

**JEFFERSON COUNTY BOARD MINUTES
TUESDAY, OCTOBER 11, 2011, 7:00 P.M.**

Mr. John Molinaro presiding.

Mr. Jones led the Pledge of Allegiance.

A moment of silence was observed.

County Clerk Barbara A. Frank called the roll. Supervisors Imrie and Babcock gave prior notice of their inability to attend.

District 1	Richard C. Jones	District 2	Vic Imrie, Jr.
District 3	Greg David	District 4	Augie Tietz
District 5	Jim Braugher	District 6	Ron Buchanan
District 7	Dwayne C. Morris	District 8	Rick L. Kuhlman
District 9	Amy Rinard	District 10	Lloyd Zastrow
District 11	Donald Reese	District 12	Mike Burow
District 13	Ed Morse	District 14	Pamela Rogers
District 15	Steven J. Nass	District 16	John Molinaro
District 17	Mary Delany	District 18	Jennifer Hanneman
District 19	Jim Schroeder	District 20	Jan Rooou
District 21	Craig Peterson	District 22	Blane Poulson
District 23	George Jaeckel	District 24	Gregory M. Torres
District 25	Walt Christensen	District 26	Carlton Zentner
District 27	Glen D. Borland	District 28	Dick Schultz
District 29	Paul Babcock	District 30	Jim Mode

County Administrator Gary Petre informed the Board that it was in compliance with the Open Meetings Law.

The revised agenda dated October 10, 2011, was approved as printed.

Mr. Mode moved that the minutes of the September 13, 2011, meeting be approved as corrected and printed. Seconded and carried.

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY, WISCONSIN
OCTOBER 1, 2011**

Available Cash on Hand		
September 1, 2011	\$ (314,297.41)	
September Receipts	<u>6,187,749.18</u>	
Total Cash		\$ 5,873,451.77
Disbursements		
General – September 2011	\$4,918,556.07	
Payroll – September 2011	<u>1,173,635.23</u>	
Total Disbursements		<u>6,092,191.30</u>
Total Available Cash		\$ (218,739.53)
Cash on Hand (in banks) October 1, 2011	\$ 671,276.15	
Less Outstanding Checks	<u>890,015.68</u>	
Total Available Cash		\$ (218,739.53)
AIM Government & Agency Portfolio		\$ 3,990,996.80
Local Government Investment Pool – General		12,231,365.86
Institutional Capital Management		15,779,596.49
Local Government Investment Pool – Clerk of Courts		25,849.13

Local Government Investment Pool – Farmland Preservation	251,957.42
Local Government Investment Pool – Parks/Liddle	<u>112,154.66</u>
	\$32,391,920.36
2011 Interest – Super N.O.W. Account	\$ 2,559.64
2011 Interest – L.G.I.P. – General Funds	18,713.24
2011 Interest – ICM	157,155.67
2011 Interest – AIM	334.06
2011 Interest – L.G.I.P. – Parks/Carol Liddle Fund	141.84
2011 Interest – L.G.I.P. – Farmland Preservation	259.93
2011 Interest – L.G.I.P. – Clerk of Courts	<u>141.69</u>
Total 2011 Interest	\$ 179,306.07

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

Human Resources Director Terri Palm-Kostroski recognized the third quarter retirees: Terry Schwefel, Judicial Assistant, 16 years 4 months of service; Thomas R. Wollin, Surveyor, 39 years 6 months of service. Special recognition was given to Thomas Wollin by Land Information Director Andy Erdman.

Chairman Molinaro presented the following communications:

1. Memo to Chairman Molinaro and the Jefferson County Board of Supervisors dated September 13, 2011, regarding the Jefferson County Office of Emergency Management partnering with We Volunteer, Wisconsin's Emergency Volunteer Initiative.

2. Reports from the Wisconsin Department of Revenue:

**REPORT USED FOR APPORTIONMENT OF COUNTY LEVY
JEFFERSON COUNTY
2011 COUNTY APPORTIONMENT**

<u>DISTRICT</u>	<u>EQUALIZED VALUE REDUCED BY TID VALUE INCREMENT</u>	<u>% TO TOTAL</u>
Aztalan	129,265,300	.020587287
Cold Spring	74,285,200	.011830946
Concord	175,285,700	.027916672
Farmington	133,403,100	.021246289
Hebron	96,013,700	.015291510
Ixonia	413,247,900	.065815444
Jefferson	185,426,700	.029531767
Koshkonong	350,237,200	.055780118
Lake Mills	283,925,500	.045219063
Milford	102,313,200	.016294792
Oakland	328,034,800	.052244079
Palmyra	184,418,400	.029371181
Sullivan	182,853,400	.029121933
Sumner	115,164,300	.018341508
Waterloo	82,462,600	.013133310
Watertown	187,010,600	.029784025
Town Total	3,023,347,600	.481509923
Cambridge	5,371,400	.000855470
Johnson Creek	207,468,200	.033042180

Lac La Belle	573,600	.000091354
Palmyra	116,502,500	.018554635
Sullivan	46,434,200	.007395289
Village Total	376,349,900	.059938927
Fort Atkinson	846,392,700	.134799744
Jefferson	487,949,600	.077712723
Lake Mills	458,301,400	.072990837
Waterloo	191,948,500	.030570454
Watertown	843,268,400	.134302156
Whitewater	51,331,400	.008175235
City Total	2,879,192,000	.458551150
County Total	6,278,889,500	1.00000000

