the minimum step to be offered shall be resolved by the Finance and Personnel Committee. In the alternative, should the committee become deadlocked and should no agreement on, at a minimum, a majority basis of the board, be capable of being arrived at, then the board shall declare itself to be deadlocked and conclude that the slate of candidates was unacceptable for the position in question. In the latter event, the board shall request applications be re-screened or, if no candidates are eligible, or it is not within 180 days of the last advertisement, the Human Resources Department shall re-advertise for applicants for the position and the process shall begin again.

It is the responsibility of the Human Resources Manager to verify references and past employment information so as to allow this information to be considered in the final decision making process on the individual to be hired. With the assistance of the Corporation Counsel, the Human Resources Department shall develop reference questions whose purpose shall be to solicit information on job performance and ability, attitude toward job, co-workers, supervisors, etc., as well as inquiring about attendance and punctuality. In the event that such an inquiry reveals areas of concern, questions may be developed, with respect to an individual candidate, which will solicit the candidate's response. These would be in addition to the core questions asked of all candidates.

### For Department Administrators

The Hiring Board shall be comprised of:

Department Administrators	<ol style="list-style-type: none"><li>1. Human Resources Manager</li><li>2. Administrative Coordinator</li><li>3. Standing Committee Chair</li><li>4. Another Standing Committee or Finance and Personnel Committee member as determined by the Human Resources Manager</li><li>5. Outside consultant at discretion of Administrative Coordinator and Human Resources Manager</li></ol>
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The Hiring Board will develop a core set of questions to be asked of each candidate interviewed. The procedures for evaluating candidates for department administrative positions shall be the same as those set forth above. Hiring decisions shall be made with respect to the pool of candidates interviewed. The final choice of a candidate shall be a joint decision between the members of the Hiring Board, and at a minimum, the majority voting in favor of a given candidate.

The Hiring Board shall continue to meet until it decides upon a candidate to whom to offer the position. If, on the other hand, the board is deadlocked, or a candidate cannot be selected, the board shall request applications be re-screened, or if no candidates are eligible, the Human Resources Department shall re-advertise for applicants for the position and the process shall begin again. The Hiring Board shall recommend a candidate and a starting salary to the Finance and Personnel Committee. Upon the approval of the candidate and salary by the Finance and Personnel Committee, the Human Resources Manager shall communicate the offer of employment subject to approval of the appointment by the full body of the County Board of Supervisors pursuant to § 13-1 of the Pierce County Code.

### Interview Expenses

Applicants bear all expenses for the initial interview, except for candidates for department administrator positions. The Executive Committee, at its option, may grant up to \$500 to such candidates for traveling in excess of 250 miles to interview.

### Confidentiality of Process and Materials

The Finance and Personnel Committee, the Human Resources Department, each department head and each other committee member participating in the selection process shall exercise every precaution to insure the highest degree of confidentiality in the selection and appointment process. To this effect, it shall be incumbent upon each such person to maintain strict confidentiality with respect to his/her review of application materials, interview materials, and the deliberation of the Hiring Board. All interview materials are to be returned to the

Human Resources Department to be retained for a period of one year. All requests for information pertaining to the selection and appointment process, received by any of the above named person, shall be directed to the Human Resources Department which, upon consultation with the Corporation Counsel, shall determine whether or not the requested information is subject to release.

It shall be the standard policy of the County, subject to legal advice on a case-by-case basis to maintain confidentially with respect to all applications for employment. This general policy shall be subject to the exception with respect to final candidates for appointment to local public offices, as set forth at Sec. 19.36 (7), Wisconsin Statutes.



## **Article IX. – Employee Benefits, § A – Eligibility**

For additional information about employee benefits, please contact either your Department Head or Human Resources Office. All references to eight (8) hour employees in this Article include employees with regular work shifts greater than eight (8) hours.

### **A. Eligibility**

Regular Full-time Employees – Individuals appointed to full-time regular positions shall be eligible for employee benefits in this section.

Regular Part-time Employees – Individuals appointed to regular positions normally scheduled to work less than full-time shall be eligible for fringe benefits unless otherwise stated on a prorated basis but must work at least twenty-eight (28) hours per two-week pay period. The proration shall be based on the FTE assigned to the position, and adjusted as appropriate on at least a semi-annual basis dependent on hours worked as compared to full-time employees.

Limited Term Employees – Applicants appointed to limited term positions shall not receive employee benefits or accrue seniority. Limited term employees may not appeal termination of employment, nor may they utilize job promotional procedures contained in the labor agreement, but may apply for vacancies upon the exhaustion of the job posting process by permanent employees.

Project Status – Employee benefits for individuals appointed to non- regular positions shall be determined by the terms of the project.

Temporary Employees – Under five hundred (500) hours are not eligible for “usual” County benefits except for the FICA/Medicare deductions.

All employees – are covered by the County’s Workers Compensation and liability insurance.



**Article IX. – Employee Benefits, § B1 – Vacations – Employees Represented as of December 31, 2011**

**B1. Vacations-Employees Represented as of December 31, 2011.**

**(Note: An appropriate transition plan will be developed to accommodate any change to this schedule, as applicable.)**

The vacation benefit applies unless otherwise stated to all fulltime employees, as well as regular part-time employees regularly scheduled to work a minimum of twenty-eight (28) hours per two-week pay period, who are not subject to the County's PTO policy or to any collective bargaining agreement.

1. Vacation shall be accrued each pay period starting with the employee's first day of employment and shall increase on the employee's anniversary based on years of service.

Full-time employees shall accrue vacation in accordance with the following table:

<b>8-HOUR EMPLOYEES</b>		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 1-8	12 days (96 hours)	3.69 hours
Years 9-15	15 days (120 hours)	4.62 hours
Year 16 & after*	20 days (160 hours)	6.15 hours

<b>7-HOUR EMPLOYEES</b>		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 1-8	12 days (84 hours)	3.23 hours
Years 9-15	15 days (105 hours)	4.04 hours
Year 16 & after*	20 days (140 hours)	5.38 hours

[Note: 1-8 means from the beginning of employment to the end of the 8<sup>th</sup> year; 9-15 means from the beginning of the 9<sup>th</sup> year to the end of the 15<sup>th</sup> year; etc.]

Part-time employees shall accrue vacation hours in accordance with the above schedules, on a pro-rated basis, based on all hours paid up to 80 hours in a two-week pay period.

\*Employees who are members of the Community Health bargaining unit as of the expiration of the 2011-12 collective bargaining agreement and who have reached their 24<sup>th</sup> anniversary date prior to the expiration of the collective bargaining agreement shall continue to accrue vacation as follows:

<b>8-HOUR EMPLOYEES</b>		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 16-25	20 days (160 hours)	6.15 hours
Years 26 & after	25 days (200 hours)	7.69 hours

<b>7-HOUR EMPLOYEES</b>		
Years of Service	Vacation Accrued Per Year	Vacation Accrued Per Pay Period
Years 16-25	20 days (140 hours)	5.38 hours
Years 26 & after	25 days (175 hours)	6.73 hours

2. No credits for vacation are granted for time worked in excess of the usual workweek. Sick leave cannot be claimed for an illness occurring during an employee's vacation time. Vacations may not be used to supplement Worker's Compensation Benefits.

Employees will receive pay deductions for overdrawing vacation accounts and be subject to disciplinary action.

3. Maximum Accruals. The maximum number of accrued hours in an employee's vacation bank at any one time shall be 160 hours for 8-hour employees and 140 hours for 7-hour employees. An 8-hour employee who has accumulated 160 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 160 hours. A 7-hour employee who has accumulated 140 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 140 hours. A part-time employee who accumulates 100 hours of vacation shall not accrue any additional vacation hours until the accumulated balance credited to the employee falls below 100 hours.

4. Scheduling: Use of vacation time is to be scheduled with the department head or supervisor as far in advance as possible pursuant to department guidelines as may be applicable. Requests to use time shall be in writing. The County reserves the right to determine the number of personnel to be on vacation at any one time. Department heads and supervisors may deny the use of vacation if it cannot be accommodated in the workload of the department, or if other employees are already scheduled to be off. Generally, vacation leave requests shall be granted on a first come, first served basis.

Vacations may be taken in one-half hour increments. Vacation may not be used in the pay period in which it is accrued.

