

**MEETING OF THE RUSK COUNTY
BOARD OF SUPERVISORS
NOVEMBER 15, 2012
9:00 A.M.**

Meeting called to order by Chair Randy Tatur at 9:00 a.m.

Roll Call. Present – 17. Excused – 2. Present: Boss, Biller, Nawrocki, Hauser, Lieffring, Swoverland, Pedersen, Schneider, Gierke, Schmitt, Fisher, Hulback, Mai, Willingham, Freeman, Platteter, Tatur. Excused: Knops, Roth.

Invocation by Ron Freeman of Keystone New Life Alliance Church.

Pledge of Allegiance led by Karl Fisher, District #14 Supervisor.

APPROVAL OF MINUTES

Motion by Boss, second by Lieffring to approve minutes of October 9, 2012. Motion carried by aye vote.

RECOGNIZE SPECIAL GROUPS AND INDIVIDUALS

REPORTS

LiDAR Presentation: John Fitzl, GIS Specialist from Surveyor/Land Information provided a power point presentation on the LiDAR study explaining the concepts of the study and the county benefits of the data collected. CeCe Tesky, Zoning Administrator provided information on the DNR creating new floodplain maps and the county reinstated into the state flood insurance program.

RESOLUTION #12-27 RECORDS MANAGEMENT SPECIALIST RE-CLASS

WHEREAS, it is the responsibility of the Personnel Committee to review and recommend salaries for all Rusk County employees; and

WHEREAS, the Personnel Committee has received a wage adjustment and reclassification request; and

WHEREAS, the Personnel Committee has reviewed the request and supplemental documentation; and

WHEREAS, the Personnel Committee has also reviewed internal comparables and salary parity and proposes reclassification for Rusk County Sheriff Receptionist to Records Management Specialist; and

WHEREAS, the Personnel Committee also proposes and recommends the following wage increase for the position to \$17.04 as of January 1, 2013; and

RECLASSIFICATION:	CURRENT	01/01/13 SUGGESTED
Receptionist	\$ 15.50	
Records Management Specialist		\$17.04

NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors approve the wage adjustment and reclassification effective January 1, 2013.

Submitted by Personnel Committee: S/Swoverland.

Motion by Fisher, second by Schmitt to adopt. Fisher explained request. Resolution adopted by aye vote.

RESOLUTION #12-28 APPOINTED OFFICIALS AND REGULAR NON REPRESENTED EMPLOYEES SALARIES AND WAGES

WHEREAS, it is the responsibility of the Personnel Committee to recommend salaries and wages for appointed officials and regular non-represented employees; and

WHEREAS, in 2012 wages were frozen for these employees at the 2011 wage rate; and

WHEREAS, the Personnel Committee has reviewed the salaries of all appointed and regular non-represented employees (excluding Sheriff's union employees and Elected Officials); and

WHEREAS, the Personnel Committee is recommending an increase of 1% on January 1 and 1% on July 1 of 2013; and

WHEREAS, this employee wage rate recommendation is included in each of the departments budgets for 2013 and was reviewed by the Finance Committee during the budget process.

NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors approves an increase of 1% on January 1 and 1% on July 1 of 2013 for full-time and part-time appointed and regular non-represented employees.

Submitted by Personnel Committee: S/Fisher, Mai, Swoverland, Hulback.

Motion by Fisher, second by Boss to adopt. Motion by Fisher, second by Boss to amend by striking "based upon the 2012 contract settlement with the WPPA Sheriff's Union employees". Motion to amend carried by aye vote. Resolution as amended adopted by aye vote.

RESOLUTION #12-29 DESIGNATE UW-EXTENSION EDUCATION AND RECYCLING COMMITTEE TO OVERSEE 2013 RUSK COUNTY JUNIOR FAIR

WHEREAS, the UW-Extension Education and Recycling Committee oversaw the 2012 Rusk County Junior Fair and;

WHEREAS, the 2012 Rusk County Junior Fair was a success with over 5,000 people in attendance and providing a positive environment for Rusk County youth and their families and;

WHEREAS, it states in 93.23 of the Wisconsin State Statute, (b) Except as provided in par.(c), state aid shall be paid on the premiums awarded at only one fair in each county. If the county conducts a fair such state aid shall be paid to the county. If the county does not conduct a fair such state aid shall be paid to the one society, board, or association which conducts a fair and is designated by the county board and;

WHEREAS, at the November 6, 2012 UW-Extension Education and Recycling Committee meeting a motion was passed designating the UW-Extension Education and Recycling Committee to oversee the 2013 Rusk County Junior Fair.

NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors designates the Rusk County Junior Fair, overseen by the Rusk County UW-Extension Education and Recycling Committee with support from the UW-Extension Office, as the official fair of Rusk County to receive state premiums for the 2013 calendar year.

Submitted by UW Extension Education and Recycling Committee: S/Swoverland.

Motion by Swoverland, second by Freeman to adopt. Discussion on the need to choose one official fair for state reimbursement. Motion by Boss, second by Freeman to amend by replacing "and will" with "to". Motion to amend carried by aye vote. Resolution as amended adopted by aye vote.

Break at 10:02 a.m. Reconvened at 10:10 a.m.

READING OF THE 2013 BUDGET

Tatur read the Rusk County 2013 Budget Proposal Summary.

PUBLIC HEARING OF THE 2013 BUDGET

Public Hearing on the budget opened at 10:10 a.m. Rosemary Schmit, Finance Director, distributed a 2013 Budget Proposal Summary to the board.

Jerry Carow, President of WRA commented on his concerns with changes being considered in Land Water Conservation/Land Information and Zoning.

Paula Carow questioned lack of funding from the county for the new animal shelter building, the fair secretary position and concerns with combing of offices.

Phil Montwill, Highway Commissioner spoke on concerns he has with combining offices.

Public Hearing closed at 10:43 a.m.

Number	Budget Category	County Board
EXPENSES (Net of Applicable Revenue)		
	GENERAL GOVERNMENT:	
101	Circuit Court (net)	175,610.00
103	Family Court Commissioner (net)	16,590.00
104	Teen Court (net)	0.00
105	Coroner (net)	30,564.00
106	Indigent/Guardian Ad Litem (net)	24,825.00
107	County Board (net)	90,251.00
108	Board of Adjustment (net)	2,451.00
110	District Attorney (net)	147,546.00
111	Crime Victim Witness Coordinator (net)	25,470.00
112	Corporation Counsel (net)	62,306.00
113	Family Counseling Fund (net)	2,500.00
114	County Clerk/Elections (net)	219,800.00
115	Section 125-wellness (net)	0.00
116	Finance/Payroll/Insurance Adm./Audit (net)	297,180.00
117	Property and Liability Insurance (net)	110,371.00
118	Cost Allocations Reimbursed (net)	(157,215.00)
119	County Treasurer (net)	163,964.00
121	Plat Books Fund (net)	0.00
122	County Car Operations Internal Service Fund (net)	0.00
123	Central Services Internal Service Fund (net)	0.00
126	General Buildings & Plant (net)	489,154.00
127	Other County Property (net)	25,045.00
128	Tax Deed Property Management (net)	0.00
129	Register of Deeds (net)	55,838.00
132	Land Information - Public Access (net)	0.00
140	Legal Fees/Labor Negotiations/Human Resource (net)	22,900.00
142	IT Department (net)	140,922.00
143	Vending Machine (net)	0.00
	TOTAL GENERAL GOVERNMENT (net of revenue)	1,946,072.00