TID VALUE INCREMENTS

<u>DISTRICT</u>	<u>TID #</u>	<u>YEAR</u>	<u>BASE VALUE</u>	<u>CURRENT VALUE</u>	<u>INCREMENT</u>
V. Johnson Creek	002	1994	11,378,800	72,200,600	60,821,800
V. Johnson Creek	003	1995	701,400	54,374,400	53,673,000
V. Palmyra	002	1995	166,300	4,199,000	4,032,700
V. Palmyra	003	2006	430,300	6,414,900	5,984,600
C. Fort Atkinson	006	2000	1,135,400	8,132,500	6,997,100
C. Fort Atkinson	007	2000	11,587,900	25,752,700	14,164,800
C. Fort Atkinson	008	2009	28,584,200	29,312,200	728,000
C. Jefferson	002	1997	9,125,900	12,748,900	3,623,000
C. Jefferson	004	2000	0	1,146,000	1,146,000
C. Jefferson	005	2001	19,442,200	28,469,500	9,027,300
C. Jefferson	006	2009	0	1,500,000	1,500,000
C. Lake Mills	002	1998	11,445,700	26,940,700	15,495,000
C. Lake Mills	003	2006	6,993,800	7,812,300	818,500
C. Lake Mills	004	2006	7,446,000	15,855,400	8,409,400
C. Waterloo	001	2005	5,961,500	11,610,100	5,648,600
C. Watertown	003	1991	2,081,800	63,236,900	61,155,100
C. Watertown	004	2005	1,047,600	6,769,500	5,721,900
C. Watertown	005	2005	28,998,600	45,922,300	16,923,700
C. Watertown	006	2005	225,800	4,423,500	4,197,700
C. Whitewater	004	1990	968,200	25,897,000	24,928,800
C. Whitewater	005	2007	14,500	13,700	*
C. Whitewater	008	2007	503,700	512,700	9,000

*This district has a zero or negative increment, no increment shown

NET NEW CONSTRUCTION 2010-2011

<u>COMMUNITY CODE</u>	<u>NAME OF MUNICIPALITY</u>	<u>2010 TOTAL EQUALIZED VALUE</u>	<u>AMOUNT OF NET NEW CONSTRUCTION</u>	<u>PERCENT CHANGE</u>
28002	TOWN OF AZTALAN	\$ 131,089,700	\$ 610,300	0.47%
28004	TOWN OF COLD SPRING	75,109,600	146,400	0.19%
28006	TOWN OF CONCORD	178,091,600	1,200,000	0.67%
28008	TOWN OF FARMINGTON	127,445,000	1,157,500	0.91%
28010	TOWN OF HEBRON	100,647,900	551,200	0.55%

28012	TOWN OF IXONIA	413,519,100	4,929,800	1.19%
28014	TOWN OF JEFFERSON	190,147,800	1,754,700	0.92%
28016	TOWN OF KOSHKONONG	369,051,200	2,069,500	0.56%
28018	TOWN OF LAKE MILLS	275,074,000	2,312,900	0.84%
28020	TOWN OF MILFORD	104,248,300	1,746,700	1.68%
28022	TOWN OF OAKLAND	343,284,500	3,011,400	0.88%
28024	TOWN OF PALMYRA	202,372,200	-520,400	-0.26%
28026	TOWN OF SULLIVAN	192,727,300	878,200	0.46%
28028	TOWN OF SUMNER	120,251,700	1,013,700	0.84%
28030	TOWN OF WATERLOO	86,952,200	80,900	0.09%
28032	TOWN OF WATERTOWN	194,026,800	2,717,700	1.40%
28111	VILLAGE OF CAMBRIDGE*	5,753,000	0	0.00%
28141	VILLAGE OF JOHNSON CREEK	328,251,700	6,270,200	1.91%
28146	VILLAGE OF LAC LA BELLE*	559,400	0	0.00%
28171	VILLAGE OF PALMYRA	127,080,200	1,624,000	1.28%
28181	VILLAGE OF SULLIVAN	48,324,100	58,700	0.12%
28226	CITY OF FORT ATKINSON	862,971,300	1,099,700	0.13%
28241	CITY OF JEFFERSON	504,511,400	323,200	0.06%
28246	CITY OF LAKE MILLS	475,764,000	7,913,100	1.66%
28290	CITY OF WATERLOO	202,107,600	639,500	0.32%
28291	CITY OF WATERTOWN*	926,497,400	9,808,300	1.06%
28292	CITY OF WHITEWATER*	77,880,200	-7,500	-0.01%
28999	COUNTY OF JEFFERSON	6,663,739,200	51,389,700	0.77%

*Split districts are summed at the end of the report

County Clerk Barbara Frank reiterated the 2011 equalized value, reduced by TID value increment, of 6,278,889,500.

3. A Notice of Public Hearing from the Jefferson County Planning and Zoning Committee for a hearing to be held on October 20, 2011, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse.

The communications, reports and notice were received and placed on file.

The floor was opened for public comment.

Mr. Peterson moved to suspend the rules to allow five minutes for each speaker during public comment. Seconded and carried: Ayes 21, Noes 7 (Tietz, Kuhlman, Delany, Hanneman, Roou, Schultz, Mode), Absent 2 (Imrie, Babcock).

Public comment speakers were Gary Luebke of Whitewater and John Debereiner of the Town of Koshkonong on the Highway 12 bypass; Jim Burgess of Watertown and Nathan Friedl of Fort Atkinson on Act 35 – Concealed Carry Law; and Andy Didion of Jefferson and John Raub of Fort Atkinson on the bike trail.

Special Order of Business.

County Administrator Gary R. Petre presented the 2012 Recommended Budget.

October 11, 2011

TO THE HONORABLE JEFFERSON COUNTY BOARD OF SUPERVISORS:

Pursuant to Wisconsin Statutes Section 59.18(5) and County Board Resolution
 Tuesday, October 11, 2011

tion No. 12, April 21, 1970, I submit to you the Jefferson County 2012 Recommended Budget (as amended by the Finance Committee) for your review, consideration and action.

The 2012 budget development process began on June 10, 2011, with the issuance of the County Administrator's 2012 Budget Guidelines. County departments responded very favorably to the guidelines that were issued to them. This 2012 Budget is the result of the combined hard work of the county department heads, Finance Director, Human Resources Director and their staff. In addition, the County Board's Finance Committee reviewed the entire budget and has recommended changes as they deemed were appropriate.

The 2012 Recommended Budget was developed based on the County Administrator's guideline that department budgets should be prepared with the goal of a 0% tax levy increase from their 2011 Adopted Budgets. Although most departments were able to meet this optimistic goal, some were not due to varying reasons such as: loss of department revenues due to declining economic conditions, budgeting for capital related projects and inflationary increases.

