

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, July 10, 2012 7:00 p.m.

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

1. **CALL TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 5. **REVIEW OF THE AGENDA**
 6. **APPROVAL OF THE JUNE 12, 2012 COUNTY BOARD MINUTES**
 7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum)
 - b. Retirement Recognitions
 - c. Letter dated July 2, 2012 from Barb Endl, President of Tomorrow's Hope, regarding the annual Walk Fest and Night Light Bicycle Ride events (Page 1)
 - d. Zoning Committee Notice of Public Hearing, July 19, 2012 (Page 2-3)
 8. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of the audited 2011 Comprehensive Annual Financial Report (CAFR) for Jefferson County by CliftonLarsonAllen LLP
 - b. Presentation on Community Development Block Grant Program - Dennis Heling
 9. **PUBLIC COMMENT**
 10. **ANNUAL REPORTS**
 - a. Child Support – Stacey Jensen
 - b. Emergency Management – Donna Haugom
 - c. Human Resources – Terri Palm-Kostroski
 - d. Sheriff's Department – Paul Milbrath
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **PLANNING & ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 4)
 - b. Amend Zoning Ordinance (Page 5-7)
 12. **ECONOMIC DEVELOPMENT CONSORTIUM**
 - a. Resolution – Approve Amendment #3 to Community Development Block Grant-Emergency Assistance Program (CDBG-EAP) Contract #08-14 and Approve CDBG-EAP Loan to Foremost Buildings Inc. (Page 8-9)
 - b. Resolution – Authorizing Cooperation Agreement for Community Development Block Grant Housing Program (Page 10-11)
 13. **FINANCE COMMITTEE**
 - a. Resolution – Modify the County's Fund Balance Policy (Page 12)

14. HUMAN RESOURCES COMMITTEE
 - a. Ordinance – Personnel Ordinance amendment addressing employee political activities (Page 13-15)
 - b. Resolution – 2012 Wage Adjustment for non-represented, non-sworn employees (Page 16)
 - c. Resolution – Reclassifying the Assistant Superintendent position at Highway, the Systems Analyst position at MIS, and the WIC Project Director position at the Health Department (Page 17)
 - d. Resolution – Creating one full-time Deputy Court Clerk II – General position and eliminating one full-time Lead Deputy Clerk position (Page 18)
15. HUMAN SERVICES BOARD
 - a. Resolution – Authorize contracting for supplemental legal assistance for juvenile cases (Page 19)
16. APPOINTMENTS BY HUMAN SERVICES BOARD
 - a. Earlene Ronk, Jefferson, appointed for a three-year term commencing July 2012 (Page 20)
 - b. Dan Krause, Fort Atkinson, appointed for a two-year term commencing July 2012 (Page 20)
 - c. Carol Battenberg, Johnson Creek, appointed for a two-year term commencing July 2012 (Page 20)
 - d. Georganne Mortensen, Palmyra, appointed for a three-year term commencing July 2012 (Page 20)
17. ANNOUNCEMENTS
18. ADJOURN

NEXT COUNTY BOARD MEETING, MONDAY, August 13, 2012 7:00 P.M. ROOM 205



July 2, 2012

Jefferson County Board
Jefferson County Courthouse
320 S. Main Street
Jefferson, Wisconsin 53549

Re: Jefferson County Bicycle Trail

Dear County Board Members:

2012 marks the 15-year anniversary of Tomorrow's Hope, a local nonprofit health care charity. Our annual Walk Fest event is coming up soon. It will be held on July 20th and 21st at the Jefferson County Fair Park.

Walk Fest is both a fund-raising event and a community celebration. It is an extravaganza of events, contests, commemorations, fellowship, entertainment and food. Walk Fest is healing, inspirational and fun.

Tomorrow's Hope raises money to support local people who are affected by life-threatening illnesses. All money raised is granted and used locally, in our healthcare service area, to help family members, friends and neighbors.

