

Resolution 3-12

Resolution to Amend the Cell Phone, Holiday, and Leave without Pay Provisions of the Interim Administrative Policy and Interim Personnel Policy and to Repeal the Cell Phone Policy

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors adopted an Interim Administrative Policy and an Interim Personnel Policy on December 20, 2011; and

WHEREAS, these interim policies are being reviewed by committees of the County Board and by staff; and

WHEREAS, clarifications or other changes to these interim policies to improve the efficiency of the operations of Polk County government have been identified; and

WHEREAS, the current policy on cell phone use that permits use while operating a motor vehicle is not in the best interests of the County or of employees; and

WHEREAS the current structure of holidays and holiday pay is not optimal for the operation of Golden Age Manor; and

WHEREAS, the approval of leaves without pay is not a policy function but a management function and one properly delegated to County management.

NOW, THEREFORE, BE IT RESOLVED that the Interim Personnel Policy be amended as follows:

Section 4, after paragraph (l), insert a new paragraph to read:

m. Cell phone use. The County will provide an employee a cell phone and/or a similar wireless communication device and pay the cost of service only where considered used primarily for noncompensatory business purposes within the meaning of Internal Revenue Service guidelines. All cell phone and wireless contracts must be approved by the Finance Manager or his/her designee. Notwithstanding any policy to the contrary and except for law enforcement staff, for official business only, hand-held County-funded cell phones may not be used while an employee is operating a motor vehicle nor may personal cell phones be used while an employee is operating a County any motor vehicle while on County business. Violation of this provision is subject to disciplinary action.

Section 7, paragraph (b) is amended to read:

35 b. *Holiday.* A holiday is paid leave of 7.5 or 8 hours depending on regular work
36 schedules on a specified day for all regular benefit eligible part time and full time
37 employees who are in pay status the work day preceding and first work day following
38 the paid holiday. In pay includes employees on vacation, sick leave, disability
39 subject to workers' compensation, and any employee that may have been excused for
40 compelling personal reasons the workday preceding and the first work day following
41 the paid holiday. Should a holiday occur on a day when an employee is not scheduled
42 to work, the nearest scheduled workday will be a holiday. The Golden Age Manor
43 administrator may independently establish rules for holiday eligibility and any
44 compensatory leave within standards set by State and Federal law.

45
46 Section 7, paragraph (g) is amended to read:

47 g. *Leave without pay.* A department head or, in the case of a non-elected department
48 head, the county administrator, may grant a leave without pay of up to 30 days at the
49 request of an employee. A leave of greater than 30 days must also be approved by
50 the ~~appropriate governing committee~~ county administrator. No benefits may be
51 earned during a leave without pay, although employees may agree to pay the full
52 amount of their health insurance. Individuals on a leave of absence for five (5) days
53 or less per anniversary year will not be prorated for sick leave, vacation or insurance.

54 BE IT FURTHER RESOLVED that the Interim Administrative Policy be amended as
55 follows:

56 Section 5, paragraph (b) is amended to read

57 b. *Special compensation rules.* Except for employees of Golden Age Manor, Any full-time
58 non-exempt employee required to work on a holiday must receive holiday pay and
59 additional pay equal to one and one-half times his or her regular hourly rate of pay. The
60 Golden Age Manor administrator may independently establish rules for holiday pay
61 eligibility and amount within standards set by State and Federal law.

62
63 BE IT FURTHER RESOLVED that Policy 513, Cell Phone Policy, is repealed.

64 Funding Amount and Source: Not Applicable
65 Finance Committee Advised:
66 Finance Committee Recommendation:
67 Date Submitted to County Board: March 20, 2012
68 Effective Date: Effective upon Passage

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Resolution 13 -12: Resolution to Amend the Cell Phone, Holiday, and Leave without Pay Provisions of the Interim Administrative Policy and Interim Personnel Policy and to Repeal the Cell Phone Policy

Submitted upon recommendation of the Polk County Personnel Committee:

Russ Arcand

Patricia Schmidt

Ken Sample

James Edgell

Warren Nelson

FOR THE COMMITTEE
[Signature]

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

[Signature]

Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

[Signature]

Jeffrey B. Page, Corporation Counsel

During its regular meeting on March 20, 2012, the Polk County Board of Supervisors adopted the above resolution by a vote of ___ in favor and ___ against.