5. Upon voluntary termination of an employee in good standing, the employee will be paid for all accrued vacation including that vacation time earned during the year in which the termination takes place.



**Article IX. – Employee Benefits, § B2 – Sick Leave – Employees Represented as of December 31, 2011**

**B2. Sick Leave-Employees Represented as of December 31, 2011.**

Unless provided otherwise by a collective bargaining agreement, sick leave shall be provided to all employee groups represented by a union as of December 31, 2011.

The policy will apply to the Community Health bargaining unit upon expiration of the 2011-12 collective bargaining agreement.

1. Use of Sick Leave.

- a. Sick leave may be used for reasonable medical and dental care that cannot be scheduled during non-working hours. Sick leave may be used in the case of illness of the employee's spouse or children, providing the employee can substantiate the need to the satisfaction of the County. Sick leave may be used in one-half (1/2) hour increments.
- b. Employees unable to report to work due to illness or injury should contact the appropriate supervisor as soon as reasonably practical and no later than one-half (1/2) hour before the start of assigned work hours.

All Sheriff's Department employees shall provide at least two (2) hours notice prior to the start of the assigned work hours.

- c. Proof of illness may be required to receive payment for any scheduled work day which was missed because of illness or injury. A statement from the employee's attending physician or dentist, giving the nature of the illness, that it had incapacitated the employee, and that the condition has improved sufficiently to permit the employee to return to work shall be presented upon request as proof of illness.
- d. The use of sick leave for reasons other than personal illness or injury or of the employee's spouse or child (or as permitted otherwise under County policy) may result in discipline, up to and including termination. Sick leave will not be allowed when an injury is due to or incurred while in the employ of others.
- e. Employees on sick leave shall be paid for the hours they were scheduled to work that day. When an insufficient sick leave balance remains to cover the absence of the employee, the remainder is charged to accumulated vacation until such time as an unpaid leave is approved.



- f. Represented employees in the Courthouse and Highway units may utilize the sick leave bank as set forth below.
- g. Sick leave may not be used in the pay period in which it is accrued.
- h. Sick leave may not be used to supplement Worker's Compensation benefits.

2. Accrual of Sick Leave.

- a. Full-time employees shall accrue sick leave at the rate of seven (7) hours per month for 35-hour per week employees and eight (8) hours per month for 40-hour per week employees.
- b. Part-time employees shall accrue sick leave on a pro-rated basis, based on the FTE assigned to the position. Sick leave does not accrue for hours worked in excess of the usual work week.
- c. Unused sick leave may accumulate, up to a maximum of ninety (90) days (or 630 hours for 7-hour employees, 720 hours for 8-hour employees).
- d. A sick leave benefit shall apply for all part-time employees regularly scheduled to work a minimum of 28 hours in a two-week pay period.

3. Sick Leave Payout.

- a. Unused sick leave is forfeited upon termination of employment with the following exceptions:

Full-time employees who terminate in good standing are eligible for payout of accumulated sick leave up to the following maximums:

After 5 years of service	288 hours (36 days) - (8-hour employees)
	252 hours (36 days) - (7-hour employees)
After 10 years of service	384 hours (48 days) - (8-hour employees)
	336 hours (48 days) - (7-hour employees)
After 15 years of service	480 hours (60 days) - (8-hour employees)
	420 hours (60 days) - (7-hour employees)
After 30 of service	576 hours (72 days) - (8-hour employees)
	504 hours (72 days) - (7-hour employees)

- b. Part-time employees shall be eligible for payout based on a proration of hours worked to that of a full-time employee.

4. Phaseout of Mutual Sick Leave Banks for Represented Courthouse and Highway Employees.

- a. Effective upon adoption of this policy by the County Board, once an employee's sick leave balance has reached the maximum, the added monthly earned sick leave shall not go into a mutual bank.
- b. Courthouse and Highway employees who have a "negative" sick leave balance on the effective date of this policy, as a result of prior borrowing from the bargaining unit's mutual sick leave bank, shall have all accrued sick leave applied to their negative balance until repaid in full. Any days off due to illness or injury shall be unpaid, or charged to accumulated vacation, until they attain a "positive" sick leave balance.

\*Note: If an employee is on FMLA leave and has exhausted their State FMLA as applicable, the employee shall be required to utilize accrued vacation prior to taking unpaid leave.

- c. Courthouse and Highway employees who have a "positive" sick leave balance on the effective date of this policy, as a result of prior contributions to the sick leave bank, shall have these hours placed into a personal sick leave bank. The employee may use their personal sick leave bank for their own personal illness or injury once they have exhausted all accrued sick leave balances. There shall be no pay-out of the individual's personal sick leave bank if an employee leaves their employment with the County.

## Article IX. – Employee Benefits, § D – Paid Holidays

### D. Paid Holidays

The County will observe the following 10 paid holidays:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

If the holiday falls on a Saturday, the proceeding Friday is considered the holiday. If the holiday falls on a Sunday, the following Monday is considered the holiday.

**Eligibility:** All regular full time or part time employees are eligible to receive compensation for the paid holiday benefit. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused paid absences for the full shift. Part time employees will be compensated on a prorated basis consistent with their annual percentage of full time equivalency with proration to be calculated to the 10<sup>th</sup> (0.10) place. Employees receiving Worker's Compensation benefits are not eligible for compensation for holidays that fall during their period of disability.

Civilian Dispatch employees and non-represented certified corrections officers shall accrue holiday pay at a rate of 3.077 hours per pay period. Holiday accruals may be used as time off or up to 48 hours may be paid out on the employee's anniversary date if the employee notifies payroll in writing at least 30 days prior to the anniversary date and the employee has a balance equivalent to the requested payout amount at the time the payment is requested. The maximum amount of holiday that an employee can accrue is eight-five (85) hours. Once the maximum is reached, any additional accrual hours will be forfeited. if not used by the employee's anniversary date. Upon approval by the Sheriff, the employee may carry over a holiday accrual balance for thirty (30) days beyond the employee's anniversary date.

**Holiday Pay Rate:** Employees who are eligible for holiday pay shall be compensated at their regular rate of pay for their regularly scheduled number of hours.

**Work on a Holiday:** Any FLSA non-exempt employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday and shall receive time and one-half for all hours worked on the holiday.



## Article IX. – Employee Benefits, § M – Longevity Pay

### ~~M. — Longevity Pay~~

- ~~1. — All employees shall receive longevity pay based on their years of service as follows:~~

<u>Employees</u>	<u>Years of Service</u>	<u>Amount of Longevity</u>
	After 3 years by November 30th	\$60.00
	Each additional year	\$40.00

~~[Note: — For the calendar year 2012, longevity shall be paid for all employee groups represented by a union as of December 31, 2011, pursuant to the longevity provisions contained in the collective bargaining agreements which expired on December 31, 2010.]~~

- ~~2. — No pro-rating or partial payments except for those terminating because of death, disability or retirement. Retirement is defined as receiving benefits from WRS.~~
- ~~3. — Regular part-time employees shall receive prorated longevity pay. The proration shall be calculated on the first 24 payrolls of the year for that year.~~
- ~~4. — Effective January 1, 2016, the County will no longer offer longevity pay to its employees and this section will be eliminated.~~

**\*Note: Remaining Sections N – R will be re-designated accordingly.**

## Article IX. – Employee Benefits, § 0N – Uniforms and Tools

### 0N. Uniforms and Tools

1. The County shall provide a uniform service of its choice to Recycling Laborers/Drivers, Shop Mechanics and Welders.
2. The County shall reimburse any Highway employee required to wear safety glasses up to a maximum of two hundred (\$200.00) per year toward the purchase of prescription safety glasses upon submission of a receipt.
3. Classified Mechanics and Welders shall receive a tool allowance of one hundred twenty-five dollars (\$125.00) per year.
4. Protective Footwear Program
  - a. The Pierce County Highway Department is committed to providing a safe work environment for its employees. All field, supervisor and shop personnel are required to wear protective footwear that has a minimum 6" boot height and otherwise meets the requirements of OSHA CFR 1910.136.
  - b. Once each calendar year, the County will reimburse those Highway Department employees who are required to wear protective footwear up to \$55.00 for protective footwear upon submission of a proper receipt. If the receipt for the protective footwear is less than \$55.00, reimbursement will be for the amount shown on the receipt. The reimbursement will be added to the next available payroll check, subject to office workload.
  - c. Protective footwear purchased using the program shall be the property of the employee and may be used outside of the workplace, but must be in suitable condition to be worn during working hours. Suitable condition shall be determined by the employee's superintendent.
  - d. Authorized Limited Term Employees (LTE) and seasonal Highway Department employees are eligible to receive a reimbursement.
5. The Sheriff will provide uniforms of his/her choice to 911 Dispatchers and certified Corrections Officers.