I am proud to tell you that Tomorrow's Hope has granted nearly \$3.1 million, in the past 14 years, to local healthcare facilities and organizations that help treat and care for our loved ones and community residents – in and around Jefferson County.

Because the \$3.1 million raised by Tomorrow's Hope has all been granted locally, these charity funds have resulted in a \$5.6 million general economic benefit to Jefferson County -- according to the economic multiplier formula, as explained to us by a UW Extension official.

Many thanks to everyone on the County Board, and everyone else who contributes to Tomorrow's Hope. Your support really does make a big difference – both for local people in need or care and support, and for the county as a whole!

This year, at Walk Fest, we are introducing a new event called the Night Light Bicycle Ride. Participants will decorate their bikes with fluorescent lights and start the night time group ride from Fair Park at 10 p.m.

We are excited and grateful to be able to use the Jefferson County Bike Trail, between Jefferson and Fort Atkinson, for this ride! We have implemented numerous precautions to make sure this unique trip is both fun and safe. And, what a site it will be!

Tomorrow's Hope is fortunate to be based in Jefferson County, where wonderful public amenities like the Fair Park and the Bike Trail are available. The partnership between Jefferson County and Tomorrow's Hope is a winning combination, and a blessing, for people in this area.

Thank you all for your continued support of Tomorrow's Hope.

Sincerely,

Barb Endl, President

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: July 19, 2012

TIME: 7:00 p.m.

PLACE: Room 205, Jefferson County Courthouse, 320 S. Main St., Jefferson, WI

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance With Open Meetings Law Requirements**
4. **Review of Agenda**
5. **Public Hearing**

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, July 19, 2012, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the zoning ordinance of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

FROM A-T, AGRICULTURAL TRANSITION TO C, COMMUNITY

R3597A-12 – Herman Zastrow: Rezone approximately 3 acres of PIN 012-0816-1932-000 (29.598 Acres) for future residential development. The site is in the Town of Ixonia, near **CTH E and Pipersville Road.**

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R3598A-12 – Louis Maffiola: Create a 1-acre lot around the existing home at **W5695 Fox Hill Road** in the Town of Koshkonong from part of PIN 016-0514-1122-000 (2.51 Acres).

R3599A-12 & CU1712-12 – Ryan & Meliza Ritacca: Rezone approximately 2.22 acres of PIN 020-0814-2912-00 (30 Acres) with conditional use for a home occupation electrical business on **West Road** in the Town of Milford.

R3600A-12 – Marvin C Homann: Rezone to create a 1-acre vacant lot and a 4.99-acre lot with the existing home at **N7379 STH 89** in the Town of Waterloo on PIN 030-0813-3634-000 (29.68 Acres).

CONDITIONAL USE PERMIT APPLICATIONS

CU1711-12 – Kevin Christianson: Conditional use to allow an extensive on-site storage structure of 1,350 square feet, 16 feet in height in a Residential R-2 zone. The site is at **N2429 Kunz Road** in the Town of Sumner, on PIN 028-0513-0111-008 (2.727 Acres).

6. Adjourn

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so that appropriate arrangements can be made.

**REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the zoning ordinance of Jefferson County, filed for public hearing held on April 19 and June 21, 2012, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:

APPROVAL OF PETITIONS R3576A-12, R3585A-12, R3586A-12, R3587A-12, R3589A-12, R3590A-12, R3591A-12, R3592A-12, R3593A-12, R3594A-12, R3595A-12 and R3596A-12

DATED THIS 25th DAY OF JUNE 2012

Donald Reese, Secretary

THE PRIOR MONTH'S AMENDMENTS, 3548A-11, 3549A-11, R3573T-12, R3574T-12, R3575T-12, ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).