Carried as amended by unanimous voice vote

[Signature]

William F. Johnson, IV, Chairperson

Attest: *[Signature]*

Carole T. Wondra, County Clerk

POLK COUNTY BOARD OF SUPERVISORS
Minutes from Tuesday, March 20, 2012
Polk County Government Center – County Board Room
Balsam Lake, WI 54810

Chairman Johnson called the regular March meeting of the Polk County Board of Supervisors to order at 6:00 PM.

County Clerk informed the Chair that notice of the agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of March 12, 2012. Corporation Counsel Jeff Fuge informed the County Board that notice satisfied the applicable provisions of Wisconsin Open Meetings Law and notice provisions of County Board Rules of Order.

Roll call was taken by the Clerk, with 20 members present. Three Supervisors were excused; they were Supr. Stroebel, Masters & N. Johnson.

Supr. Bergstrom led the prayer

Chairman Johnson led the pledge of Allegiance

Chairman Johnson requested consideration and approval of the Consent Agenda. **Motion (Sample/Jepsen) to approve the Consent Agenda as published for the County Board Meeting agenda and the published minutes of the January 17, 2012 meeting. Motion to approve matters on the Consent Agenda, carried** by unanimous voice vote.

Time was given for public comments.

Supr. Caspersen made an award presentation to the Polk County Hwy. Dept. from the Wisconsin Dairy Producers for their pioneering use of cheese brine as an anti-icing agent for use on winter roads. Accepting the award were members of the Highway Committee, Highway Commissioner Steven Warndahl, and County Board Chairman Johnson.

Chairman's Report was given, William Johnson.

Finance Manager's Report was given by Maggie Wickre.

Administrator's report was given by Administrator, Dana Frey. Administrator Frey presented his appointment of Tanna Worrell to the Polk County Library Committee. **Motion (Kienholz/Caspersen) to confirm appointment. Motion to Confirm said appointment carried** by unanimous voice vote.

Chairman Johnson asked for a motion to approve 2012 Fire Wardens. **Motion (Brown/Schmidt) to approve the 2012 Fire Wardens. Motion carried** by unanimous voice vote.

Committee/Board Reports were given.

Chairman called for a 10 minute break. Chairman calls the Board back from recess. Meeting reconvenes at 7:15 pm.

Insect 06-12

Resolution 06-12 Resolution to Approve All Hazards Mitigation Plan for Polk County. Motion (O'Connell/Luke) to approve. Motion to approve Resolution 06-012 carried by unanimous voice vote. Resolution adopted. (A complete copy of the Hazard Mitigation Plan is available upon request from Emergency Management Coordinator, Kathy Poirier)

Insert 07-12

Resolution 07-12 Resolution to Amend 2012 Health Department Budget to Purchase Vehicles. Motion (Schmidt/Kienholz) to approve. Admin. Frey addressed the resolution. **Motion (Schmidt/Brown) to amend Resolution 07-12 as follows:**

Page 1, line 19, strike "two" and insert "one"

Page 1, line 20, strike "vehicles" and insert "vehicle"

Page 1, line 30, strike \$50,000" and insert "\$25,000"

Page 1, line 33, strike \$50,000" and insert "\$25,000"

Page 1, line 34, strike "two vehicles" and insert "one vehicle"

Page 1, line 41, strike "\$50,000" and insert "\$25,000"

Title of Resolution to read: Resolution to Amend 2012 Health Department Budget to Purchase Vehicle

Motion to approve amendment to Resolution 07-12 carried by voice vote (1 opposed).