## **Article XI. – Conditions of Employment, § A – Hours of Work and Rest Periods**

### **A. Hours of Work and Rest Periods**

- 1.** The County's normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Specific work hours, lunch period, and breaks shall be scheduled by Department Heads. All lunch periods and breaks **MUST** be staggered to allow offices to **REMAIN OPEN** during normal business hours.

In the Highway Department, the normal work week in the summer may consist of four (4) ten (10) hour days at the Highway Commissioner's discretion.

#### **2. Policy on Absence Due to Bad Weather Conditions**

- a. If an employee does not report to work due to bad weather conditions, the employee may charge lost time to:
  1. Accumulated vacation time
  2. Comp time
  3. Time off without pay
  4. Agreement with department head to make up lost time
- b. Sheriff's Department employees must report to work.



**5c.**

**Resolution for First Reading:**

**Resolution No. 16-33**

**Authorization to Use Jail  
Assessment Fund to Complete  
Unfinished Space at the New  
Pierce County Jail/Sheriff's Dept.  
as a Day Reporting Center**

**\*\* (Adoption requested on First Reading)**



Jamie Feuerhelm &lt;jamie.feuerhelm@co.pierce.wi.us&gt;

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## F&P Request Form

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sgustafs@co.pierce.wi.us &lt;sgustafs@co.pierce.wi.us&gt;

Fri, Mar 3, 2017 at 3:26 PM

To: jamie.feuerhelm@co.pierce.wi.us, joann.miller@co.pierce.wi.us, julie.brickner@co.pierce.wi.us,  
brad.lawrence@co.pierce.wi.us, sgustafs@co.pierce.wi.us

Thank you for submitting request

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### Response summary

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**Timestamp**

Fri Mar 03 2017 16:26:37 GMT-0500 (EST)

**Username**

jmatthys@co.pierce.wi.us

**Meeting Date**

2017-03-06

**Agenda Item**

Day Reporting Space at the New Jail

**Requesting Agency**

Sheriff's Office

**Background**

Since construction of the new facility began there has been considerable discussion regarding space to conduct ancillary functions of the jail such as book and release from the court on specific days, drug testing, face to face visits with those assigned home monitoring, etc. The Sheriff's Office with support of the Jail ADHOC Committee has obtained a design from Potter/Lawson for Day Reporting to be constructed in the unfinished space of the new jail. Related costs were obtained from Market and Johnson for committee discussion. The completion of this project will require the scope of work to be bid separately from the current project.

**Staff Recommendation**

At the regular scheduled Law Enforcement Committee meeting on March 1, 2017, Sheriffs Staff and the committee discussed this concept and related costs. The Committee unanimously approved the completion of the unfinished space to be used as a Day Report Center and identified Jail Assessment Funds as the funding source.

**Recommended Motion: (Motion by seconded by to approve and authorize)**

Motion to approve completing the unfinished space of the new jail as a Day Report Center and authorize the cost of construction and materials in an amount not to exceed \$185,000 and those costs to be paid from the Jail Assessment Fund.

**Requestor's email address**jmatthys@co.pierce.wi.us

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**RESOLUTION NO. 16-33**  
**AUTHORIZATION TO USE JAIL ASSESSMENT FUND TO COMPLETE**  
**UNFINISHED SPACE AT THE NEW PIERCE COUNTY JAIL / SHERIFF'S**  
**DEPARTMENT AS A DAY REPORTING CENTER**

**WHEREAS**, during the course of the county's research and analyzation of jail issues, which led to the decision to construct a new jail / sheriff's department facility, the inclusion of a Huber facility at the jail was considered; and

**WHEREAS**, on January 22, 2015, the Ad Hoc Planning and Specifications Development Committee unanimously voted to include space for an unfinished Huber facility in future jail plans and recommended the same in their second progress report to the County Board on March 11, 2015; and

**WHEREAS**, the County Board adopted the recommendations of the Ad Hoc Jail Planning and Specifications Development Committee, as set forth in their report (Resolution 15-06; April 21, 2015); authorized moving forward with funding for a new facility (Res. 15-07; April 21, 2015); approved the Final Design of the building (Res. 15-18; October 27, 2015); and ultimately finalized financing by awarding the sale of bonds (Res. 15-38; March 22, 2016); all of which contemplated the inclusion of space for a Huber facility in the new jail; and

**WHEREAS**, a jail design team was formed to participate in meetings with the Architect / Engineer in order to provide input regarding the design of the facility and has provided updates on the progress of the project to the Ad Hoc Jail Planning and Specifications Development Committee and Law Enforcement Committee; and

**WHEREAS**, the jail design team has kept current with trends regarding alternatives to incarceration and believes eliminating the Huber facility from the project and completing the unfinished space as a Day Reporting Center would maximize the use of space at the facility, reduce costs related to incarceration while potentially increasing revenues, at an economical price to Pierce County taxpayers; and

**WHEREAS**, Potter Lawson, the firm hired to provide Architect / Engineering consulting and design services, designed plans and specifications for the Day Reporting Center that have been reviewed and approved by the Wisconsin Department of Corrections; pricing for construction and materials to complete the space was provided by Market & Johnson, the construction management firm; and

**WHEREAS**, the Law Enforcement Committee, at its meeting on March 1, 2017, the Ad Hoc Jail Planning and Specifications Development Committee, at its meeting on March 2, 2017, and the Finance and Personnel Committee, at its meeting on March 6, 2017, recommended: eliminating the inclusion of a Huber facility from the project; completing the unfinished space as a Day Reporting Center; approving the design and specifications submitted by Potter Lawson;



authorizing the cost of construction and materials in an amount not to exceed \$185,000.00; and, that said cost be paid from the Jail Assessment Fund; and

**WHEREAS**, the Finance Director has submitted documentation confirming that there are sufficient funds within the Jail Assessment Fund to cover the requested expenditures; and

**WHEREAS**, the Corporation Counsel has conducted legal research with regard to the Jail Assessment Fund, and concluded that in accordance with §302.46 and 59.25(3)(g) Wis. Stats., the Jail Assessment Fund can be used with respect to the expenses set forth herein, and further concluded that use of the jail assessment funds requires authorization by the County Board of Supervisors.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby authorizes: elimination of the inclusion of a Huber facility from the project; completion of the unfinished space as a Day Reporting Center; approves the design and specifications submitted by Potter Lawson; authorizes the cost of construction and materials in an amount not to exceed \$185,000.00; and, that said cost be paid from the Jail Assessment Fund.

**BE IT FURTHER RESOLVED**, that the Pierce County Board of Supervisors hereby authorizes the Ad Hoc Jail Planning and Specifications Development Committee to oversee the work to completion.

Dated this 28<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

BDL

Adopted: \_\_\_\_\_

**5d.**

**Resolution for First Reading:**

**Resolution No. 16-34 Authorizing  
Sale of County-Owned Property  
in Town of Oak Grove**

**RESOLUTION NO. 16-34**  
**AUTHORIZING SALE OF COUNTY-OWNED PROPERTY**  
**IN THE TOWN OF OAK GROVE**

**WHEREAS**, Pierce County owns approximately 7.956 acres of land in Section 33, Township 26 North, Range 19 West, Town of Oak Grove, which was acquired as part of an agreement between the Land Management Committee and a developer for park land dedication in connection with the creation of a land division; and

**WHEREAS**, during subsequent land development phases, the developer became insolvent, and adjacent properties that were expected to develop and create road access to the park land were sold off for agricultural use, and thus there is no current public access; and

**WHEREAS**, an adjacent property owner has approached the County expressing an interest in the potential purchase of said property; and

**WHEREAS**, the Parks Committee, at its meeting on February 16, 2017, determined the approximately 7.956 acres of property to be no longer usable for County Park purposes and thus declared the property as surplus property; and,

**WHEREAS**, the Finance and Personnel Committee took action on March 6, 2017 to recommend that the County Board authorize the sale of the approximate 7.956 acres of County-owned property.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors authorizes the sale of approximately 7.956 acres of County-owned property as described above, and that the Finance and Personnel Committee is authorized to proceed consistent with §40-19 of the Pierce County Code.