ORDINANCE NO. 2012-_____**Amend Zoning Ordinance**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the Jefferson County Zoning Ordinance, and

WHEREAS, Petition R3576A-12 was referred to the Jefferson County Planning and Zoning Committee for public hearing on April 19, 2012, and Petitions R3585A-12, R3586A-12, R3587A-12, R3589A-12, R3590A-12, R3591A-12, R3592A-12, R3593A-12, R3594A-12, R3595A-12 and R3596A-12 were referred for public hearing on June 21, 2012, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the zoning ordinance of Jefferson County (and official zoning maps) as follows:

FROM RESIDENTIAL R-1 TO A-T, AGRICULTURAL TRANSITION

Rezone PIN 012-0816-2131-002 (46.440 acres) from R-1 and part of PIN 012-0816-2821-025 (38.844 acres) from Natural Resource to allow for creation of a 52.5-acre Agricultural Transition zone. The site is near Park Ridge Way and CTH P in the Town of Ixonia. Rezoning is conditioned upon Town approval of a developer's agreement, letter of credit, upon written driveway agreement and upon approval of the final plat. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3576A-12 – Autumn Ridge Development, LLC/Richard & Karen Adams, Neumann Developments Inc. property)

FROM A-T, AGRICULTURAL TRANSITION TO RESIDENTIAL R-2

Rezone PIN 016-0513-2512-001 (35.124 acres) to allow for a future subdivision of 26 lots, each approximately 1 acre in size. The site is at W7489 Koshkonong Mounds Road in the Town of Koshkonong. Rezoning is conditioned upon preliminary plat review within one year; the action shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3585A-12 – Thomas Baker/Baker, S. Glowacki and C. Bilina property)

**FROM A-T, AGRICULTURAL TRANSITION TO R/R,
RESIDENTIAL/RECREATIONAL**

Rezone 0.82 acre of PIN 016-0513-2512-000 (13.798 acres) to allow for a new residential/recreational building site on Koshkonong Mounds Road in the Town of Koshkonong. This action is conditioned upon road access approval by the Town, upon receipt by Zoning of a suitable soil test showing sites for installation of both initial and replacement private sewage

systems, and upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3586A-12 – Koshkonong Mounds Resort, Inc.)

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS

Rezone the property at W5670 French Road in the Town of Milford. The site is made up of PINs 020-0814-2214-000 (40 acres), 020-0814-2241-000 (40.996 acres), 020-0814-2242-000 (40 acres), 020-0814-2243-000 (40 acres), 020-0814-2244-000 (40 acres), 020-0814-2312-000 (10.931 acres), 020-0814-2321-000 (40 acres), 020-0814-2322-000 (40 acres), 020-0814-2323-000 (40 acres), 020-0814-2332-000 (40 acres), 020-0814-2333-000 (40 acres), 020-0814-2622-000 (28.284 acres). (R3587A-12 – Milford Hills Hunt Club, c/o Dan Marks/D & L Shoot property)

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, RURAL RESIDENTIAL

Create a 2-acre lot with existing home at N6063 Coffee Road in the Town of Farmington from part of PIN 008-0715-2111-000 (21 acres.) Rezoning is conditioned upon approval and recording of the final certified survey map for the property, and shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3589A-12 – Gabriella Brechler/James Derr, Gabriella Brechler property)

Create a 2-acre building site on the north side of Rockvale Road in the Town of Ixonia from part of PIN 012-0816-2831-001 (12.51 acres). This action is conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems and upon approval and recording of a final certified survey map for the lot. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3590A-12 – Joe Mallow)

Rezone the area, approximately 1.8 acre, of PIN 012-0816-2831-001 (12.51 acres) which is on the south side of Rockvale Road, Town of Ixonia, for a new building site. Rezoning is conditioned upon road access approval by the Town and upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3591A-12 – Joe Mallow)

Create a 2-acre building site on the northeast side of Rockvale Road from part of PINs 012-0816-2834-000 (28.849 acres) and 012-0816-2843-002 (37.55 acres) in the Town of Ixonia. This action is conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the property. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all

applicable conditions have been completed by that date. No development is allowed on slopes exceeding 20%. (R3592-12 – Joe Mallow)

Create two, 2-acre lots on the southwest side of Rockvale Road from part of PIN 012-0816-2834-000 (28.849 acres) in the Town of Ixonia. Rezoning is conditioned upon road access approval for each lot by the Town, upon receipt by Zoning of a soil test for each lot showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lots. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3593A-12 – Joe Mallow)