Motion to approve Resolution 07-12 as amended, failed in a roll call vote of 15 yes/5 no/3 absent. Corporation Counsel Jeff Fuge explained that passage of the resolution required a 2/3 vote of the entire membership of the County Board pursuant to section 65.90(5)(a) and that the 3 absent members would count as nay votes.

(Voting yes: Supr. H. Johansen, D. Johansen, Schmidt, Brown, Caspersen, Korb, Sample, Moriak, Luke, Hartung, Jepsen, O'Connell, Bergstrom, Christensen & W. Johnson. Voting no: Supr. Kienholz, Edgell, Arcand, Nelson & Voelker)

Insert 08-12

Resolution 08-12 Resolution to Support Gopher Bounty Legislation. Motion (Johansen/Voelker) to approve. Motion (Johansen/Jepsen) to amend Resolution 08-12 by striking and adding to the final BE IT FURTHER RESOLVED clause. The final clause to read:

BE IT FURTHER RESOLVED, that Polk County Board of Supervisors directs the County Clerk forward a copy of this resolution to Wisconsin Governor Scott Walker, the Wisconsin Counties Association, the Wisconsin Towns Association, Wisconsin Assembly District 28 Representative Erik Severson, Wisconsin Assembly District 75 Representative Roger Rivard, Wisconsin Senator Robert Jauch, District 25, and Wisconsin Senator Sheila Harsdorf, District 10.

Motion to approve amendment to Resolution 08-12 carried by unanimous voice vote. **Motion to approve Resolution 08-12 as amended, carried** by a roll call vote of 14 yes, 6 no.

(Voting yes: Supr. D. Johansen, Kienholz, Caspersen, Edgell, Sample, Arcand, Nelson, Luke, Hartung, Jepsen, O'Connell, Bergstrom, Voelker & Christensen. Voting no: Supr. H. Johansen, Schmidt, Brown, Korb, Moriak, & Wm. Johnson) Resolution adopted.

Insert 09-12

Resolution 09-12 to Resolution to Amend Polk County Policy 0010, Duties and Responsibilities of Governing Committees. Motion (Jepsen/Brown) to approve. Supr. Brown addressed the resolution. **Motion to approve Resolution 09-12 carried** by unanimous voice vote. Resolution adopted.

Insert 10-12

Resolution 10-12 to Dissolve Organizational Committee. Motion (Brown/H. Johansen) to approve. Motion to approve Resolution 10-12, carried by unanimous voice vote. Resolution adopted.

Insert 11-12

Resolution 11-12 Resolution to Develop Memorandum of Understanding with Affiliated Organizations that Receive Budgetary Allocations or Other Support From Polk County. Motion (Brown/Jepsen) to approve. Corp. Counsel, Jeff Fuge addressed the resolution. **Motion to approve Resolution 11-12, carried** by unanimous voice vote. Resolution adopted.

Insert 12-12

Resolution 12-12 Resolution to Set Compensation for Elected Officials for Term 2013-2016. Motion (Kienholz/Schmidt) to approve. Motion carried by unanimous voice vote. Resolution adopted.

Insert 13-12

Resolution 13-12 Resolution to Amend the Cell Phone, Holiday, and Leave without Pay Provisions of the Interim Administrative Policy and Interim Personnel Policy and to Repeal the Cell Phone Policy. Motion (Schmidt/Brown) to approve. Admin. Frey addressed the resolution. **Motion (Voelker/Luke) to amend resolution 13-12 as follows: In Section 4, m. Cell Phone Use, line 6, insert after law enforcement staff "highway department administration and supervisors". Motion to approve amendment to Resolution 13-12 carried by unanimous voice vote. Motion to approve Resolution 13-12 as amended carried by unanimous voice vote. Resolution adopted.**

Supervisor's Reports were given

Motion (Brown/Sample) to adjourn. Motion carried. Meeting adjourned 8:30 pm.