Due mostly to county savings resulting from employees contributions to their state pension and health insurance premiums in 2012, the 2012 Recommended Budget is presented to you within the 0% tax levy increase guideline that was set in June of this year. This goal was met without the anticipated layoff of any county staff and without the postponement of any immediate capital needs. The 2012 Budget provides for continued planning and design for new Highway Department facilities and sufficient funding to meet the County's commitment to its highway road reconstruction schedule of 12 to 13 miles per year.

I am always available to discuss with you any of the provisions in this document and supplemental schedules. Your thorough review of this budget is strongly encouraged before final consideration by the full County Board on November 15, 2011.

Respectfully submitted,

Gary R. Petre
County Administrator

2012

**RECOMMENDED BUDGET
(as amended by the Finance Committee)**

SUMMARY

INTRODUCTION

Pursuant to Wisconsin Statutes 59.18 and Jefferson County Board Resolution No. 12, approved April 21, 1970, the Jefferson County 2012 Recommended Budget, as amended by the Finance Committee, is submitted to the County Board of Supervisors for its review, consideration and action.

The following is a summary of the major areas of the 2012 Recommended Budget:

PROPERTY TAX RATE

The 2012 Recommended Budget results in a countywide property tax rate of \$3.9401 per \$1,000 valuation. This represents a \$.0488 (1.3%) increase over the

2011 adopted tax rate of \$3.8913 per \$1,000 valuation. The \$3.9401 tax rate is the tenth lowest countywide property tax rate in the past 28 years. In 1985, the countywide property tax rate was \$2.7963. The 2012 tax rate increase is due to the decline in equalized values in the County and not due to a property tax levy increase. As explained in the next section, there is no tax levy increase in the 2012 Recommended Budget. The 2012 equalized value in the County is estimated to decline by approximately \$97.6M or 1.53% from 2011.

PROPERTY TAX LEVY

The 2012 Recommended Budget total tax levy of \$26,707,843 is a \$0 (0.0%) change from the 2011 Adopted Budget. This tax levy amount meets the state imposed tax levy limit of 0.0%. The state imposed tax levy limit for 2012 is the greater of 0.0% or the County's growth rate of new construction. This growth rate has been calculated by the State to be only 0.77% for Jefferson County. Therefore, the County could increase its tax levy by \$197,970 (.77%) in 2012, if it so chooses. This Recommended Budget does not include any of this potential increase.

The following chart reflects the County's property tax levy change from the 2011 Adopted Budget:

Property Tax Levy	2011	2012	<u>2011-2012 Change</u>	
	<u>Adopted</u>	<u>Recommended</u>	<u>Amount</u>	<u>%</u>
Countywide	\$24,812,837	\$24,739,600	\$ (73,237)	-0.3%
Health	897,561	970,621	73,060	8.1%
Subtotal	25,710,398	25,710,221	(177)	0.0%
Library	997,445	997,622	177	0.0%
Total	\$26,707,843	\$26,707,843	\$ 0	0.0%

GENERAL FUND BALANCE

The 2012 Budget adheres to the County's Fund Balance Policy of striving to maintain three (3) months of budgeted expenditures for working capital. The Policy further states that unassigned funds above the three (3) months of budgeted expenditures shall be used for either capital outlay, repayment of debt or a reduction in the tax levy.

The use of unassigned fund balance as a revenue source in the county general revenues portion of the budget is included in the 2012 Recommended Budget. The budget utilizes \$462,086 of available (unassigned) fund balance primarily towards the one-time cost of a capital project in 2012: \$452,712 towards the estimated cost of replacement of the Courthouse concrete parking lot surface that also serves as the ceiling of the Sheriff's underground parking structure. In addition, \$141,124 of general fund balance is reallocated to establish a Health Department fund balance in 2012. This amount will be increased annually over the next two years, in order to establish the Health Department fund balance at approximately \$300,000.

EXPENDITURES

The 2012 Recommended Budget includes total county expenditures of \$64.8M, or \$5.7M (8.2%) less than the 2011 Adopted Budget expenditure of \$70.5M. This reduction is primarily due to a lower level of funding for capital projects in 2012. The 2011 Adopted Budget included \$6.6M in capital expenditures. The 2012 Budget includes \$3.5M or \$3.1M less for capital expenditures

than was allocated in 2011. Another reason for this \$5.7M expenditure reduction is an estimated \$1.4M in county savings resulting from employee contributions to their state pension and health insurance premiums in 2012. Expenditures for debt service payments are budgeted at approximately \$110,000 in 2012, or \$237,000 less than what was required in 2011.

REVENUE

The 2012 Recommended Budget includes total county revenue of \$35.7M, or \$4.9M (12.1%) less than the 2011 Adopted Budget revenue of \$40.6M. This revenue decrease is primarily due to a \$2.8M reduction in revenue related to the \$3.2M expenditure reduction for capital projects. Approximately \$2.6M of this revenue reduction is due to reduced funding for the Flood Mitigation Program in 2012.

Revenues in the Human Services Department are decreasing by about \$560,000 due to a \$240,000 reduction in state allocations for various programs and the elimination of \$160,000 in Medicaid Infrastructure grants for supported employment.

Various revenue accounts in the Sheriff's Office budget are reduced by \$166,000 to align these budgeted revenues with actual experience. These adjustments should bring the department's revenues to attainable budgeted levels.

State shared revenue is estimated to decline by \$392,000 (25%) in 2012. This reduction is partially offset by an anticipated \$175,000 increase in sales tax revenue next year. Utilization of available general fund balance applied to the budget is decreasing by \$133,211, from \$736,421 in 2011 to \$603,210 in 2012.

Other changes in individual department budgets are explained in those budget narratives.

BUDGET HIGHLIGHTS

In addition to the budget information provided in the previous sections of the Summary, the following is additional information of the major highlights of the 2012 Recommended Budget:

1. The 2012 Budget includes \$26.7M in property tax levy support, which is no change (0%) from the 2011 Adopted Budget. State law that establishes a 0% tax levy limit on local units of government also permits local governments to increase their tax levy by the rate of growth in new construction. For Jefferson County, a growth rate of .77% has been calculated by the State. If the County decides to increase the tax levy in 2012, it could increase the tax levy by up to \$197,970. The 2012 Recommended Budget does not utilize any of this potential increase.
2. State law now requires that general employees pay 50% of their WRS pension contribution and prohibits the employer from paying over 88% of the average health insurance premium cost of their County's offered health plans. This provision excludes public safety employees. However the state law does enable employers to unilaterally change the health plan design and selection for these employees. In an effort to get closer to maintaining equity between all county employees, regardless of which department they work in and regardless of their employment status (represented or non-represented), the 2012 includes these state law changes. It is estimated that all of these changes to employee benefits will generate a \$1.4M savings to the County in 2012.