Rezone 2.935 acres of PIN 016-0514-1122-001 (14.392 acres) with the home at W5709 Fox Hill Road in the Town of Koshkonong. This utilizes the last available A-3 zone for the property; therefore it is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3594A-12 – Louis Maffiola)

Create a 1.5-acre lot around the home at N4360 CTH E in the Town of Sullivan, from PINs 026-0616-1014-000 (36.935 acres) and 026-0616-1011-000 (35.06 acres). Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3595A-12 – Donald Payne)

FROM A-3, RURAL RESIDENTIAL TO A-2, RURAL AND AGRICULTURAL BUSINESS

Rezone to create an approximate 2.5-acre A-2 zone for grain storage and drying, storage of farm equipment, feed and personal items at W4268 Pester Lane in the Town of Cold Spring, on part of PIN 004-0515-1743-001 (10 acres). Rezoning is conditioned upon road access approval by the Town for the new access. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3596A-12 – Timothy & Karen Maloney)

AYES _____
NOES _____
ABSTAIN ____
ABSENT _____

Ordinance Requested by
Planning and Zoning Committee

07-10-12

Deb Magritz: 07-03-12

RESOLUTION NO. 2012-_____

Approve Amendment #3 to Community Development Block Grant-Emergency Assistance Program (CDBG-EAP) Contract #08-14 and Approve CDBG-EAP Loan to Foremost Buildings Inc.

WHEREAS, the Board adopted Resolution No. 2009-16 on April 21, 2009; Resolution No. 2009-65 on November 10, 2009; and Resolution No. 2010-91 on February 8, 2011, which authorized participation in the Community Development Block Grant – Emergency Assistance Program, and

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

WHEREAS, \$2 million was designated to be used to assist Jefferson County businesses in business flood mitigation, which may be in the form of repairing structural damage to the place of business, flood proofing, reimbursing loss of equipment or inventory, and/or documentable loss of revenue that occurred during the disaster period, and

WHEREAS, on May 18, 2010, Jefferson County was notified by the Department of Commerce that Jefferson County was awarded an additional \$1,349,935 to assist in flood recovery efforts, and

WHEREAS, on March 10, 2011, Jefferson County was notified by the Department of Commerce that Jefferson County was awarded an additional \$1,631,000 to assist in flood recovery efforts, and

WHEREAS, public hearings were held on July 15, 2009; September 29, 2009; July 7, 2010; and January 27, 2011, at which time the public was invited to learn about the CDBG program and to comment on the activities included in the CDBG applications, and

WHEREAS, on June 11, 2012, Jefferson County and Jefferson County Economic Development Consortium were notified of a proposal to amend CDBG-EAP Contract 08-14 (to be known as Amendment #3) which, in part, deletes \$700,000 of assistance for the preparation of the Flood Recovery Economic Strategic Plan for the Rock River Watershed and shifts those funds to provide an additional \$300,000 for the relocation of Foremost Buildings with the balance of \$400,000 to be allocated to general business assistance, and

WHEREAS, on June 26th the Revolving Loan Fund Committee reviewed and recommended Amendment #3 to CDBG-EAP 08-14 to the Jefferson County Board of Supervisors for final approval, together with authorization for Foremost Buildings Inc. to receive an additional \$300,000 for its flood recovery relocation project which will be in the form of a 0%

interest forgivable loan, with 20% of the loan forgiven each year that the business owner continues to operate the business, and continuing as long as the business remains in operation, with 100% of the loan forgiven at the end of 5 years, and

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

NOW, THEREFORE, BE IT RESOLVED , that the Jefferson County Board Chairperson is authorized to execute Amendment #3 of the CDBG-EAP Contract #08-14 and Foremost Buildings Inc. is authorized to receive an additional \$300,000 for its flood recovery relocation project which will be in the form of a 0% interest forgivable loan, with 20% of the loan forgiven each year that the business owner continues to operate the business, and continuing as long as the business remains in operation, with 100% of the loan forgiven at the end of 5 years, and