	PUBLIC SAFETY:	
210	Sheriff Patrol/Administration (net)	1,776,260.00
211	Jail Operations (net)	1,430,917.00
212	Water Patrol Program (net)	0.00
213	Snowmobile Patrol Program (net)	0.00
216	Conservation Officer (net)	0.00
220	D.A.R.E. (net)	0.00
221	B.R.D.E.U. (net)	0.00
224	Underage Alcohol Violators (net)	0.00
225	Victim Service Specialist (net)	7,731.00
226	Explorer Post (net)	255.00
228	BRDEU Meth Grant (net)	0.00
229	Wireless 911 (net)	11,115.00
233	ATV Grant (net)	0.00
235	Highway Safety Card (net)	0.00
236	Shop with a Cop (net)	0.00
237	Highway Safety B&B Equipment (net)	0.00
238	Highway Safety TRACS/OWI Tracking (net)	0.00
240	Jail - Bldg Maintenance (net)	16,170.00
241	Jail Assessment Fund (net)	0.00
250	Ambulance Operations (net)	0.00
251	First Responder Equipment grant (net)	1,700.00
252	Ambulance Equipment Grant (net)	0.00
253	Local Emergency Planning Grant (net)	0.00
254	LEPC Equipment Grant (net)	1,450.00
255	Emergency Government (net)	27,148.00
256	Hazardous Materials Training (net)	18,294.00
257	Homeland Security Grant	0.00
280	Dog Tax Trust Fund (net)	0.00
281	Animal Control (net)	34,385.00
282	Animal Shelter Building Fund (net)	0.00
284	Animal Control-Spay/Neuter Fund (net)	0.00
285	Animal Control-Gift Fund (net)	0.00
286	Animal Control-Endowment Fund (net)	0.00
	TOTAL PUBLIC SAFETY (net of revenue)	3,325,425.00
	PUBLIC WORKS:	
310	Highway Administration (net)	96,059.00
311	Trunk Highway Maintenance (net)	590,698.00
312	Trunk Hwy Construction (net)	534,577.00
313	Bridge Construction & Aid (net)	164,700.00
314a	Bituminous Operations (net)	0.00

314b	Gravel Pits (net)	0.00
314c	Equipment Fund (net)	0.00
315	State Maintenance (net)	0.00
316	Local Districts (net)	0.00
317	Local Departments (net)	0.00
318	Public Charges (net)	0.00
350	Airport Operations (net)	33,372.00
351	Airport Expansion (net)	3,750.00
352A&B	Indianhead Transit Service (net)	18,500.00
352C	Indianhead Transit Service Strap Program (net)	0.00
352D	Indianhead Transit New Freedom Grant (net)	0.00
353	Drivers Escort Service (net)	13,623.00
354	Recycling Grant (net)	9,237.00
	TOTAL PUBLIC WORKS (net of revenue)	1,464,516.00
	HEALTH & HUMAN SERVICES:	
410	Senior Services-Senior Citizen Center (net)	11,443.00
412	Senior Services-Source Newsletter (net)	0.00
413	Senior Services-Service Management (net)	0.00
415	Senior Services-Congregate Meals (net)	30,357.00
417	Senior Services-Home Delivered Meals (net)	51,361.00
418	Senior Services-Vehicle/Equip. Trust (net)	0.00
422	Senior Services-Elder Abuse Grant (net)	0.00
423	Senior Services-Family Caregiver Grant (net)	0.00
440	Public Health (net)	53,590.00
441	Public Health-Home Health Care (net)	0.00
445	Public Health-WIC Grant (net)	0.00
446	Public Health-Reproductive Health Grant (net)	0.00
449	Public Health-Women's Cancer Grant (net)	0.00
450	Public Health-Prenatal Care Grant (net)	0.00
451	Public Health-Care Services-Prev. Grant (net)	0.00
452	Public Health-Immunization Action Grant (net)	0.00
453	Public Health-Birth to Three (net)	0.00
454	Public Health-Tobacco (net)	0.00
455	Public Health-Children with Special Needs (net)	0.00
458	Public Health-MCH (net)	0.00
459	Public Health-Preparedness (net)	0.00
461	Human Services-Child Care (net)	0.00
462	Human Services-Economic Support (net)	79,830.00
463	Human Services-Services (net)	246,418.00
464	Human Services-Wis. Works (W2) (net)	0.00
466	Human Services-Community Intervention (net)	0.00