This savings has a direct impact on the County's ability to have a 0% change in its 2012 property tax levy, while maintaining current services; funding needed capital projects; maintaining acceptable levels of reserves under our Fund Balance Policy; and meeting increasing operating costs due to inflationary pressures.

3. The 2011 Adopted Budget utilized \$736,421 of general fund balance to cover the one-time cost of various capital expenditures and several other items. These funds were available from proceeds from the sale of Countryside Home. The 2012 Recommended Budget utilizes \$462,086 of available (unassigned) fund balance primarily towards the cost of a capital project: \$452,712 towards the replacement of the section of the Courthouse parking lot that has a deteriorating concrete surface. This section of the parking lot also functions as the ceiling to the Sheriff's Office underground parking structure.
4. The 2012 Budget includes \$3.5M in capital outlays, of which \$1.2M is funded with property tax levy. The 2011 Adopted Budget included \$6.6M in capital outlays, of which \$1.5M was funded with property tax levy. The primary reason for this reduction in capital expenditures and related revenue is a \$2.6M reduction in the amount of funding that will be needed for flood mitigation in the 2012 Budget. In addition, the 2011 Adopted Budget included \$0.5M for upgrades to the Sheriff Office's radio system. This expenditure will not be repeated in 2012.

Major capital items included in the 2012 Budget are: \$1M for flood mitigation, \$150,000 for the Sheriff's Office equipment storage facility, \$250,000 for Sheriff's Office vehicles, \$452,712 for replacement of the section of the Courthouse concrete parking lot and \$225,000 for the LIDAR terrain mapping project.

5. The 2012 Budget includes \$109,744 for the repayment of outstanding debt. In accordance with the County's 2011 Adopted debt repayment schedule, the County's \$54,591 remaining debt balance will be included in the 2013 Budget. Without any outstanding debt in 2013, the County will be in a very good financial position to undertake the financing of the new Highway Department facilities. The development of this project has been timed to coincide with the complete repayment of the County's existing debt.
6. The County's tax levy support for the operation of the Fair Park in 2012 is budgeted at \$70,148. This is \$91,535 less than the 2011 Adopted Budget tax levy of \$161,683. In 2012, it is estimated that Fair Week will not require any tax levy support. The tax levy cost for operating this department has decreased by \$342,518 since the creation of the Fair Park Director position in the 2008 Budget. This achievement is the result of the hard work by the team of county staff in this department. This level of staff commitment and hard work is typical of county employees in all departments.
7. The Highway Department's 2012 Budget includes \$416,646 for final planning, design and construction bidding work for new Highway Department facilities. The 2011 Adopted Budget included \$250,000 for site analysis and initial planning and design work for this project.

Also included in this Department's 2012 Budget is \$4.2M of property tax levy for highway road construction projects in 2012. This level of funding should enable the department to reconstruct approximately 12 miles of county high-

way and start design work on two future reconstruction projects. The 2011 Adopted Budget included \$3.7M in tax levy funding for approximately the same amount of construction lane miles. This \$0.5M increased cost of road construction for approximately the same number of road lane miles is indicative of the increasing cost of construction materials.

8. The 2012 Budget includes 555 authorized county positions (464 full-time, 67 part-time and 24 seasonal/occasional/LTE). This is a net decrease of 2 positions from the 2011 Adopted Budget. The 2012 Budget also includes funding for the equivalent of 3.5 positions that are currently unfunded. The net result in 2012 is the equivalent of 1.5 additional positions from the 2011 Adopted Budget. The above changes include position changes that occurred in 2011, as a result of County Board action. A detail of all position changes including those changes that are occurring in the 2012 Budget, are included in the Classification of Authorized County Positions listing and the 2012 Recommended Budget Position Changes listing of this budget document.

POLICY ISSUES

The development of the annual budget not only provides the County with a financial plan for the upcoming year, but also raises issues for consideration by the County's policy makers, the County Board.

The following is a list of "Policy Issues" that have been identified through the development of the 2012 Budget. These issues, not necessarily presented in order of importance, may or may not directly impact upon the 2012 Budget, but they may need to be addressed at sometime in the future:

1. Highway Department Facilities

The 2012 Highway Department Budget includes \$416,646 for final planning and design and construction bidding work for new Highway Department facilities. A decision needs to be made on the location for a new main facility, so that planning and design work can continue. Upon completion of this work, construction bid documents will be prepared and issued. When bids have been received and construction estimates are known, the County will need to determine the structure of project financing. A bond issue will need to be formulated and approved. There are numerous steps in the further development of this project that will require decisions by the County Board, with recommendations from its various committees and from county staff.

2. Employee Pension and Health Insurance Contributions

The changes to state law during 2011 which required most, but not all, employees to pay 50% of their WRS pension contribution and prohibited the employer from paying more than 88% of the average health insurance premium of the County's offered health plans, has had a significant impact on both the County and its employees. A major issue is the inequity that it created between general employees and public safety employees. In order to regain some of this equity that existed prior to the new state laws, the 2012 Budget includes changes to the health plan for Sheriff sworn officer (public safety) employees. Although this recommendation doesn't bring equity back to all employees, it is a small step in that direction. This issue will generate further discussion during the budget process.

3. Library Services

During the budget development process the area libraries utilized a formula for determining their requested funding from the County, for the cost of providing library services to rural county residents. Application of this formula during the development of the 2012 Budget resulted in a funding level that would have been less than the 2011 Adopted Budget. Based on the 0% tax levy increase guideline that was issued to all county departments, the 2012 Budget includes this \$28,667 as funding for capital expenditures to be divided equally between the nine libraries. The \$28,667 for capital expenditures results in total tax levy support for library services at approximately the same level as provided in 2011. This capital funding is not required under the formula calculation and will require concurrence by the County Board.