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

Fiscal Note: These loans are funded by grants received from Wisconsin Department of Commerce in the total sum of \$6,980,935 which is neither increased nor decreased by this amendment. No county tax levy funds are used for these loans. The \$400,000 amount remaining from this amendment is allocated to General Business Assistance.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Economic Development Consortium

07-10-12

Dennis Heling: 06-27-12; Philip Ristow: 06-27-12; 07-05-12

RESOLUTION NO. 2012-____

**Authorizing Cooperation Agreement for Community Development Block Grant
Housing Program**

WHEREAS, Jefferson County and the Jefferson County Economic Development Consortium (JCEDC) acknowledge the positive role that adequate and decent housing plays in economic development and workforce stabilization, and

WHEREAS, Jefferson County and the JCEDC have identified such a housing need in the area covered by the proposed Southern County Housing Consortium consisting of the counties of Sauk, Columbia, Washington, Ozaukee, Walworth, Jefferson, Dodge, Rock, Racine and Kenosha, and

WHEREAS, the JCEDC recommends and Jefferson County anticipates submitting a joint application with Columbia County and the Southern County Housing Consortium for funds under the Community Development Block Grant – (CDBG) Housing Program of the Wisconsin Division of Housing (DOH) for the purpose of meeting those needs, and

WHEREAS, Jefferson County and the other members of the Southern County Housing Consortium are required to enter into a written cooperative agreement with each other to participate in the CDBG program to meet program requirements established by the State of Wisconsin Department of Administration, and

WHEREAS, Jefferson County understands that Columbia County will act as the formal applicant and will have the ultimate responsibility to assume all obligations under the terms of the grant including assuring compliance with all applicable laws and program regulations and performing all necessary work in accordance with the grant contract, and

WHEREAS, Jefferson County will make its grant records available to the Department of Housing and Urban Development and DOH as necessary to complete their responsibilities to monitor all grantee activities,

NOW, THEREFORE, BE IT RESOLVED pursuant to Wisconsin Statutes sec. 66.0301 that Jefferson County agrees to enter into an agreement with Columbia County and the other members of the Southern County Housing Consortium to cooperate in the submission of an application for CDBG Housing Program funds and implementation of said program if approved by the Department of Administration.

BE IT FURTHER RESOLVED that nothing contained in the agreement shall deprive any municipality of any power over zoning, development control or other lawful authority which it presently possesses.

BE IT FURTHER RESOLVED that Dennis Heling shall be appointed to serve on the Southern County Housing Consortium Board for a two year term to be concurrent with the reorganization of the County Board of Supervisors in April of each even numbered year.

Fiscal Note: It is anticipated that if approved, the Southern County Housing Consortium will be eligible for up to as much as \$2M in grant funds. Those funds will be apportioned amongst the member counties in an equitable fashion. No county levy dollars are used for this program.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Economic Development Consortium

07-10-12

Philip C. Ristow: 07-05-12

Modifying the County’s Fund Balance Policy

WHEREAS the County’s Fund Balance Policy currently assigns a portion of the General Fund for vested sick leave pay and vested vacation leave pay, and

WHEREAS the Sheriff Department, due to round-the-clock staffing, occasionally has some deputies who are allowed to carry over holiday hours that have been earned but not used by calendar year end, and

WHEREAS the Human Services Department pays out overtime earned but not paid out (i.e. comp time) at the end of June which results in up to six months of comp time earned but not used at calendar year end, and

WHEREAS the rest of the County pays out comp time at the end of November, which results in up to one month of comp time earned but not paid out at calendar year end, and

WHEREAS the Fund Balance Policy was created with the intent that all vested pay, no matter the category, should be classified as assigned fund balances at year end,

NOW, THEREFORE, BE IT RESOLVED that Section 14 of the County’s Fund Balance Policy shall be amended to read:

14. In regards to vested employee pay benefits for governmental funds, the County specifically intends that all such vested pay benefits (sick pay and vacation pay) shall include
- (a) 100% of the calculated liability for vested vacation pay and
 - (b) 65% of the calculated liability for vested sick pay
 - (c) 100% of the calculated liability for vested holiday pay
 - (d) 100% of the calculated liability for vested comp time pay

with all categories both as “assigned” fund balances as defined under GASB Statement No. 54. While it may be argued that the County does not have to accrue these this liabilities liability for governmental funds, the County has elected to fully fund these this liabilities liability with an assigned fund balance.

