

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, October 27, 2009 7:00 p.m.

**Jefferson County Courthouse
320 South Main Street, Room 205
Jefferson, WI 53549**

1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 4. **REVIEW OF THE AGENDA**
 5. **COMMUNICATIONS**
 - a. Letter from Wisconsin Counties Association, dated October 5, 2009, regarding its annual report video (Page 1)
 6. **PUBLIC COMMENT** Note: Public Comment on Non-Budget items
 7. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation on the Wisconsin Counties Association (WCA) Annual Conference – Supervisor Jim Braugher
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
8. **ECONOMIC DEVELOPMENT CONSORTIUM**
 - a. Resolution – Approve CDBG Emergency Assistance Program loans/grants (Page 2)
 9. **HIGHWAY COMMITTEE**
 - a. Resolution – To enter into contract County Trunk Highway SC engineering design (Page 3)
 10. **HUMAN RESOURCES COMMITTEE**
 - a. Ordinance – Personnel Ordinance amendment to comply with changes in State regulations for the Federal Family Medical Leave (Page 4)
 - b. Ordinance – Personnel Ordinance amendment to address suspension of attendance policies during times of widespread emergency or pandemic (Page 5-6)
 - c. Ordinance – Personnel Ordinance amendment to create availability of random hours for personnel in part-time, exempt positions (Page 7-8)
 11. **REPORTS**
 - a. Presentation of the 2009 Recommended County Budget – Gary R. Petre, County Administrator
 12. **PUBLIC HEARING ON THE 2009 RECOMMENDED BUDGET**
(Tabled on October 13, 2009)
 13. **ANNOUNCEMENTS**

14. **ADJOURN**

**PLEASE BRING PREVIOUSLY DISTRIBUTED
2010 RECOMMENDED BUDGET TO MEETING**

**NEXT COUNTY BOARD MEETING, TUESDAY, NOVEMBER 10, 2009 7:00 P.M. ROOM 205
(ADOPTION OF THE 2010 COUNTY BUDGET IS SCHEDULED FOR THIS MEETING)**



To view this video go to:
www.co.jefferson.wi.us
"Related Links"

Item 5a

22 EAST MIFFLIN STREET, SUITE 900
MADISON, WI 53703
TOLL FREE: 1.866.404.2700
PHONE: 608.663.7188
FAX: 608.663.7189
www.wicounties.org

October 5, 2009

Wisconsin County Board Chairs,

Enclosed you will find a DVD of the first video annual report for the Wisconsin Counties Association covering the happenings of the association over the past 12 months. This 8-minute video was the product of work by the WCA staff in order to keep the members up-to-date on the health and endeavors of the association.

If you were at the WCA Annual Conference in September, you would have seen it at both the second general assembly, as well as at the annual business meeting. It was the goal of the video to educate county supervisors on the numerous services the association provides its members and outline the varied accomplishments achieved over the previous year.

The topics covered range from outlining the specific legislative accomplishments that make up our core mission as an association, through our many outreach and educational efforts throughout the year, to the overall financial health of WCA.

Each year the association plans to compile an overview of the last year's operations in this new video format and will present it at the annual conference. In an effort to make sure all our members have a chance to view this annual report, we are mailing it to all county board chairs. I encourage each of you to take the time at an upcoming county board meeting to share this video with your colleagues.

If you would like extra copies, please don't hesitate to contact the WCA office at 1.866.404.2700. For additional questions or comments, you can contact Jennifer Bock, WCA Managing Editor, at bock@wicounties.org.

Best Regards,

Alice M. Connors, President
Wisconsin Counties Association

Approve CDBG- Emergency Assistance Program loans/grants

WHEREAS, the Board adopted Resolution No. 2009-16 on April 21, 2009, which authorized participation in the Community Development Block Grant – Emergency Assistance Program, and

WHEREAS, Jefferson County was notified on June 9, 2009, by the Wisconsin Department of Commerce that Jefferson County was awarded \$4 million to assist in flood recovery efforts, and

WHEREAS, \$2.095 million was designated to be used to assist Jefferson County businesses in business flood mitigation, which may compensate for past structural damage to the place of business, loss of equipment or inventory, and/or documentable loss of revenue that occurred during the disaster period or prevent future damage, and

WHEREAS, public hearings were held on July 15, 2009, and September 29, 2009, at which time the public was invited to learn about the CDBG program and to comment on the activities included in the CDBG application, and