4. Debt Service

The 2012 Budget includes \$109,744 for the repayment of county debt based on the debt repayment schedule established in the budget. The promissory note for this debt was renegotiated during 2011 and results in an estimated final debt payment of \$54,591 that is anticipated to be included in the 2013 Budget. If the Highway Department facilities project continues with planning and design during 2012, the County Board will need to consider financing options for the project. If this occurs during development of the 2013 Budget, the necessary debt service costs can be incorporated into that Budget.

5. Use of Fund Balance

As previously explained in the Highlights section of this document, the 2012 Budget includes the use of \$452,712 in available (unassigned) fund balance for a capital project. The use of available fund balance is at the discretion of the County. The purpose for what it is used for is also discretionary, within the Fund Balance Policy adopted by the County Board. This Policy states that its usage shall be limited to: 1) fund capital outlay; 2) repayment of debt; or 3) reduction of tax levy. The County Board will make the final determination for usage of these available funds.

6. State Imposed Tax Levy Rate Limits

If the State continues to impose tax levy limits, local units of government may be faced with reducing their operations and ultimately services to the public. These reductions will become more apparent in the future if they negatively impact core services. The decision on the level and use of local property taxes should be left with local residents and not with state government. The County should continue to support the Wisconsin Counties Association and other local government agencies in getting the State to change its current tax levy rate limit law. With the decline in equalized values, this tax rate limitation has become obsolete as more local governments experience increasing property tax rates while actual tax levies remain level or slightly increased with new construction.

7. Tax Levy Increase

The 2012 Recommended Budget includes no change (0.0%) to the \$26.7M of property tax levy that was also in the 2011 Adopted Budget. This is consistent with the state imposed 0% tax levy limit on local units of government.

However, state law allows local units of government to increase their tax levies by the rate of growth in new construction. For Jefferson County, this rate is calculated at .77%, which allows the County to increase the 2012 tax levy by \$197,970. By not increasing the 2012 tax levy by this amount, the County is not taking advantage of increasing its "tax base". This will result in the 2013 Budget to have \$197,970 less of base tax levy revenue than what it could have had by increasing the 2012 Budget. The issue of utilizing this allowable tax increase in the 2012 Budget will need to be decided upon by the County Board.

8. The Finance Committee amended the 2012 Recommended Budget to include the creation of a Licensed Practical Nurse (LPN) position in the Health Department. This position will provide nursing support to a Fort Atkinson Hospital physician at the Rock River Free Clinic. The \$55,809 cost of this position will be billed to the Clinic. Therefore, this position will not result in any county tax levy cost.

The inclusion of this position in the 2012 Budget is inconsistent with previous County Board action (Res. 2011-28) that failed to approve the creation on this position. The County Board will now have an opportunity to revisit this issue.

CONCLUSION

The 2012 Recommended Budget and anticipated fiscal constraints beyond 2012, necessitate the continued review of county service priorities. The Budget provides for continuation of existing county services, although some of the service levels may vary from the current year. In addition, the Budget provides for the continued upgrade of technology in order to improve services to the public and control the need for additional manpower, as the County continues to grow.

The development and preparation of the 2012 Recommended Budget could not have been completed without the hard work of department heads, the Finance Director, Human Resources Director and all of their staffs. The diligence and effort that all of these employees put forth during the past four months of the budget process are certainly commendable and greatly appreciated.

The thorough review of the 2012 Recommended Budget by the Finance Committee was conducted during its budget hearings with county department heads. Within this document, the Committee has formulated its recommendations to the full County Board.

**2012 RECOMMENDED BUDGET CLASSIFICATIONS
OF AUTHORIZED COUNTY POSITIONS**

COUNTY ADMINISTRATOR (3 FT)

- 1 County Administrator
- 1 Administrative Assistant – Confidential

*** 1 Management Analyst

CENTRAL SERVICES (7 FT)

- 1 Manager - Maintenance
- 1 Maintenance Worker II
- 1 Maintenance Worker I
- 2 Custodian II

- 1 Custodian I
- 1 Central Services Worker

**CHILD SUPPORT AGENCY
(11 FT, 1 student)**

- 1 Child Support Director
- 5 Child Support Enforcement Specialist
- 2 Legal Assistant II
- *** 1 Financial Support Specialist (funded PT)

- 1 Financial Support Specialist
- 1 Customer Service Representative
- 1 Co-op Student

NOTE: 2 Assistant Corporation Counsel (1 FT and 1 PT) budgeted in CSA, but authorized in Corporation Counsel budget

CLERK OF COURTS (29 FT, 4 PT, 8 SE)

- 1 Clerk of Circuit Court (also appointed as Register in Probate)
- 3 Lead Deputy Clerk
- *** 1 Lead Deputy Clerk
- ** 1 Deputy Register in Probate/Lead Juvenile Clerk
- 12 Court Clerk II – General
- 1 Court Clerk II – General/Deputy Register in Probate
- 1 Court Clerk II - Civil
- * 1 Court Clerk II – General (PT)
- *** 2 Court Clerk II – General (PT)
- 3 Judicial Assistant
- *** 1 Family Court Commissioner (funded PT)
- 1 Family Court Commissioner
- 2 Family Court Counselor
- 1 Legal Secretary
- *** 1 Family Court Office Clerk (PT)
- **** Eliminate .5 Administrative Clerk/File Clerk (Full-time shared with LWCD)
- *** 1 Circuit Court Commissioner (funded PT)
- 4 Judges (SE)
- 4 Circuit Court Reporter (SE)

CORONER (2 PT, OPTs)

- 1 Coroner (PT)
- 1 Chief Deputy Coroner (PT)
- Pool of occasional part-time Deputy Coroners, as needed

CORPORATION COUNSEL (4 FT, 1 PT)

- 1 Corporation Counsel
- 3 Asst. Corporation Counsel

(2 FT, 1 PT)

- 1 Paralegal, Confidential/County Board Reporter

COUNTY BOARD (30 PT, 1 intern)