Fiscal Note: The financial statements for 2011 were prepared with the assumption intention that all vested employee wages should be included. For 2011, the vested holiday amount was \$1,435 and vested comp time was \$31,008.

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____

Requested by
 Finance Committee

07-10-12

David P. Ehlinger: 5/2/12, 5/31/12
 Philip C. Ristow: 5/31/12

ORDINANCE NO. 2012-_____

Personnel Ordinance amendment addressing employee political activities

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

SECTION 1. Section HR0530, Political Activity, of the Personnel Ordinance is created as follows:

HR0530 POLITICAL ACTIVITY

A. Definitions. As used in this section.

1. "Workplace" shall mean the regular office and building of an elected official or, in the case of an employee, any place in which the employee is conducting regular business of Jefferson County, including County vehicles.
2. "Elected official" means the Sheriff, Coroner, Register of Deeds, County Clerk, Clerk of Circuit Court, Treasurer and County Board Supervisor.
3. "Employee" means every County employee except an elected official.
4. "Partisan" means related to an established political party within the meaning of the elections laws of the State of Wisconsin.
5. "Non-partisan" means unrelated to an established political party within the meaning of the election laws of the State of Wisconsin.
6. "Political committee" means any person other than an individual and any combination of two or more persons, permanent or temporary, which makes or accepts contributions or makes disbursements, whether or not engaged in activities which are exclusively political.
7. "Political purposes/activity": an act is for "political purposes" and constitutes "political activity" when it is done for the purpose of influencing the election or nomination for election of any individual to office, for the purpose of influencing the recall from or retention in office of an individual holding an office, for the purpose of payment of expenses incurred as a result of a recount at an election, or for the purpose of influencing a particular vote at a referendum.

B. In general, the following political activities are permissible for employees:

1. Making voluntary contributions for political purposes
2. Participating as a candidate for office, unless prohibited by the Hatch Political Activity Act, provided service in the office will not conflict or interfere with the efficient discharge of an employee's official duties.
3. Expressing opinions as an individual privately and publicly on all political subjects and candidates.
4. Being a member of a political party and participating in party affairs.
5. **The following are some of the political activities, both partisan and non-partisan, that an employee may participate in providing he or she is off duty and not on County property:**
 - i. Soliciting votes in support of or in opposition to a candidate for public office or political party office.
 - ii. Serving as an officer of a political party, a member of a national, state or local committee of a political party, an officer or member of

a committee of a political club, or being a candidate for any of these positions.

- iii. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a political purpose.
- iv. Taking an active part in managing the political campaign of a candidate for public office or political party office.
- v. Acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or candidate.
- vi. Organizing, selling tickets to, promoting or actively participating in a fundraising activity of a candidate, political party or political club.
- vii. Driving voters to polls on behalf of a political party or candidate.
- viii. Serving as a delegate, alternate or proxy to a political convention.
- ix. Addressing a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a candidate for public office or political party office.
- x. Initiating or circulating a nominating petition.
- xi. Endorsing or opposing a candidate for public office or political party office in a political advertisement, a broadcast, campaign literature or similar material, except such action shall not be taken in the employee's official capacity, unless the employee is an elected official.
- xii. Organizing or reorganizing a political party organization or political club.