Dated this 28th day of March, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

BDC

Adopted: \_\_\_\_\_



## **STAFF REPORT COUNTY BOARD OF SUPERVISORS**

**March 28, 2017**

**Agenda Item 5d**

**Resolution No. 16-34: Authorizing Sale of County-Owned Property in Town of Oak Grove**

**Background:**

Staff was contacted by Chris Brekken regarding the potential purchase of county owned property located in Section 33 of the Town of Oak Grove. The 7.956 acre parcel Mr. Brekken is interested in purchasing was acquired by Pierce County as part of the creation of the "Diamond Bluff Estates" land division by Johnson Reiland Construction, Inc. In 2003 an agreement was reached between the Land Management Committee and Johnson Reiland that stipulated that a combination of the land dedication and/or park development fees would occur in conjunction with creation of each planned development phase. However, Johnson Reiland Construction, Inc. subsequently became insolvent and the unsold lots and future phases of the "Diamond Bluff Estates" land division were sold at auction.

The 7.956 acre bluff top (primarily bluff face) parcel was originally acquired by the County as a park land dedication in conjunction with a 17 acre parcel that borders the Big River with an easement agreement providing access between the two. The status of the easement intended to connect the parcels is unclear. Had the "Diamond Bluff Estates" land division proceeded as envisioned, the 7.956 acre parcel would have had frontage on a public road which would have provided public access to a planned scenic vista and trail head that would have provided walking access to the 17 acre Big River parcel.

Given that the adjacent former Johnson Reiland property has been acquired by others for agricultural use, there would appear to be no potential for current or future public access to the bluff parcel.

Mr. Brekken currently owns 34 acres located immediately adjacent to the County's 7.956 acre parcel where he plans to build a residence in the near future. His preferred access to the property would necessitate that he cross the County owned parcel. Mr. Brekken has indicated that access across the County owned parcel would reduce his impact to adjacent agricultural land and that access from the north is most conducive to his residential development plans. It is for these reasons that Mr. Brekken has requested that Pierce County consider whether it may be appropriate to declare the 7.956 acre parcel to be surplus property.

The Parks Committee, at their February 16, 2017 meeting, and the Finance and Personnel Committee, at their March 6, 2017 meeting, recommended that the property be declared to be surplus to enable its sale consistent with §40-19 of the Pierce County Code.

The County Board of Supervisors should consider whether a viable public use of the parcel exists or is likely to exist. If no viable public use exists the Board should consider whether it is appropriate to declare the property to be surplus to enable its sale.

**Submitted By:**     Andy Pichotta  
                             Land Management Director



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

## F&P Request Form

sgustafs@co.pierce.wi.us <sgustafs@co.pierce.wi.us>

Thu, Feb 23, 2017 at 2:10 PM

To: jamie.feuerhelm@co.pierce.wi.us, joann.miller@co.pierce.wi.us, julie.brickner@co.pierce.wi.us,  
brad.lawrence@co.pierce.wi.us, sgustafs@co.pierce.wi.us

Thank you for submitting request

### Response summary

#### Timestamp

Thu Feb 23 2017 15:10:51 GMT-0500 (EST)

#### Username

apichott@co.pierce.wi.us

#### Meeting Date

2017-03-06

#### Agenda Item

Discuss take action on request to declare surplus County owned property located in the SW ¼ of the SE ¼ of Section 33 in the Town of Oak Grove

#### Requesting Agency

Parks Department and Committee

#### Background

Staff was contacted by Chris Brekken regarding the potential purchase of county owned property located in Section 33 of the Town of Oak Grove. The 7.956 acre parcel Mr. Brekken is interested in purchasing was acquired by Pierce County as part of the creation of the "Diamond Bluff Estates" land division by Johnson Reiland Construction, Inc. In 2003 an agreement was reached between the Land Management Committee and Johnson Reiland that stipulated that a combination of the land dedication and/or park development fees would occur in conjunction with creation of each planned development phase. However, Johnson Reiland Construction, Inc. subsequently became insolvent and the unsold lots and future phases of the "Diamond Bluff Estates" land division were sold at bankruptcy auction. The 7.956 acre bluff top (primarily bluff face) parcel was originally acquired by the County as a park land dedication in conjunction with a 17 acre parcel that borders the Big River with an easement agreement providing access between the two. The status of the easement intended to connect the parcels is unclear. Had the "Diamond Bluff Estates" land division proceeded as envisioned, the 7.956 acre parcel would have had frontage on a public road which would have provided public access to a planned scenic vista and trail head that would have provided walking access to the 17 acre Big River parcel. Given that the adjacent former Johnson Reiland property has been acquired by others for agricultural use, there would appear to be no potential for current or future public access to the bluff parcel. Mr. Brekken currently owns 34 acres located immediately adjacent to the County's 7.956 acre parcel where he plans to build a residence in the near future. His preferred access to the property would necessitate that he cross the County owned parcel. Mr. Brekken has indicated that access across the County owned parcel would reduce his impact to adjacent agricultural land and that access from the north is most conducive to his residential development plans. It is for these reasons that Mr. Brekken has requested that Pierce County consider whether it may be appropriate to declare the 7.956 acre parcel to be surplus property. The Parks Committee, at their February 16, 2017 meeting, moved to recommend to the Finance and Personnel Committee that the property be declared to be surplus to enable its sale consistent with §40-19 of the Pierce County Code.

#### Staff Recommendation

Staff recommends that the Finance and Personnel Committee consider whether a viable potential future use of the 7.956 acre parcel exists. If no viable future public use exists, staff recommends that the Finance and Personnel Committee consider recommending to the County Board of Supervisors that the property be declared to be surplus to enable its sale, consistent with §40-19 of the Pierce County Code.



Recommended Motion: (Motion by seconded by to approve and authorize)

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to recommend to the County Board of Supervisors that the 7.956 acre parcel located in Section 33 of the Town of Oak Grove to declared to be surplus to enable its sale, consistent with §40-19 of the Pierce County Code.