467	Human Services-LIHEAP-Low Inc Energy (net)	0.00
468	Human Services-Temporary Assistance (net)	0.00
469	Human Services-Intoxicated Drivers Surcharge (net)	0.00
470	Human Services-Foster Care & Domestic Abuse (net)	0.00
471	Human Services-Youth Aids (net)	0.00
472	Human Services-MA Pers Care/EDS Case Mgmt (net)	0.00
474	Human Services-Children & Families (net)	221,180.00
475	Human Services-Adult & Disability Resource Ctr (net)	38,664.00
480	Veterans Service Office (net)	99,417.00
482	Veteran's Service Commission (net)	500.00
490	Child Support Agency (net)	46,678.00
495	Rusk County Memorial Hospital (net)	0.00
	TOTAL HEALTH & HUMAN SERVICES (net of rev.)	879,438.00
	CULTURE, RECREATION & EDUCATION (net of rev.)	
510	Library Services (net)	276,189.00
511	Fairgrounds Upkeep (net)	24,753.00
512	Youth/Senior Community Center operations (net)	20,332.00
513	Junior Fair (net)	0.00
514	Trails End Youth Camp (net)	2,605.00
515	UW Extension Office (net)	99,491.00
516	UW Extension Meeting Fund (net)	0.00
518	WNEP (net)	0.00
	TOTAL CULTURE, RECREATION & EDUCATION (net of rev.)	423,370.00
	CONSERVATION & DEVELOPMENT	
610	County Forest Operations (net)	(92,300.00)
611	State Aid Forestry Loan (net)	0.00
612	County Forest Road Aid Grant (net)	17,000.00
613	Land Acquisition Fund (net)	0.00
614	County Conservation Aids (net)	2,477.00
615	Snowmobile Trails Maintenance (net)	1,778.00
616	Development of Habitat (net)	0.00
617	ATV Trail Grant (net)	0.00
620	County Parks & Recreation (net)	150,776.00
621	County Owned Dam Repairs (net)	0.00
623	Park Development (net)	0.00
624	Boat Landing Repairs (net)	0.00
640	Land Conservation & Development (net)	319,625.00
641	Wildlife Damage Program (net)	0.00
642	Wisconsin Farmers Fund (net)	0.00

643	Tree Program (net)	0.00
644	Environmental Challenge (net)	0.00
646	Conservation Camp (net)	0.00
650	LWRM Cost Share Program	0.00
659	Powerline (net)	(56,967.00)
661	Revolving Loan Fund DOD (net)	0.00
662	Economic Development - County (net)	0.00
663	County Industrial Development Agency (net)	0.00
664	Internet Site Development (net)	0.00
665	Bruce/Co USDA Revolving Loan Fund (net)	0.00
666	Visitor Center (net)	30,000.00
669	Joint Management Project - Enterprise Center (net)	0.00
672	Joint Management Project - Fritz (net)	0.00
673	Gates Avenue Building (net)	0.00
674	Weyerhaeuser Building (net)	0.00
676	Miner Avenue Building (net)	0.00
678	Fine Arts Center Building (net)	0.00
679	Rail Industrial Park (net)	0.00
680	Forest Industrial Park Building I Doughty Rd (net)	0.00
681	Forest Industrial Park Building II Jez Rd (net)	0.00
682	ADF Building (net)	0.00
683	County M Relocation (net)	0.00
685	Mining Reuse Fund (net)	0.00
686	Mining Fund (net)	0.00
692	Zoning Septic Maintenance Fund (net)	0.00
696	Housing Grant - Revolving Loan #1-#2-#3 (net)	0.00
697	CDBG-Home Grant (net)	0.00
698	CDBG-Wisconsin Neighborhood Stab. (net)	0.00
699	CDBG-Wisconsin Neighborhood Stab. (net)	0.00
	TOTAL CONSERVATION & DEVELOPMENT (net of rev)	372,389.00
	CAPITAL OUTLAY:	
713	Office Equipment - Courthouse Fund	30,000.00
715	Capital Projects	0.00
	TOTAL CAPITAL OUTLAY (net of revenue)	30,000.00
	DEBT SERVICE:	
125	Debt Service Fund (net)	394,224.00
	TOTAL DEBT SERVICE	394,224.00

	CONTINGENCY: (to be transferred to depts)	
719	Emergencies/Wage Adjustments/Shortages	150,000.00
	TOTAL CONTINGENCY	150,000.00
	TOTAL EXPENSES AFTER REIMBURSEMENTS (net)	8,985,434.00
	OTHER GENERAL COUNTY REVENUES:	
120	Other Tax Collections (net)	(1,322,313.00)
124	Sales Tax Fund Applied	(800,000.00)
--	General Fund Applied-From Prior Years	(984,928.00)
--	Transfer from RCMH General Fund	0.00
120	Exempt Computer Aid	(6,330.00)
	TOTAL OTHER GENERAL COUNTY REVENUES	(3,113,571.00)
	LEVY TO BE COLLECTED IN 2013	5,871,863.00

RESOLUTION #12-30 CREATE A NON-LAPSING FUND FOR THE RUSK COUNTY JUNIOR FAIR BUDGET 513

WHEREAS, the UW-Extension Office oversaw the 2011 and 2012 Rusk County Junior Fair and;

WHEREAS, the 2011 and 2012 Rusk County Junior Fair were successes with over 5,000 people in attendance and providing a positive environment for Rusk County youth and their families and;

WHEREAS, the Rusk County Junior Fair showed a profit in both 2011 and 2012 from community donations, fair book ad solicitations, and gate entries.

NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors create a non – lapsing fund that would include all profit from all prior year Junior Fairs, including carry forward amounts, and all profits from future Junior Fairs. The non – lapsing fund will cover any future Junior Fair revenue short fall.

Submitted by UW Extension Education and Recycling Committee: S/Swoverland.

Motion by Freeman, second by Pedersen to adopt. Resolution adopted carried by aye vote.

RESOLUTION #12-31 COMBINING OFFICES TO FORM A NEWLY CREATED LAND CONSERVATION AND DEVELOPMENT DEPARTMENT

WHEREAS, the Rusk County Personnel Committee has been conducting on-going studies to find money savings and efficiencies within the various County departments through the use of personnel; and

WHEREAS, through these studies, the combining of some departments into one department with various divisions within the new department would create efficiencies and monetary savings; and

WHEREAS, a departmental consolidation of the Land and Water Conservation Department, the Land Information/Survey Department, and the Zoning Department will result in improved services including, but not limited to: removing Department Head duties from certain employees, allowing employees to concentrate more time in their area of expertise; and provide sharing of personnel and equipment; and

WHEREAS, by assigning Department Head duties to one employee would give that Department Head a broader view of concerns with any given issue; for better administration and coordination in the development, and enforcement of county ordinances and permit issuance; and to ensure that a conservation perspective is considered in the planning, enforcement, and development activities of the three previous separate departments; and

WHEREAS, this structure will result in better coordination of work through joint work planning, program prioritization and greater flexibility in assignment of employees to meet emerging priorities; and

WHEREAS, the Land and Water Conservation Committee and Land Information/Zoning Committee will remain in place so as to ensure those current departments remain unchanged in their separate missions; and

WHEREAS, the initial fiscal impact of this consolidation is estimated to be budget-neutral, but budgets and salaries will be evaluated at a future date when appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors, hereby consolidates the Land and Water Conservation Department, Land Information/Survey Department, and the Zoning Department into a newly formed Land Conservation and Development Department with an effective date of October 15, 2012; and

BE IT FURTHER RESOLVED that the positions of Land Conservationist, Surveyor, and Zoning Officer are no longer considered Department Heads, but the Land Conservationist will be considered a Division Supervisor within the newly formed Land Conservation and Development Department; and

BE IT FURTHER RESOLVED that CeCe Tesky, current Zoning Administrator be appointed to the position of Department Head of the newly formed Land Conservation and Development Department .

Submitted by Personnel Committee: S/Fisher, Mai, Hulback, Swoverland.

Motion by Fisher, second by Willingham to adopt. Motion by Nawrocki, second by Lieftring to amend by removing Land Water Conservation from combing offices. Discussion on sharing office staff, increased responsibilities of new department head, reduction of services, committees staying in place, assistant surveyor being cross trained, government efficient approaches discussed at WCA conference and interviewing other counties who made similar changes. Roll call. Voting yes - 7 Voting no - 10. Voting yes: Lieftring, Swoverland, Pedersen, Freeman, Biller, Nawrocki, Hauser. Voting no: Schneider, Gierke, Schmitt, Fisher, Hulback, Mai, Willingham, Platteter, Boss, Tatur. Motion to amend failed by roll call vote.

Motion by Hauser, second by Nawrocki to postpone decision for a public hearing. Roll call. Voting yes - 6 Voting no - 11. Voting yes: Swoverland, Freeman, Biller, Nawrocki, Hauser, Lieftring. Voting no: Pedersen, Schneider, Gierke, Schmitt, Fisher, Hulback, Mai, Willingham, Platteter, Boss, Tatur. Motion to postpone failed by roll call vote.