WHEREAS, the Revolving Loan Fund Committee recommends the applications of Alsam Inc. (Burger Corner, Jefferson) for an amount not to exceed \$36,100 and Riverfront Rentals, LLC for an amount not to exceed \$255,000, which will be 0% interest forgivable loans, with 20% of the loan forgiven each year that the business owner continues to operate the business until 100% of the loan is forgiven at the end of 5 years, and

WHEREAS, approval of the use of the grant funds for these forgivable business loans will enhance and assist the businesses in their flood recovery efforts,

NOW, THEREFORE, BE IT RESOLVED that Alsam Inc. (Burger Corner, Jefferson) is authorized to receive up to \$36,100 for equipment purchase, and Riverfront Rentals, LLC is authorized to receive up to \$255,000 for flood damage prevention and mitigation.

BE IT FURTHER RESOLVED that the Economic Development Director shall administer the loans.

Fiscal Note: Funds received from Wisconsin Department of Commerce will total up to \$4 million. Account #33.593801 CDBG Outlay will be charged for the disbursements. No county tax levy funds are used for these loans.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____
VACANT _____

Requested by
Economic Development Consortium

10-27-09

Dennis Heling and Phil Ristow: 10-21-09

RESOLUTION NO. 2009-_____

Resolution to enter into contract for County Trunk Highway SC engineering design

WHEREAS, County Trunk Highway SC is in very poor condition and needs significant construction improvements to update it to current standards, and

WHEREAS, the right-of-way limits are narrow in many areas and it is anticipated that additional property and easements will be needed to properly complete construction work, and

WHEREAS, bids were solicited for engineering design work on August 13, 2009, with the following results,

Ruekert/Mielke, Waukesha, Wisconsin	\$ 45,387
Ayres Associates, Waukesha, Wisconsin	\$ 68,200
OMNNI Associates, Appleton, Wisconsin	\$ 75,800
SEH, Madison, Wisconsin	\$ 78,149
AECOM USA, Milwaukee, Wisconsin	\$ 109,884
MSA Engineering, Madison, Wisconsin	\$ 130,931
R.A. Smith National, Brookfield, Wisconsin	\$ 154,164
RSV Engineering, Jefferson, Wisconsin	\$ 161,290

NOW, THEREFORE, BE IT RESOLVED that the Highway Department is authorized to enter into a contract with Ruekert/Mielke in the amount of \$45,387 for the design of County Trunk Highway SC.

Fiscal Note: Funds for the design work will come from the Highway Department Road Construction Account #53312.

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____
 VACANT _____

Requested by
Highway Committee

10-27-09

Bill Kern: 10-19-09

Item 10a

ORDINANCE NO. 2009-_____

Personnel Ordinance amendment to comply with changes in State regulations for the Federal Family Medical Leave

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0430, Family Medical Leave and Military Family Acts, of the Personnel Ordinance is amended to comply with new State of Wisconsin regulations:

HR0430 FAMILY MEDICAL LEAVE ACT AND MILITARY FAMILY LEAVE ACT

C. Type of Leave Covered

In order to be eligible for leave under this policy, the employee must be taking the leave for one of the following reasons:

1. The birth of a child, or placement of a child with the employee for adoption
2. Placement with the employee of a son or daughter for foster care
3. The employee's own serious health condition;
4. The employee is needed to care for the employee's spouse; child; parent due to his/her serious health condition.
5. The employee needs to care for the employee's parent-in-law; domestic partner (as defined in § 40.02(1) or 770.01(1), Wis. Stats.); or domestic partner's parent, due to his/her serious health condition (State Leave Only)
6. A qualifying exigency arising out of the fact that the employee's spouse; son/daughter; parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves (Exigency: Non-Medical; Non-Routine)
7. The employee is the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness. (Military Caregiver Leave)
8. The employee is called to active duty in the Military

Section 2. This ordinance shall be effective after passage and publication as provided by law.

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____
 VACANT _____

Requested by
Human Resources Committee

10-27-09

Terri M. Palm-Kostroski: 10-20-09

ORDINANCE NO. 2009-_____

Personnel Ordinance amendment to address suspension of attendance policies during times of widespread emergency or pandemic

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0145, Human Resources Committee Authority, and HR0505, Absenteeism Policy, are amended to allow the suspension and flexibility of attendance policies during declared emergencies or pandemics.