Requestor's email address

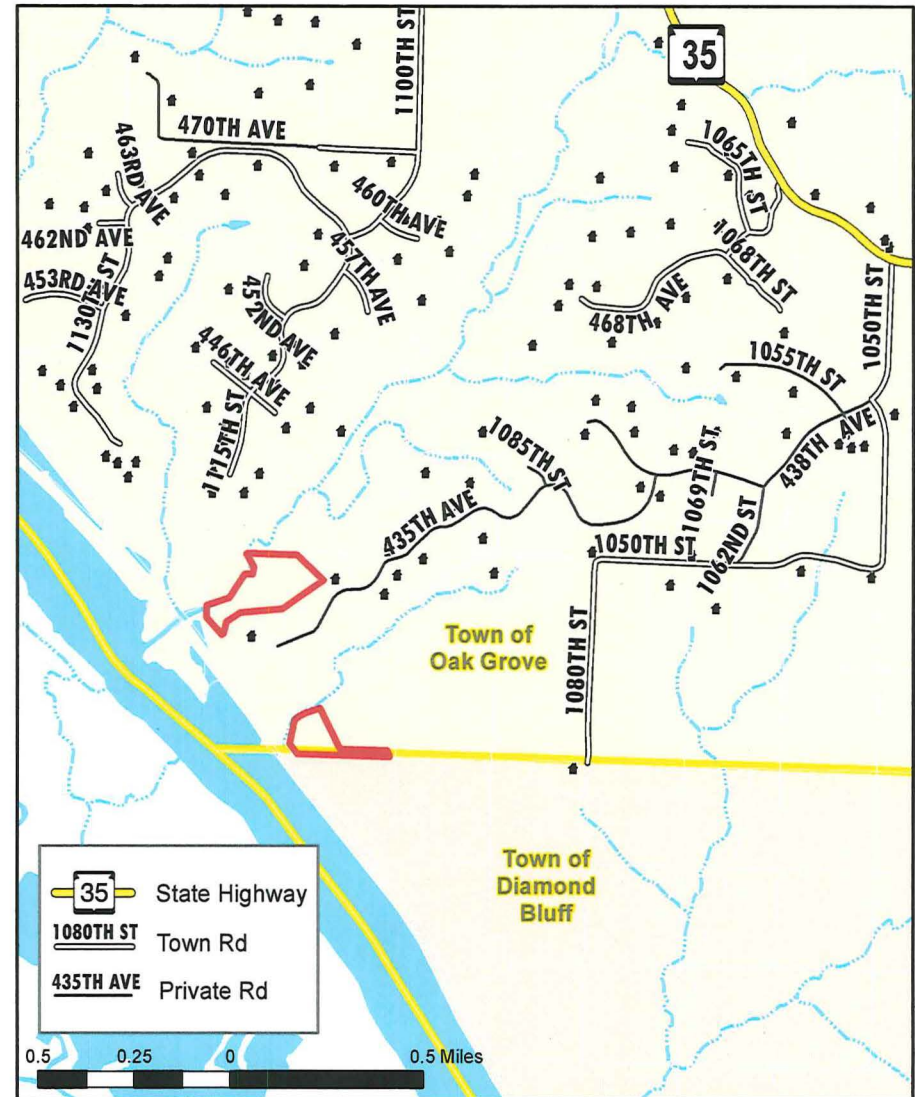
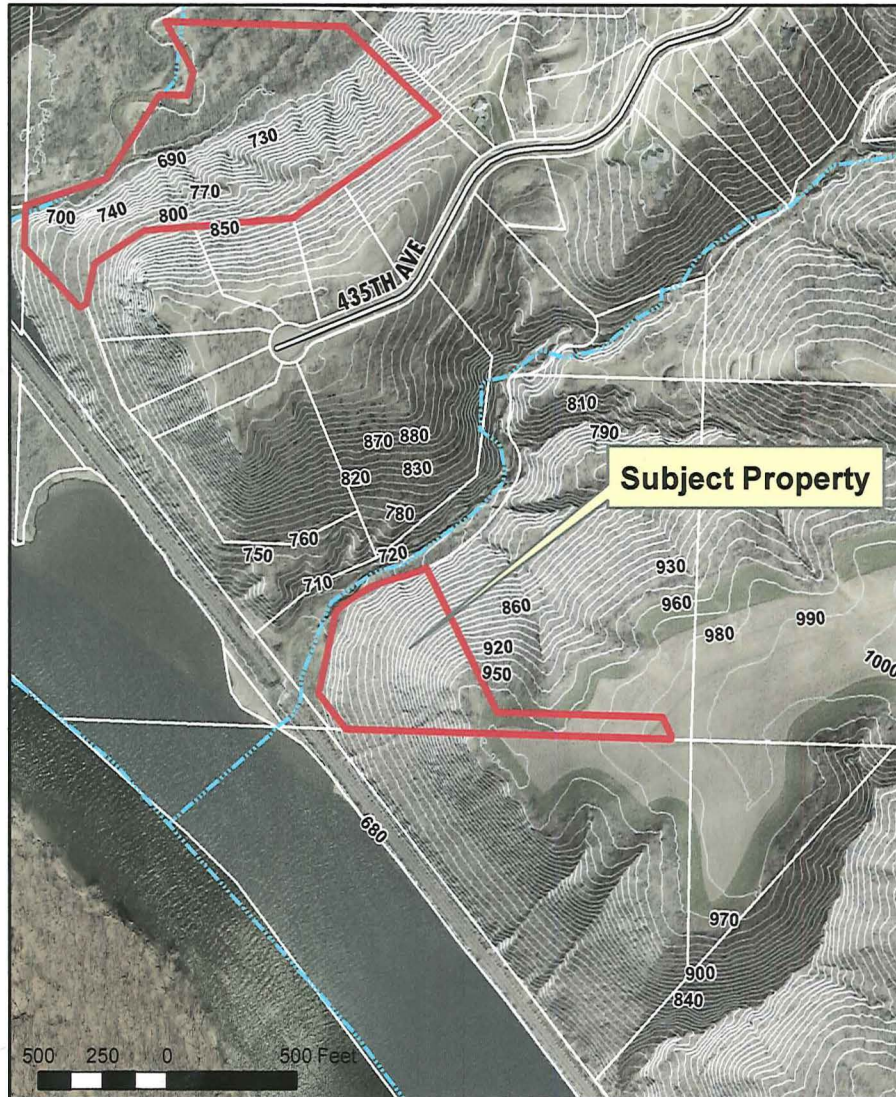
apichott@co.pierce.wi.us

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# PIERCE COUNTY BOARD OF SUPERVISORS

Agenda #5 D - March 28th, 2017



## Legend

County Property

Parcels

10ft Contours

Orthophotography - 2015 Pierce County Prepared by the Department of Land Management

## Site Location

Section 33  
Town of Oak Grove



**6a.**

**Resolution for Second Reading:**

**Resolution No. 16-30 Amend  
Fees for Issuing Permits and  
Making Inspections and  
Investigations of Certain Types  
of Establishments**



## RESOLUTION NO. 16-30

### Amend Fees for Issuing Permits and Making Inspections and Investigations of Certain Types of Establishments

**WHEREAS**, Pierce County has adopted Chapter 184 of the Pierce County Code to allow for regulation of retail food establishments, taverns, hotels, restaurants, tourist rooming houses and other establishments, and adopted Chapter 212 to allow for the regulation of tattooing and body piercing; and

**WHEREAS**, in regulating said Chapter 184 establishments, the Pierce County Public Health Department is acting pursuant to Wis. Stat. § 97.41 as an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), and in regulating tattooing and body piercing the Pierce County Public Health Department is acting pursuant to Wis. Stat. § 463.16 as an agent of the Wisconsin Department of Safety and Professional Services (DSPS); and

**WHEREAS**, Pierce County has established fees for issuing permits, making investigations and administering the retail food establishment licensing program as provided for in Wis. Stat. § 97.41, and for regulating tattooing and body piercing as provided for in Wis. Stats. § 463.16; and

**WHEREAS**, said fees need to be amended from time to time based upon increased rates set by the Wisconsin DATCP, Wisconsin DSPS, and pursuant to PCC §§ 184-7 and 212-4; and

**WHEREAS**, the Pierce County Board of Health, at its meeting on January 12, 2017, and Finance and Personnel Committee at its meeting on February 6, 2017, recommended that the fees previously established in Resolution 12-31 be amended as follows:

Category	Annual Fee	Pre-Inspection Fee Existing Facility	Pre-Inspection Fee New Construction
<b>Restaurants</b>			
Pre-Packaged	\$146 \$161	\$190 \$209	\$235 \$259
Additional Area	\$120 \$132	\$200 \$220	\$245 \$270
Simple	\$230 \$253	\$253 \$278	\$298 \$328
Moderate	\$330 \$363	\$375 \$413	\$420 \$462
Complex	\$540 \$594	\$506 \$557	\$551 \$606
Temporary Per Event	\$35 \$39		
<b>Body Art</b>			
Tattoo	\$144 \$158	\$168 \$185	\$213 \$234
Piercing	\$144 \$158	\$168 \$185	\$213 \$234
Combined	\$234 \$257	\$234 \$257	\$279 \$307
Temporary per event	\$150 \$165		
<b>Category</b>	<b>Annual Fee</b>	<b>Pre-Inspection Fee Existing Facility</b>	<b>Pre-Inspection Fee New Construction</b>
<b>Recreation</b>			
Campgrounds:			
1-25 Sites	\$175 \$193	\$276 \$304	\$321 \$353
26-50 Sites	\$250 \$275	\$334 \$367	\$379 \$417