Voting yes - 10 Voting no - 7. Voting yes: Pedersen, Schmitt, Fisher, Hulback, Mai, Willingham, Platteter, Boss, Swoverland, Tatur. Voting no: Schneider, Gierke, Freeman, Biller, Nawrocki, Hauser, Lieftring. Resolution adopted by roll call vote.

RESOLUTION #12-32 ADOPT 2013 BUDGET AND 2012 PROPERTY TAX LEVY TO BE COLLECTED IN 2013

WHEREAS, department administrators and overseeing committees, elected officials, and the Finance Committee have met and determined the 2013 budget and 2012 tax levy to be collected in 2013; and

WHEREAS, a public hearing has been held for interested citizens and taxpayers to voice their opinions on the proposed budget and levy; and

WHEREAS, the proposed budget has been published in the Ladysmith News and copies have been made available to the public.

NOW THEREFORE BE IT RESOLVED that the Rusk County Board of Supervisors adopts the 2013 proposed budget and establishes the 2012 levy on the taxpayers of Rusk County of \$5,879,169 to be collected in 2013; and

BE IT FURTHER RESOLVED that the Rusk County Board of Supervisors has established this levy within the guidelines and mandates issued by the State of Wisconsin, Department Revenue for 1993 and years thereafter.

Submitted by Personnel Committee: S/Fisher, Mai, Hulback, Swoverland.

Motion by Platteter, second by Boss to adopt. Rosemary Schmit, Finance Director distributed and explained budget adjustment recommendations. Motion by Platteter, second by Hauser to table the budget and move to Employee Health Insurance for 2013. Motion carried by aye vote.

EMPLOYEE HEALTH INSURANCE FOR 2013

Denise Wetzel, Clerk explained process leading to insurance change to WEA Trust and plan design for the employees. Motion by Schmitt, second by Fisher to approve. Motion to approve carried by aye vote.

Motion by Boss, second by Schmitt to bring the budget back on the table. Motion carried by aye vote.

Motion by Boss, second by Platteter to adjust budget as outlined by Finance Department. Roll call. Voting yes - 11 Voting no - 6. Voting yes: Gierke, Schmitt, Fisher, Hulback, Mai, Willingham, Platteter, Boss, Swoverland, Pedersen, Tatur. Swoverland, Freeman, Biller, Nawrocki, Hauser, Lieftring. Voting no: Schneider, Freeman, Biller, Nawrocki, Hauser, Lieftring. Resolution adopting the 2013 budget approved by roll call vote.

Break at 12:10 p.m. Reconvened at 12:24 p.m.

RESOLUTION #12-33 RECORDS MANAGEMENT AND RETENTION ORDINANCE OF RUSK COUNTY

Submitted by Finance Committee: S/Tatur, Platteter, Boss, Knops, Fisher.

Motion by Lieftring, second by Pedersen to approve. Rich Summerfield, Corporation Counsel explained reasoning behind the ordinance. Resolution adopted by aye vote. A complete copy of the ordinance is available in the clerk's office.

COUNTY BOARD TABLET USE POLICY – OPTION #1 (Return)

I. POLICY

Upon election and/or appointment a County Board Supervisor will be issued a County tablet to aid in the performance of their duties. Upon retirement or not succeeding in re-election to the board, the County Board Supervisor will return the tablet and case to the Rusk County IT Dept.

II. PROCEDURE

- A. Upon election and/or appointment and at any time thereafter, a County Board Supervisor issued or provided a county tablet, shall be required to have a dated receipt of such property documented on the ISSUE & RETURN of COUNTY PROPERTY form and added in inventory by the Rusk County IT Dept. If a replacement tablet is issued, the original document will be revised.
- B. A copy of the receipt form shall be given to the County Board Supervisor, and the original will be retained by the Rusk County IT Dept.
- C. Upon retirement or not succeeding in re-election to the board, a County Board Supervisor shall meet with the Rusk County IT Dept to sign the ISSUE & RETURN of COUNTY PROPERTY form indicating the tablet has been returned to the county and the tablet's condition is noted.
- D. Tablets shall be used for conducting county business and may be used for personal use. However, no inappropriate use of the device, as outlined in the Rusk County Computer Use Policy, will be tolerated and may result in privileges being terminated.
- E. All tablets are the personal responsibility of each County Board Supervisor. Any cases of misuse and/or improper handling that would result in breakage, lost, or stolen tablets is the personal responsibility of each County Board Supervisor, determined by the Property Committee, to pay Rusk County whatever the tablet's prorated amount would be.
- F. Any assistance required regarding maintenance and learning operational functions of the tablet, for work-related issues only, will be the responsibility of the Rusk County IT Dept.
- G. The only items that the County will purchase are the tablet and general case. All other accessories will be the responsibility of the County Board Supervisor to purchase.