- 30 County Board of Supervisors (PT)
- 1 Communications Intern

COUNTY CLERK (3 FT, OPTs)

- 1 County Clerk
- 1 Administrative/Elections Clerk
- *** 1 Administrative/Elections Clk (funded PT)
- Election Pool Assistance (OPT – 300 hrs)

COUNTY TREASURER (2.5 FT)

- 1 County Treasurer
- 1 Deputy Treasurer
- .5 Assistant Deputy Treasurer (FT shared with Land Information Office)

DISTRICT ATTORNEY (11 FT, 1 PT, 5.3 SE)

- 1 District Attorney (SE)
- 4.3 Assistant District Attorney (SE)
- 1 Office Manager
- 5 Legal Secretary
- 1 Legal Secretary/Receptionist
- 1 Victim Witness Coordinator
- 1 First Offender Program Director
- *** 1 First Offender Program Secretary (PT)
- 1 Justice Information Sharing Coordinator
- 1 Paralegal

ECONOMIC DEVELOPMENT (1 FT, 1 PT)

- 1 Economic Development Director
- 1 Economic Development Secretary (PT)

EMERGENCY MANAGEMENT (1.4 FT)

- 1 Emergency Management Director

.4 Program Assistant (shared FT with Parks)

FAIR PARK (4 FT, 5 OPT, 5 Seasonal, 15-20 fair week staff)

- 1 Fair Park Director
- 1 Fair Park Supervisor
- 1 Administrative Secretary
- * 1 Marketing Assistant
- 1 Office Assistant (seasonal)
- 2 Laborers (seasonal)
- 3 Grounds Worker (OPT, 1000 hours)
- * 2 Grounds Worker (OPT, 1000 hours)
- 2 On-site Caretaker (6 mo.) Fair time staff (15-20)
- **** Eliminate 1 Marketing Assistant (OPT)
- **** Eliminate 1 Fairgrounds Maintenance Worker II

FINANCE DEPARTMENT (4 FT, 1 PT)

- 1 Finance Director
- * 1 Advanced Fund Accountant
- 1 Payroll Account Clerk
- 1 Payroll Technician/Accounting Asst. (PT)
- 1 Account Clerk-System Support
- **** Eliminate .5 Advanced Fund Accountant (FT shared with Human Services)

HEALTH DEPARTMENT (16 FT, 3 PT, OPTs)

- 1 Director/Health Officer
- 1 Public Health Program Manager
- 8 Public Health RN (6 FT, 2 PT)
- * 1 Licensed Practical Nurse
- 1 WIC Project Director
- 1 Billing Clerk/WIC Clerk
- 1 Billing Spec./Cancer Grant Outreach Coordinator
- 1 Public Health Program Assistant
- 1 Personal Care Program Assistant
- 2 Public Health Technician

- 1 WIC Registered Dietetic Technician (PT)
- Occasional PT RN's, Public Health Technicians & WIC Peer Counselors, as needed

HIGHWAY (57 FT, pool of seasonal workers)

- 1 Highway Commissioner
- 1 Operations Manager
- 1 Fleet Manager
- 1 Patrol Superintendent
- 1 Construction Superintendent
- 1 Assistant Superintendent
- 1 Accounting Supervisor
- 2 Account Clerk
- 1 Custodian
- 4 Equipment Mechanic II
- 8 Equipment Operator II
- 1 Equipment Parts Person
- 3 Highway Lead Worker
- 1 Sign Worker
- 1 Welder Fabricator
- 29 Highway Worker Seasonal Position (3,000 hrs.)

HUMAN RESOURCES (5 FT)

- 1 Human Resources Director
- 1 Benefits Administrator
- ** 1 Human Resources Generalist
- *** 1 Human Resources Associate
- *** 1 Volunteer Services Coordinator

HUMAN SERVICES (139 FT, 14 PT)

ADMINISTRATIVE SERVICES DIVISION

- 1 Director of Human Services
- 1 Administrative Services Manager
- 1 Office Manager
- 1 Maintenance Supervisor
- 3 Account Clerk
- 2 Accountant
- * 1 Advanced Fund Accountant
- 1 File Clerk (PT)
- 1 Lead Custodian
- 1 Janitor (PT)
- 1 IT Specialist
- 1 Protective Representative Payee

- 2 Building Maintenance Worker
- 1 Secretary – Alternate Care Coordinator
- ** 1 Medical Office Assistant
- 1 Appointment Secretary
- 1 Receptionist/Secretary
- 1 Medical Records Secretary (PT)
- 3 Appointment Secretary/ Receptionist
- 1 Financial Intake Worker
- **** Eliminate 1 Secretary
- **** Eliminate .5 Advanced Fund Accountant (FT shared with Finance)
- **** Eliminate 1 File Clerk
- ADRC AND AGING SERVICES DIVISION
- 1 Aging and Disability Resources Manager
- 1 ADRC Coordinator
- 1 Aging Benefits Specialist
- * 1 Aging Benefits Specialist (PT)
- 1 Disability Benefit Specialist
- 6 Nutrition Site Manager (PT)
- 1 Secretary – Nutrition Program Coord/LTS
- * 1 ADRC Paraprofessional
- 1 Transportation Coordinator/ Van Driver
- 1 Van Driver
- 2 Adult Protective Services Case Manager
- 1 Nurse Case Manager/ADRC
- 3 ADRC Social Worker
- **** Eliminate 1 Asst. Aging Benefit Specialist (PT)
- BEHAVIORAL HEALTH DIVISION
- *** 1 Behavioral Health Resources Division Manager
- 1 Mental Health/AODA Supervisor
- 1 Community Support Program Supervisor
- 1 Comprehensive Community Services Supervisor
- 7 Behavioral Health Specialist
- 4 Comprehensive Community Services Facilitator
- * 1 Comprehensive Community Services Facilitator
- 1 Group Home Supervisor
- 1 Mental Health Technician
- 6 Group Home Worker (4 FT, 2 PT)
- 1 Secretary – Community Support Assistant
- 1 Jail Case Manager/ Behavioral Health Specialist
- 11 Community Support Program Professional I/II
- 1 Alternate Care Coordinator
- 1 AODA Therapist/OWI Assessor
- 1 Financial Assistance Worker
- 10 Intake/On-Call Worker
- 1 Lead Intake Worker
- **** Eliminate 1 Human Services Professional I/II
- **** Eliminate 1 AODA Therapist/OWI Assessor
- **** Eliminate 1 Community Support Professional I/II
- **** Eliminate 1 Group Home Worker
- ECONOMIC SUPPORT DIVISION
- 1 Economic Support Services Manager
- 1 Economic Support Specialist Supervisor
- ** 6 Economic Support Specialist (formerly Support Services Planner)
- 2 Economic Support Specialist
- 4 Financial Planner Resource Specialist
- 1 Secretary – Economic Support
- 2 Child Care Coordinator
- FAMILY RESOURCES DIVISION
- 1 Family Resources Division Manager
- 1 Child Protective Services Supervisor
- 1 Intake & Juvenile Delinquency Resources Supervisor
- 1 Early Intervention Services Supervisor
- ** 1 Wraparound Supervisor
- 2 Community Services