51-100 Sites	\$305 <u>\$336</u>	\$380 <u>\$418</u>	\$425 <u>\$468</u>
101-199 Sites	\$355 <u>\$391</u>	\$425 <u>\$468</u>	\$470 <u>\$517</u>
200+ Sites	\$410 <u>\$451</u>	\$480 <u>\$528</u>	\$525 <u>\$578</u>
Special Event Campgrounds:			
1-25 Sites	\$175 <u>\$193</u>		
26-50 Sites	\$250 <u>\$275</u>		
51-100 Sites	\$305 <u>\$336</u>		
101-199 Sites	\$355 <u>\$391</u>		
200+ Sites	\$410 <u>\$451</u>		
Rec/Ed Camp	\$505 <u>\$556</u>	\$483 <u>\$531</u>	\$528 <u>\$581</u>
Public Swimming Pool	\$231 <u>\$254</u>	\$231 <u>\$254</u>	\$276 <u>\$304</u>
Water Attraction	\$216 <u>\$238</u>		
Water Attraction with up to 2 slides	\$312 <u>\$343</u>		
Waterslide	\$186 <u>\$205</u>		
Pool Slide	\$150 <u>\$165</u>		
Lodging			
B&B	\$156 <u>\$172</u>	\$252 <u>\$277</u>	\$297 <u>\$327</u>
Tourist Rooming House; 1-4 rooms	\$156 <u>\$172</u>	\$230 <u>\$253</u>	\$275 <u>\$303</u>
Hotel/Motel:			
5-30 Rooms	\$240 <u>\$264</u>	\$290 <u>\$319</u>	\$335 <u>\$369</u>
31-99 Rooms	\$280 <u>\$308</u>	\$336 <u>\$370</u>	\$381 <u>\$419</u>
100-199 Rooms	\$372 <u>\$409</u>	\$483 <u>\$531</u>	\$528 <u>\$581</u>
200+ Rooms	\$558 <u>\$614</u>	\$633 <u>\$696</u>	\$678 <u>\$746</u>
School-Full Service			
DPI Satellite	\$150 <u>\$165</u>		
DPI Production	\$360 <u>\$396</u>		
License Description			
Food sales of at least \$1,000,000 and processes potentially hazardous foods	\$959 <u>\$1,055</u>	\$959 <u>\$1,055</u>	\$1,009 <u>\$1,110</u>
Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous foods	\$371 <u>\$408</u>	\$371 <u>\$408</u>	\$421 <u>\$463</u>
Food sales of at least \$25,000 and is engaged in food processing but does not process potentially hazardous	\$266 <u>\$293</u>	\$266 <u>\$293</u>	\$316 <u>\$348</u>
Food sales of less than \$25,000 and is engaged in food processing	\$84 <u>\$92</u>	\$84 <u>\$92</u>	\$134 <u>\$147</u>
Does not engage in food processing	\$63 <u>\$69</u>	\$63 <u>\$69</u>	\$113 <u>\$124</u>
NOTE: The Pre-inspection Fee will be waived for a facility meeting the definition of, and being permitted as, a Special Organization serving food.			
Additional Fees:			
Facility Name or Legal Licensee Name change Only	\$25		
Re-inspection Fee	\$100 <u>\$150</u>		
Explanation – Fee assessed on the 3 <sup>rd</sup> and 4 <sup>th</sup> visits for the same violation. A citation will be issued at the 5 <sup>th</sup> and subsequent visits.			
Late Fee	\$100		

<i>Explanation – If the annual permit fee is not paid by June 30, the day the permit expires, the department shall require the operator of the establishment to pay a penalty fee, in addition to the annual permit fee, for renewal of the permit. If the late fee plus the annual permit fee is not paid within forty-five (45) days from the date of expiration, the department shall require the operator of the establishment to pay an additional penalty fee. If the two late fees plus the annual permit fee is not paid within ninety (90) days of expiration, the department will issue the operator a citation for operating without a permit.</i>	
Duplicate Fee	\$15
Inspection Fee	\$25
<i>Explanation – Fee assessed for a currently permitted mobile facility currently permitted by the State of Wisconsin or another WI DATCP / Health Agent as mobile.</i>	
Sanitation Inspection Fee	\$150
<i>Explanation – A sanitation inspection for a tavern not serving food is occasionally requested by a municipality prior to the issuance of a liquor license.</i>	
Consultation Fee	\$100
<i>Explanation – Fee assessed for a consultative visit on-site required by prospective operator/owner to determine feasibility and/or functionality of space. If the facility becomes operational within six (6) months of consultation, this fee will be applied towards pre-inspection fee.</i>	
Plan Review Fee	\$100
<i>Explanation – Fee assessed for HACCP recipe reviews, variance requests, equipment changes or reviewing blueprints for proposed facility.</i>	

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors adopts the fee schedule as outlined above and that these fees shall take effect upon adoption.

Dated this 28<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_





P.O. Box 238  
412 W KINNE ST  
ELLSWORTH, WI 54011  
PHONE: 715-273-6755  
FAX: 715-273-6854  
www.co.pierce.wi.us



## Finance/Personnel Meeting February 6, 2017

**Agenda Item:** Discuss/take action on Resolution 16-XX to amend fees for issuing permits and making inspections.

**Requesting Agency:** Public Health Department

### **Background:**

Pierce County has adopted Chapter 184 of the Pierce County Code to allow for regulation of retail food establishments, taverns, hotels, restaurants, tourist rooming houses and other establishments; and Chapter 212 of the Pierce County Code to allow for regulation of Tattooing and Body Piercing.

Pierce County is acting as an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) to administer a retail food establishment licensing program and as an agent of the Department of Safety and Professional Services (DSPS) to administer a tattooing and body piercing licensing program.

Pierce County has established fees for issuing permits, making investigations and administering the retail food establishment licensing program under the ordinance as provided for in section 97.41 Wis. Stats and for tattooing and body piercing under section 463.16 Wis. Stats. The fees were last updated in 2011 and Department of Agriculture and Consumer Protection (DATCP) retail food establishments were added in 2012. Significant increases in personnel and other program costs have occurred and the fees no longer cover the cost to provide the service. See attached Resolution 16-XX.

### **The following updates to the fee structure are respectfully requested:**

1. Fee increase to cover costs through 2019
  2. Add a fee of \$150 for a sanitation inspection for taverns not serving food
  3. Increase re-inspection fee from \$100 to \$150
- 
1. Fee increase: An annual permit fee increase of 10% will cover the projected public health program operating costs from 2017 through 2019.
  2. Add a fee for a sanitation inspection for taverns not serving food: A sanitation inspection for a tavern not serving food is occasionally requested by a municipality prior to the issuance of a liquor license. Establishing a \$150 fee to conduct an inspection at the request of the municipality would allow the department to provide this service.



## **7a.**

### **Ordinance for First Reading:**

**Ordinance No. 16-06 Map Amendment**

**(Rezone) for 5.5 Acres from Rural**

**Residential 20 (RR-20) to General Rural  
Flexible (GRF) on Property Located in Gov.**

**Lot 3 being part of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$**

**& the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Sec. 33, T25N,**

**R18W in the Town of Trenton**

## **8a.**

### **Ordinances for First Reading:**

**NONE**

**ORDINANCE 16-06**

**MAP AMENDMENT (REZONE) FOR 5.5 ACRES FROM RURAL RESIDENTIAL 20  
(RR-20) TO GENERAL RURAL FLEXIBLE (GRF) IN THE TOWN OF TRENTON.  
TOWN OF TRENTON.**

The Board of Supervisors of Pierce County, Wisconsin does ordain as follows:

Section 1: The Official Pierce County Zoning Map for the Town of Trenton is amended to change the zoning from Rural Residential 20 to General Rural Flexible on 5.5 acres located in Government Lot 3 being part of the SW ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 33, T25N, R18W, Town of Trenton, Pierce County, Wisconsin, described as follows:

A 2.0 acre parcel located in Government Lot 3 described as Lots 10, 11, 12 Block 54, Village of Trenton Vacated Plat; Also Lots 7, 8, 9, 10, 11, 12 Block 53 Village of Trenton Vacated Plat; Also all portions of the said Village of Trenton Vacated Plat located between the above lots (Parcel number 030-01128-1010);

And the 3.5 acre parcel located in Government Lot 3 in part of the SE ¼ of the SE ¼ of Section 33 described as all of that part of Block 56 of the Original Village of Trenton Vacated Plat; Also Lots 7, 8, 9 Block 54, Original Village of Trenton Vacated Plat; All of Block C, Original Village of Trenton Vacated Plat, includes Assessor Parcel 658; Also that part of said Village of Trenton Vacated Plat lying between said parcels (Parcel number 030-01128-0100).