III. FORM

- A. Issue and Return of County Property

COUNTY BOARD TABLET USE POLICE - OPTION #2 (Keep)

IV. POLICY

Upon election and/or appointment a County Board Supervisor may be issued a County tablet to aid in the performance of their duties. Upon retirement or not succeeding in re-election to the board, the County Board Supervisor can either return the tablet to the Rusk County IT Dept or purchase the tablet at a pro-rated price, depreciated \$75 per year of use. For example, after four years of use, a County Board Supervisor could purchase the tablet for \$100 (\$400 original price - \$300 depreciation).

V. PROCEDURE

- H. Upon election and/or appointment and at any time thereafter, a County Board Supervisor issued or provided a county tablet, shall be required to have a dated receipt of such property documented on the ISSUE & RETURN of COUNTY PROPERTY form and added in inventory by the Rusk County IT Dept. If a replacement tablet is issued, the original document will be revised.
- I. A copy of the receipt form shall be given to the County Board Supervisor, and the original will be retained by the Rusk County IT Dept.
- J. Upon retirement or not succeeding in re-election to the board, a County Board Supervisor shall verify with the Rusk County IT Dept the issue date of the tablet to determine the pro-rated amount for personal purchase and sign the ISSUE & RETURN of COUNTY PROPERTY form indicating the tablet has purchased or returned and the tablet's condition is noted.
- K. Tablets shall be used for conducting county business and may be used for personal use. However, no inappropriate use of the device, as outlined in the Rusk County Computer Use Policy, will be tolerated and may result in privileges being terminated.
- L. All tablets are the personal responsibility of each County Board Supervisor. Any cases of misuse and/or improper handling that would result in breakage, lost, or stolen tablets is the personal responsibility of each County Board Supervisor, determined by the Property Committee, to pay Rusk County whatever the tablet's pro-rated amount would be.
- M. Any assistance required regarding maintenance and learning operational functions of the tablet, for work-related issues only, will be the responsibility of the Rusk County IT Dept.
- N. The only items that the County will purchase are the tablet and general case. All other accessories will be the responsibility of the County Board Supervisor to purchase.

VI. FORM

- B. Issue and Return of County Property

Summerfield recommended option #1 due to question of compensation. Discussion on both options. Motion by Platteter, second by Fisher to approve Option #1. Motion carried by aye vote.

APPROVAL OF PTO (Personal Time Off) POLICY

Motion by Fisher, second by Schmitt to approve. Fisher explained policy. Motion carried by aye vote.

UPDATE – SALE OR LEASE OF RCNH

Summerfield explained to sell a portion of the building must meet state requirements by being structurally separate. Currently working on lease terms.

For the Purpose of Negotiating the Sale of the Rusk County Nursing Home

Closed Session announced by Chair for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, WI Stats 19.85(1)(e).

Motion by Lieftring, second by Swoverland to enter closed session. Roll Call. Voting yes - 17. Voting no – 0. Voting yes: Boss, Biller, Nawrocki, Hauser, Lieftring, Swoverland, Pedersen, Schneider, Gierke, Schmitt, Fisher, Hulback, Mai, Willingham, Freeman, Platteter, Tatur. Motion carried by roll call vote.

CLOSED SESSION AT 1:00 P.M.

Motion by Hauser, second by Lieftring to return to open session. Motion carried by aye vote.

OPEN SESSION AT 1:15 p.m.

APPOINTMENTS

Election of RCMH Board: Tatur advised the election will be addressed at the December 18th meeting.

ADJOURNMENT

Motion by Swoverland, second by Gierke to adjourn. Motion carried by aye vote. Meeting adjourned at 1:20 p.m.

Next meeting December 18, 2012 at 5:00 p.m.