HR0145 HUMAN RESOURCES COMMITTEE AUTHORITY. In addition to other powers granted herein to the Human Resources Committee, the Committee may:

- A. Approve Memorandum of Understandings or interpretations of labor contract provisions necessary to resolve grievances, as recommended by the County Administrator.
- B. Authorize use of accumulated time off for exempt employees before such time is otherwise available.
- C. Consider and decide appeals limited to the issue of whether a Third Party Administrator of employee benefits has followed the contractual appeals process. If the procedure has been completed according to the contract, the Third Party Administrator’s decision shall be affirmed. No appeal shall be considered unless the employee has first provided the Human Resources Director with the details of the claim and an opportunity to review the issue with the Third Party Administrator and County Administrator. (Am. Ord. 2007-19, 09-11-07)
- D. Authorize the County Administrator or designee to temporarily suspend attendance provisions of this ordinance as necessary to operate during times of national, state or local emergencies or pandemics, subject to the requirements of union contracts, state and federal laws and regulations. This may include allowing borrowing from sick or vacation banks, allowing flexible work schedules or working from home, or allowing other temporary accommodations that may be necessary to provide flexibility to the employees in order to fulfill the needs of the public.

HR0505 ABSENTEEISM POLICY

- C. Guidelines:
 - 9. Requirements for Medical Documentation
Employees will be required to provide documentation from a physician for absences due to illness of three days or

longer or instances of a communicable disease upon the request of the department head concerned. All medical disabilities including personal illness/injury must be covered by the proper medical/doctor's authorization. Employees must have a written release from the doctor upon return from a disability or absence resulting from a work-related illness or injury, or a non-work related injury or illness preceded by a leave of absence. A doctor's verification is required for all absences due to any kind of work-related illness or injury regardless of the number of days absent. The doctor's excuse must specify the reason for the absence

Section 2. This ordinance shall be effective after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

VACANT _____

Requested by
Human Resources Committee

10-27-09

Terri M. Palm-Kostroski: 10-20-09

ORDINANCE NO. 2009-_____

Personnel Ordinance amendment to create availability of random hours for personnel in part-time, exempt positions

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0265, Part-Time Employment, and HR0360, Hours of Work, Overtime and Compensatory Time, are amended to create random hours for part-time, exempt positions.

HR0265 PART-TIME EMPLOYMENT

B. At the time an employee is hired the candidate’s employment record shall disclose whether the position is full-time, more than half-time, less than half-time, or less-than-600 hours annually. Benefits for each status are as follows:

- Full-time (1900 hours annually) – all benefits and accruals illustrated within the Personnel Ordinance
- More than half-time (1040 – 1899 hours annually) - health, dental, life and other insurances on the same basis as full-time employees. Accrued fringe benefits (vacation, sick and holiday) on a pro rata basis.
- Less than half-time (600 – 1039 hours annually) – Random Hours in accordance with HR0360 (A)(2) and all insurance benefits on the same basis as full-time employees, except ~~NOT eligible for any accrued fringe benefits or dental insurance.~~ dental insurance or any other accrued fringe benefits. Employees working less than 1040 hours annually may be eligible for the State Health insurance, but the level of employer premium contribution is 25% of the lowest qualified plan, and the employee is responsible for the balance of the monthly premium. (Am. Ord. 2008-30, 12-09-2008)

HR0360 HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME

A. Exempt Employees

2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Family Court Commissioners, Assistant Corporation Counsel, Chief Deputy, County Accounting Manager and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full

year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. (Am. Ord. 2008-24, 11-10-2008) (Am. Ord 2008-35, 02/10/09)

- a. Exempt employees are expected to work whatever hours are necessary beyond the regular workweek to assure that a complete and adequate job is done.
- b. Full-time persons receiving random days shall work eight (8) hours a day, Monday through Friday, primarily during regular business hours. (Am. Ord. 2007-31, 01-11-08)
- c. Full-time employees working less than four hours a day, Monday through Friday, shall supplement worked time with paid-leave time such as sick, vacation, random, personal holiday, bringing total hours up to eight per day. Full-time employees working less than eight hours a day, but more than four hours a day, Monday through Friday, may supplement time worked with paid-leave time, or may opt to flex the necessary time during the same Monday through Friday work week at their discretion. (Am. Ord. 2007-31, 01-11-08)
- d. Any altered daily work schedule for department heads will be at the discretion of the County Administrator, and may be granted if the needs of the county allow for such alteration.
- e. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____
VACANT _____

Requested by
Human Resources Committee

10-27-09

Terri M. Palm-Kostroski: 10-20-09