Section 2: That this ordinance shall not be codified.

Section 3: That this ordinance shall take effect upon its adoption and publication as required by law.

Dated this 28<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel  
BDL

Adopted: \_\_\_\_\_

Rezone application was approved by Land Management Committee on March 15, 2017.



# PIERCE COUNTY HERALD

126 S. Chestnut Street • Ellsworth, WI 54011-4117  
(715) 273-4334

## Affidavit of Publication

State of Wisconsin

ss.

Pierce County

STEVE GALL, being duly sworn on oath, says:  
I am the publisher of the PIERCE COUNTY HERALD, a weekly  
newspaper of general circulation, published in the County of  
Pierce, State of Wisconsin.

The printed 3/15/17 Public Hearing  
Re: Town of Trenton Rezone Request

which is attached, was cut from the columns of said newspaper, and was  
printed and published once each week for 2 successive weeks;  
it was first published on Wednesday, March 1, 2017  
and was thereafter printed and published on every Wednesday, to and  
including Wednesday, March 8, 2017

By: \_\_\_\_\_

Subscribed and sworn to before me on this 8th day of March 2017

Notary Public: \_\_\_\_\_

Susanne R. Loosmore  
Notary Public  
State of Wisconsin

My commission  
expires July 23, 2017

Client #	254501
Ad #	2451245
Size	2 col. x 3"
Publication Fee	\$42.04

## NOTICE OF PUBLIC HEARING

State of Wisconsin )  
County of Pierce ) ss.

Public notice is hereby given to all persons in Pierce County, Wisconsin, that a public hearing will be held on the 15th day of March, 2017, at 6:00 pm, in the County Board Room in the Courthouse, in Ellsworth, WI before the Land Management Committee to consider and take action on a request for a Map Amendment (Rezone) from Rural Residential 20 to General Rural Flexible for the Town of Trenton, owner on 5.5 acres located in the SW ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 33, T25N, R18W, Town of Trenton, Pierce County, WI.

All persons interested are invited to said hearing and to be heard.

BRAD ROY, Zoning Administrator  
Pierce County, Wisconsin

(Pub. 03/01/17, 03/08/17) WNAXLP

MAR 13 2017



# STAFF REPORT LAND MANAGEMENT COMMITTEE

Land Management Committee Meeting, March 15, 2017

Agenda Item 4

**Applicant:** Town of Trenton (owner and applicant)

**Request:** Map amendment (rezone) from Rural Residential 20 to General Rural Flexible

## Background:

The applicant is requesting to rezone 5.5 acres, consisting of a 2 acre parcel and an adjacent 3.5 acre parcel, located in Section 33 of the Town of Trenton. This rezone request is intended to enable the applicant to obtain a permit for managed camping and outdoor recreation. Pierce County Code does not permit the establishment of campgrounds in Rural Residential zoning districts.

## Issues Pertaining to the Request:

- The properties are located in part of Government Lot 3 in the SW ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Sec. 33, T25N, R18W in the Town of Trenton.
- The parcels have uniform address number N1720 860<sup>th</sup> Street and access 860<sup>th</sup> Street from the northwest of the properties.
- Current land use on these parcels is undeveloped. The adjacent land uses are commercial, residential, and undeveloped.
- These parcels, and the adjacent parcels, are currently zoned Rural Residential 20.
- The value of land for agricultural use according to the USDA Web Soil Survey is as follows:

Soil Name	Slope	Amount (acres)	% of Total	Capability Unit	Prime Soils?
Algansee-Kalmarville complex	0-3%	0.31	5.6%	7w	NA
Plainfield Sand	15-60%	1.84	33.5%	7s	NA
Scotah Loamy Fine Sand	0-3%	2.95	53.6%	4w	NA
Water	0	0.40	7.3%	-	NA

- Pierce County Zoning Code §240-15 Purpose and Intent of Zoning Districts states:

Rural Residential-20 is established to provide for the densest residential development in the unincorporated areas of the county. The district is intended to be used where residential development is encouraged on lots without public sew and water and in locations where such a density of development is compatible with surrounding uses. *The district is intended to enhance residential areas by restricting nonresidential development.*

General Rural is established to maintain and enhance agricultural operations in the county. The district also provides for low-density residential development which is consistent with a generally rural environment and allows for nonresidential uses which require relatively large land areas and/or are compatible with surrounding rural land.

General Rural-Flexible is established to achieve the same objectives as the General Rural (GR) District but to allow a greater density of residential development with the approval of the town board.

Applicant: Town of Trenton  
Map Amendment (Rezone)  
March 15, 2017

- Pierce County's adopted Comprehensive Plan states: "The County will approve re-zonings or map amendments only when the proposed change is consistent with an adopted or amended town comprehensive plan. In cases where a town has not adopted a comprehensive plan, rezoning will be approved only when consistent with the Pierce County Plan (encouraged vs. discouraged). In such cases, Pierce County will solicit a non-binding town recommendation regarding the proposed rezone."
- The Town of Trenton recommended approval of this request on February 14, 2017. The Town attached a copy of the Utilities and Community Facilities – Goals, Objectives, and Policies section of their adopted comprehensive plan and highlighted: "Goal #1. Provide adequate, good quality, and varied park and recreation facilities to meet the needs of all community residents;" and "Objective #2: To provide passive and active park and recreational facilities to meet the needs of all age groups."

**Staff Recommendation:**

Given that the Trenton Town Board determined that this proposed rezone of 5.5 acres from Rural Residential-20 to General Rural-Flexible is consistent with their comprehensive plan, staff recommends that the LMC approve this rezone request and forward a recommendation to the County Board of Supervisors.

Submitted By: Emily Lund  
Assistant Zoning Administrator



PIERCE COUNTY WISCONSIN  
DEPARTMENT OF LAND MANAGEMENT & RECORDS

Zoning: 715/273-6747

Planning: 715/273-6746 Fax: 715/273-6864

Pierce County Courthouse  
414 W. Main Street P.O. BOX 647  
Ellsworth, Wisconsin 54011  
www.co.pierce.wi.us

## Town Recommendation Form

Request:        Conditional Use Permit        Plat Approval – Concept, Preliminary, Final (Circle One)  
  X   Map Amendment - (Rezone)        Other-       

Applicant/Agent:

Name Brian Berg (Chair)

Site Address (if applicable) N1770 860th St

Property Description: SE ¼ of the SE ¼ or Government Lot #       , Section 33, T 25 N, R 18 W

Subdivision        Town of       

Parcel # 030 - 01128 - 1010 Alternate Parcel #       

030 - 01128 - 0100

Zoning District RR 20 Acreage 5.5

A town recommendation is required as part of the application for a rezone (map amendment) or a conditional use permit. This recommendation is necessary whether a town has adopted a comprehensive plan or has not. Pierce County will seek to further each Town's planning goals when considering the establishment of conditionally permitted uses and when considering approval of a request for a rezone/map amendment.

Pierce County will consider adherence to applicable goals, objectives, and policies, of an adopted or amended town comprehensive plan to be consistent with the "public interest" for decisions relating to that Town. In cases where an adopted plan gives guidance regarding the establishment of a proposed conditional use, the specific portion of the plan relating to the request should be referenced. If a town plan is silent regarding the establishment of a proposed use, or a town has not adopted a comprehensive plan, the recommendation will be advisory in nature.

Pierce County will approve re-zonings (map amendments) within a given town only when the proposed amendment is consistent with that town's comprehensive plan. The specific portion of the plan which supports the rezone request should be referenced. It should be noted that if a town's comprehensive plan is silent on a proposed rezone, approval cannot be granted unless consistency is achieved through plan amendment. In cases where a town has not adopted a comprehensive plan, a rezoning request will be considered based upon its consistency with the Pierce County Comprehensive Plan. In such cases, a town's recommendation regarding the proposed rezone will be used to assist the Land Management Committee in evaluating applicable goal statements.

Questions regarding the need for a Town Recommendation and its generation or use should be directed to Land Management Department Staff at (715) 273-6746.

Town Recommendation:   X   Approval        Denial       

Justification/Plan Reference: See attached

Concerns/Suggested Conditions:       

over →

Please attach additional information as necessary.