- Wraparound Coordinator
- 8 Community Outreach Worker (6 FT, 2 PT)
- 2 Family Development Worker
- 7 Child Protective Services Ongoing Prof I
- 2 Early Intervention Service Coordinator
- 3 Early Intervention Teacher
- 1 Foster Care Coordinator
- 1 Personal Assistance Case Manager/Family Support Coordinator
- 7 Human Services Professional I/II
- **** Eliminate 3 Community Outreach Worker

LAND & WATER CONSERVATION (6 FT, Intern)

- 1 County Conservationist
- 2 Resource Conservationist
- 1 Water Resource Management Specialist
- * 1 Administrative Clerk
- 1 GIS & Land Use Technician
- *** 1 Student Intern
- **** Eliminate .5 Administrative Clerk/File Clerk (FT shared with Clerk of Courts)

LAND INFORMATION OFFICE (4.5 FT, Intern)

- 1 Director
- 1 Licensed Land Surveyor
- 1 Cartographer
- 1 Administrative Clerk
- .5 Land Information Assistant (FT shared with Treasurer)
- *** Student Intern

MANAGEMENT INFORMATION SYSTEMS (MIS) (8 FT, 1 PT, 1 STUDENT)

- 1 Systems and Applications Manager
- 1 Information Technology Manager
- 1 Systems Analyst
- *** 1 Programmer Analyst
- 1 Senior Systems Analyst
- 1 Senior Micro Computer Specialist

- 1 Micro Computer Specialist
- 1 Micro Computer Technician
- 1 Central Duplicating Clerk (PT)
- Student Hardware Technician

PARKS DEPARTMENT (5.6 FT, 4 PT, 7 seasonal/OPT)

- 1 Director
- 1 Parks Supervisor
- 1 Parks Construction & Maintenance Lead Worker
- 1 Building & Grounds Maintenance Worker
- 3 Parks Maintenance Worker (PT)
- 1 Administrative Secretary
- 2 Seasonal Worker
- 4 Grounds Worker (OPT)
- .6 Program Assistant (shared FT with Emergency Management)
- *** 1 Volunteer Coordinator (PT)
- 1 Dog Park Attendant (OPT)

REGISTER OF DEEDS (4 FT, 1 PT)

- 1 Register of Deeds
- 1 Chief Deputy Register of Deeds
- 1 Deputy Register of Deeds I
- 1 Register of Deeds Data Entry Clerk (PT)
- *** 1 Deputy Register of Deeds I

SHERIFF (125 FT, 6 PT, 1 LTE, 1 OPT, pool positions)

ADMINISTRATIVE/DETECTIVE DIVISION

- 1 Sheriff
- 1 Chief Deputy
- *** 1 Undersheriff (OPT)
- 1 Captain
- 1 Confidential Secretary
- 1 Account Clerk
- 2 Sergeant
- 8 Detective
- 2 Secretary (1 FT, 1 PT)
- 1 Secretary Drug Task Force
- 1 Receptionist/Secretary
- 1 Clerk Typist
- *** 1 Grant Funded LTE

PATROL DIVISION

- 1 Captain
- 6 Sergeant
- 34 Deputy
- *** 1 Deputy (unfunded 4.5 months, 1/1/12 – 5/15/12)

1 Secretary
1 Mechanic
SUPPORT SERVICES

- 1 Sergeant
- 5 Deputy
- *** 4 Deputy
- 1 Clerical Assistant
- Pool of part-time deputies, as needed

COMMUNICATION DIVISION

- 9 Communication Operator
- 1 Communication Supervisor
- Pool of part-time Communication Operators, as needed

JAIL DIVISION

- 1 Captain
- 6 Sergeant
- 29 Deputy
- 2 Clerk Typist
- 1 Jail Food Service Supervisor
- 4 Cook (1 FT, 3 PT)
- *** 1 Cook
- 2 Custodian II (PT)

UNIVERSITY EXTENSION (3 FT, pool, 4 SE, 1 intern)

- 1 Agricultural Agent (SE)
- 1 Family Living Agent (SE)

<u>2011</u>	<u>2012</u>	<u>Change</u>
463	464	1.0
39	37	(2.0)
30	30	0.0
<u>25</u>	<u>24</u>	<u>(1.0)</u>
557	555	(2.0)
<u>17.3</u>	<u>17.3</u>	<u>0.0</u>
574.3	572.3	(2.0)
<u>29.9</u>	<u>26.4</u>	<u>3.5</u>
<u>544.4</u>	<u>545.9</u>	<u>1.5</u>

- 1 Community Development Agent (SE)
- 1 Youth Development Agent (SE)
- 1 4-H Summer Intern
- 2 Administrative Secretary
- *** 1 Administrative Secretary
- * Clerical pool hours

VETERANS SERVICE (2 FT, OPT)

- 1 Veterans Service Officer
- 1 Veterans Benefits Specialist
- 1 Veterans Service Clerk (Pool – 966 hrs.)