C. In general, the following political activities by employees or elected officials are prohibited:

1. Using governmental authority to interfere with or effect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his/her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten, or coerce any person to pay, lend or contribute anything of value, including services, to any party, organization, group or individual for political purposes.
4. Using any official authority or influence to coerce any individual or group for political action, or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Offering to pay or accept benefits in return for desired political action or inaction.
6. Requesting or receiving anything of value for influence or help in securing appointive office.
7. Paying or offering payment for securing appointive office.
8. Engaging in political activity on County-owned property or during work hours in such a manner as to give the impression of an official County endorsement of a particular candidate, proposal or position unless the County in fact has taken such a formal position or the employee reasonably believes the employee's political activity to be consistent with his or her official duties.

9. Directly or indirectly soliciting or receiving pledges, subscriptions or contributions for any political party or any political purpose while in a building, office or room occupied for any purpose by the County.
10. Either orally soliciting or by email or letter transmitting any solicitation to a County office or be in any manner concerned in soliciting any assistance, pledges, donations or other support for any political party or purpose from any person holding any position with Jefferson County while on County time or engaged in official duties.
11. During the hours when on official duty engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office. The wearing of political identification while on duty is such a political activity.
12. Use of county services, credit or property for political purposes.

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

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

07-10-12

Terri Palm-Kostroski: 06-12-12; 06-17-12
Phil Ristow: 06-12-12; 07-03-12

RESOLUTION NO. 2012-_____

2012 wage adjustment for non-represented, non-sworn employees

WHEREAS, the County recognizes its employees as its greatest and most important asset, and

WHEREAS, despite the current economic climate, employees continue to deserve a fair and equitable wage for the valuable and often mandated services they provide on behalf of the citizens of the County, and

WHEREAS, the 2012 adopted budget contains funds for a wage adjustment of 2% for all classified employees, excluding elected officials and Sheriff’s department sworn staff, and

WHEREAS, the County Administrator and Human Resources Committee recommends using the funds as designated to provide classified employees (excluding elected officials and Sheriff’s department sworn staff) with a 2012 wage adjustment totaling 2%, provided in two lump-sum payments in July and December, 2012.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the recommendation of the County Administrator and Human Resources Committee to adjust non-represented, classified employees’ 2012 salaries (excluding elected officials and Sheriff’s sworn staff) by a total of 2%, by providing a one-time payment of 2% on wages paid January 12 – June 28, and a one-time payment of 2% on wages paid July 12 – December 27, 2012, paid on a separate check on or before July 26, 2012 and December 31, 2012, respectively.

BE IT FURTHER RESOLVED that the Board adopts these payments to be provided to all classified employees (excluding elected officials and Sheriff’s department sworn staff) who were actively employed entirely or in part from January 1, 2012 – December 15, 2012.

Fiscal Note: The total cost across all county departments for the above adjustment of wages, social security and related retirement payments is \$324,701. On June 14, 2012, the Finance Committee approved transfer of \$324,701 from contingency to the appropriate individual departmental accounts, contingent on approval of the 2% pay adjustment in this resolution. Therefore, only a majority vote is required for passage.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by Human Resources Committee

07-10-12

Terri M. Palm-Kostroski: 06-06-12; 06-21-12
Phil Ristow: 07-03-12

RESOLUTION NO. 2012- _____

Reclassifying the Assistant Superintendent position at Highway, the Systems Analyst position at MIS, and the WIC Project Director position at the Health Department

WHEREAS, Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, states that “reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, unless otherwise recommended and approved by the Board of Supervisors,” and

WHEREAS, the incumbent in the Highway Assistant Superintendent position currently performs all the duties of a Highway Superintendent, and

WHEREAS, the incumbent in the MIS Systems Analyst position currently performs all the duties of a Senior Systems Analyst, and

WHEREAS, the incumbent in the WIC (Women, Infants and Children) Project Director position has taken on supervisory responsibilities and currently performs these duties, and

WHEREAS, the County Administrator and the Human Resources Committee recommend reclassification of the incumbents from Assistant Superintendent to Operations Superintendent; from Systems Analyst to Senior Systems Analyst; and WIC Project Director to WIC Project Director Supervisor, retroactive to July 1, 2012.