Town Chair Signature: Brian Berg

Meeting Date: 2/14/2017



## UTILITIES AND COMMUNITY FACILITIES GOALS, OBJECTIVES, AND POLICIES

### Goals:

- ① Provide adequate, good quality, and varied park and recreation facilities to meet the needs of all community residents.
2. To encourage and maintain a level of emergency preparedness so that prompt and efficient reaction may be taken to protect the lives and property within the Town.
3. Provide for the coordinated development of community facilities to match the changing needs of the Town population (e.g., recreation, senior, and Town maintenance facilities).

### Objectives:

1. Provide cost effective community services in order to maintain stable tax rates.
- ② To provide passive and active park and recreational facilities to meet the needs of all age groups.
3. To protect scenic values by controlling billboards, signs, junkyards, and other unsightly land uses and practices.
4. To protect resource-based recreation areas within the community.
5. To preserve and protect scenic areas of unique and natural beauty within the community.
6. Expand Town services only as development warrants such expansions and as Town residents and taxpayers request higher levels of service.

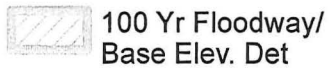
# Land Management Committee

Town of Trenton  
(March 15th, 2017)  
Rezone RR20 to GRF

## Legend



Parcels



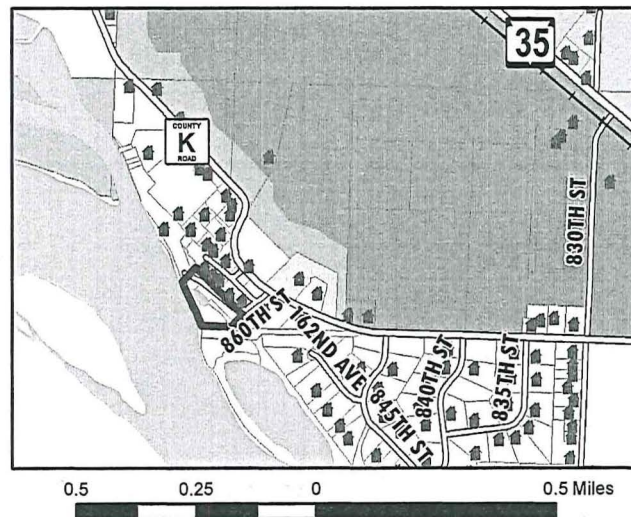
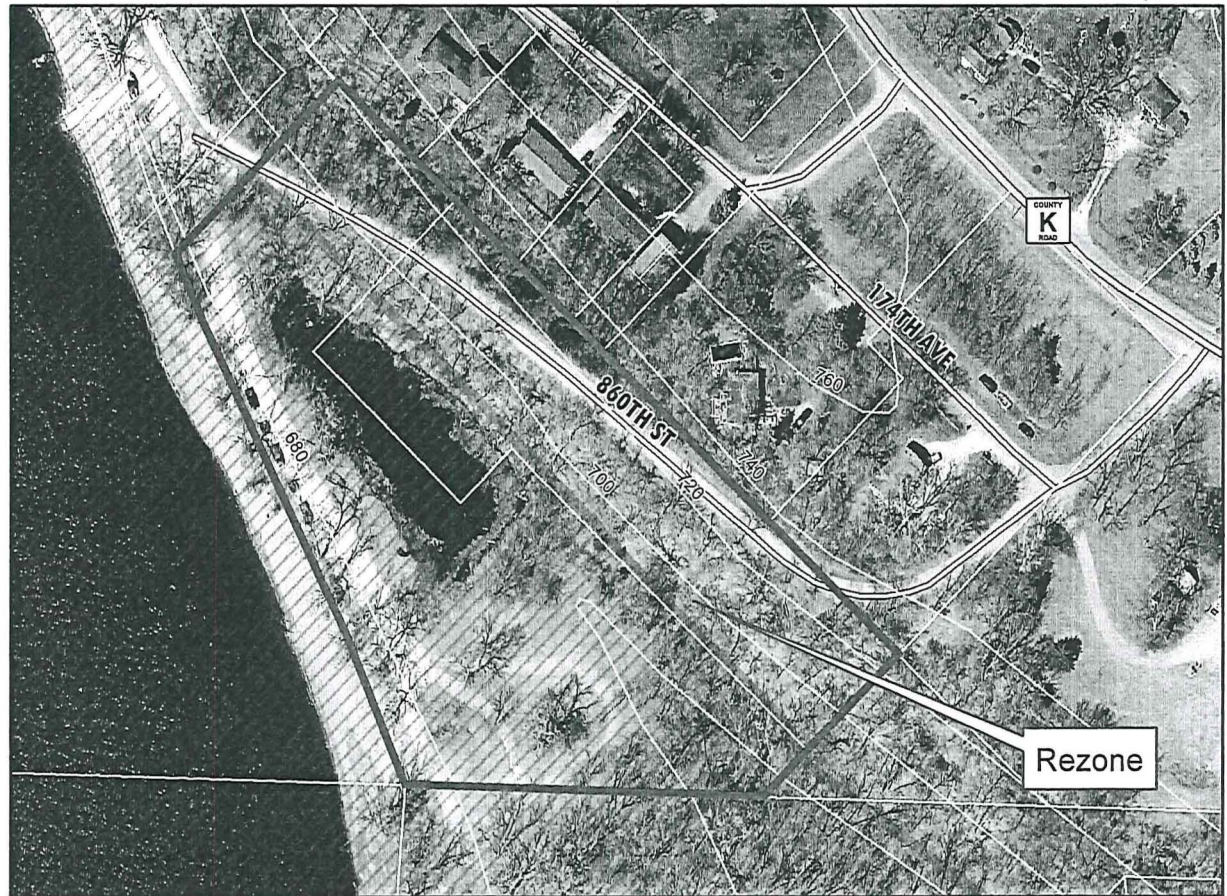
## Zoning



Rural Residential - 20



Orthos - 2015 Pierce County



**Site Location**  
SEC 33 - TWN 25 - RNG 18  
Town of Trenton





## **9a.**

### **APPOINTEMENTS:**

**Solid Waste Management Board: Cecil Bjork (citizen member), Bill Parks (citizen member), & LeRoy Peterson (County Board) for the term of 04/2017 to 04/2020. County Board confirmation required.**

## **9b.**

**Economic Development: Mel Pittman to complete term of Paul Fetzer 03/2017 to 04/2018.**





# PIERCE COUNTY WISCONSIN

## Solid Waste Department

P.O. Box 118

707 North Maple Street

Ellsworth, WI 54011

(715) 273-3092 • Fax (715) 273-6867

[www.co.pierce.wi.us](http://www.co.pierce.wi.us) • [recycle@co.pierce.wi.us](mailto:recycle@co.pierce.wi.us)

**TO:** Supervisor Jeff Holst  
Pierce County Board Chairperson

**FROM:** David Murphy, MRF Supervisor  
Pierce Cty Solid Waste Dept./Recycling Center

**RE:** SWMB Members Re-Appointments

**DATE:** February 10, 2017

Dear Mr. Holst,

We have three (3) incumbent Solid Waste Board Member terms expiring as of April 2017 – two (2) citizen board members and one (1) county board member

**Cecil Bjork (Citizen)**

**Bill Parks (Citizen)**

LeRoy Peterson (County Board)

Both Cecil Bjork and Bill Parks have expressed interest in being re-appointed to the SWMB.

Sec. 7-15(A) of the Pierce County Code reads as follows:

The membership of the SWMB shall be appointed by the Pierce County Board Chair subject to the confirmation of the County Board of Supervisors. It shall consist of nine members, of whom five are County Board members, including the County Board Chair or Vice Chair, a County Zoning Committee member and three other members of the County Board. The remaining four members shall be citizen members residing in the County who are appointed based on public interest and technical knowledge in the area of solid waste management.

Pursuant to Sec. 7-15(C) of the Pierce County Code, all SWMB term lengths are for three (3) years.

The Solid Waste Department can place a notice for interested parties to serve as a Citizen Board Members in the local papers if you do not have some one specific that you would like to appoint to refill these upcoming vacancies.

Please advise on how you would like us to proceed.

cc: County Clerk  
Corporation Counsel



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