NOW, THEREFORE, BE IT RESOLVED that the 2012 County Budget setting forth position allocations in the Highway, MIS and Health Departments be and are hereby amended to reflect the above reclassification changes, retroactive July 1, 2012.

Fiscal Note: The additional cost for each reclassification in 2012 is: \$1907.19 for the Highway Operations Superintendent; \$893.96 for the Senior Systems Analyst; and \$1722.96 for the WIC Project Director Supervisor. Sufficient funds are available and, therefore, no additional funds are required to implement this change effective July 1, 2012. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

07-10-12

Terri M. Palm-Kostroski: 06-21-12; 06-29-12

RESOLUTION NO. 2012- _____

Creating one full-time Deputy Court Clerk II – General position and eliminating one full-time Lead Deputy Clerk position

WHEREAS, the Clerk of Court has reallocated supervisory tasks within the Clerk’s office following the vacancy of one Lead Deputy position, and

WHEREAS, further reassignment of duties previously completed by the person in the now vacant Lead Deputy position is needed and requires the creation of another Deputy Court Clerk II – General position, and

WHEREAS, the Clerk of Courts has requested the creation of one (1) full-time Deputy Court Clerk II – General position and the elimination of one (1) full-time Lead Deputy Clerk position.

NOW, THEREFORE, BE IT RESOLVED that the 2012 County Budget setting forth position allocations in the Clerk of Courts Office be and is hereby amended to reflect the above change, to become effective upon passage of this resolution and filling the new Deputy Court Clerk II position.

Fiscal Note: A savings of \$6697.66 in wages and benefits is anticipated for 2012 due to the overlapping of pay ranges; therefore, no additional funds are required in 2012. The annual savings in wages and benefits for 2013 is anticipated to be \$16,074. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Human Resources Committee

07-10-12

Terri M. Palm-Kostroski: 06-21-12

RESOLUTION NO. 2012-_____

Authorize contracting for supplemental legal assistance for juvenile cases

WHEREAS, Resolution 2011-29 adopted June 14, 2011, authorized the Human Services Director to contract with Attorney Henry Plum for legal services involving the termination of parental rights in appropriate cases making children eligible for adoption, which contract ran to July 1, 2012, and

WHEREAS, the Human Services Board approved in November 2011 a calendar year contract rather than the State fiscal year contract for the services described above which requires authorizing the Human Services Director to extend the contract through December 31, 2012, and

WHEREAS, the six month extension will be in the amount of \$43,500 which is reduced by grant funds received from the State under the IV-E program which ultimately reduces the County’s cost to about 20% of the gross amount expended, and

WHEREAS, termination of parental rights results in alternate care savings costs for the department of approximately \$1.1M in the cases completed when projected over the time children would be in alternate care before their eighteenth birthdays, and the Human Services Board strongly recommends continuing this program,

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director is authorized to extend the existing contract with Henry Plum through December 31, 2012, and increase the contracted amount by \$43,500.

Fiscal Note: The original contract was for \$87,000 for twelve months. The additional six months at \$43,500 is at the same rate. (IV-E grant funds reduced the net outlay substantially by about \$71,000 on the \$87,000 expenditure for the twelve month period.) Further significant savings through alternate care costs reduction greatly exceeds the monies expended.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Services Board

07-10-12

Philip C. Ristow: 07-05-12

Item 16a-d

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:
MEMBERS OF THE BOARD:

By virtue of the authority vested in the Human Services Board under Section 3.06(1)(h) of the County Board Rules, the Human Services Board hereby requests County Board's confirmation of the following appointments to the Aging and Disability Resource Center Advisory Committee:

- a. Earlene Ronk, Jefferson, appointed for a three-year term commencing July 2012.
- b. Dan Krause; Fort Atkinson, appointed for a two-year term commencing July 2012.
- c. Carol Battenberg, Johnson Creek, appointed for a two-year term commencing July 2012.
- d. Georganne Mortensen, Palmyra, appointed for a three-year term commencing July 2012.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

07-10-12