ZONING (8 FT)

- 1 Director – Planning & Zoning
- *** 1 Zoning/Land Use Technician
- 1 Onsite Waste Systems Tech
- *** 1 Zoning/Solid Waste Technician
- 1 Zoning/Onsite Systems Technician
- 1 Zoning Assistant
- 1 Program Assistant
- 1 Administrative Clerk
- * New Positions
- ** Reclassed/New Job Title Positions
- *** Unfunded Positions
- **** Eliminated Positions
- SE State Employee

Authorized Position Summary

<u>Type</u>
Full Time Position
Part Time Position
County Board Supervisors (PT)
Seasonal/Occasional/LTE Position
Total County Positions
State Positions
Total Positions
Unfunded Positions
Total Funded Positions

2012 RECOMMENDED BUDGET POSITION CHANGES

Department	Position Title	Action	Requested by Department Head		Recommended By County Administrator	Finance Committee Recommended	Comments
			Yes	Yes			
Child Support	1 Financial Support Specialist	Unfund part-time	Yes	Yes	Yes	Yes	
	1 Lead Deputy Clerk	Unfund	Yes	Yes	Yes	Yes	
	1 County Clerk II – General	Fund	Yes	Yes	Yes	Yes	Unfunding PT contingent on funding FT position
	2 Court Clerk II – General (PT)	Unfund	Yes	Yes	Yes	Yes	
	1 Court Clerk II – General (PT)	Create	No	No	Yes	Yes	Elimination of filled .5 Clerk contingent on creation of PT position in Cl. of Cts. and the FT position in LWCD
County Clerk	.5 Administrative Clerk/File Clerk (FT shared with LWCD)	Eliminate	No	No	Yes	Yes	
	1 Administrative/Elections Clerk Election Pool Assistance (OPT – 300 hours)	Fund PT Unfund PT	Yes Yes	Yes Yes	Yes Yes	Yes Yes	Position previously unfunded. Funding PT contingent on reduction of 900 OPT hours
Fair Park	1 Marketing Assistant	Create	Yes	Yes	Yes	Yes	Creation of FT position contingent on elimination of OPT position
	1 Marketing Assistant (OPT)	Eliminate	Yes	Yes	Yes	Yes	
	1 Maintenance Worker II	Eliminate	Yes	Yes	Yes	Yes	FT position is currently filled. Elimination of FT position contingent on creation of 2 1000-hour OPT positions
	2 Grounds Worker (OPT, 1000 hours each)	Create	Yes	Yes	Yes	Yes	
Finance Dept	1 Advanced Fund Accountant	Create	Yes	Yes	Yes	Yes	Elimination of filled .5 position (FT shared with HS) is contingent on creation of FT position in Finance and Human Services
	.5 Advanced Fund Accountant (FT shared with HS)	Eliminate	Yes	Yes	Yes	Yes	
Health Dept.	1 Licensed Practical Nurse	Create	No	No	No	Yes	

Human Resources	1 Human Resources Associate 1 Human Resources Associate	Create Unfund	Yes Yes	Yes Yes	Yes Yes	Yes Yes	Creation of HR Associate position is contingent on unfunding the position for recruitment purposes
Human Services	1 Secretary	Eliminate	Yes	Yes	Yes	Yes	Previously unfunded
	1 Human Services Professional I/II	Eliminate	Yes	Yes	Yes	Yes	Previously unfunded 6 months
	1 AODA Therapist/OWI Assessor	Eliminate	Yes	Yes	Yes	Yes	Previously unfunded
	1 Group Home Worker	Eliminate	Yes	Yes	Yes	Yes	Previously unfunded
	1 Advanced Fund Accountant	Create	Yes	Yes	Yes	Yes	Elimination of filled .5 position (FT shared with HS) is contingent on creation of FT position in Finance and Human Services
	.5 Advanced Fund Accountant (FT shared with Finance)	Eliminate	Yes	Yes	Yes	Yes	
	1 File Clerk	Eliminate	Yes	Yes	Yes	Yes	Previously unfunded
	1 Assistant Aging Benefit Specialist (PT)	Eliminate	Yes	Yes	Yes	Yes	Elimination of PT Ass't Aging Benefit Specialist contingent on creation of PT Aging Benefit Specialist position
	1 Aging Benefit Specialist (PT)	Create	Yes	Yes	Yes	Yes	
	1 ADRC Paraprofessional	Create	Yes	Yes	Yes	Yes	
1 Comprehensive Community Services Facilitator	Create	Yes	Yes	Yes	Yes		
1 Community Support Professional I/II	Eliminate	Yes	Yes	Yes	Yes	Position vacant	
3 Community Outreach Worker	Eliminate	Yes	Yes	Yes	Yes	1 previously unfunded; 2 currently vacant	
Land & Water Conservation	1 Administrative Clerk/Court Clerk (.5) (FT shared with Clerk of Cts.)	Eliminate	Yes	Yes	Yes	Yes	Elimination of position contingent on creation of fulltime position
	1 Administrative Clerk	Create	Yes	Yes	Yes	Yes	

	1 Cook	Unfund	Yes	Yes	Yes	Previously unfunded 6 months
Sheriff	1 Deputy, unfunded 4 ½ months, or .38 FTE	Fund	Yes	Yes	Yes	5 deputies previously unfunded various times in the year, or about 1.92 FTE.
UW Ext	Clerical Pool hours (124 hours)	Create	Yes	Yes	Yes	
Veterans Service	Veterans Service Clerk (966 hours)	Fund	Yes	Yes	Yes	Previously unfunded

Total FTEs Created	8.50	8.98	9.98
Total FTEs Eliminated	(12.46)	(12.96)	(12.96)
Sub-Total (in FTEs)	(3.46)	(3.48)	(2.98)
Total FTEs Unfunded	(4.27)	(4.27)	(4.27)
Total FTEs Funded	3.52	3.52	3.52
Net Change (in FTEs)	(4.71)	(4.73)	(3.73)

Net change in overall budget \$234,468.30 \$230,468.30 \$286,277.30

**2012 JEFFERSON COUNTY
RECOMMENDED GENERAL FUND BUDGET**

	2011 Adopted	2012 Recommended	Increase (Decrease)	Percent Change
<u>REVENUES</u>				
Taxes	17,673,640	17,565,049	(108,591)	-0.61%
Special Assessments	0	0	0	0.00%
Intergovernmental Revenues	10,488,332	6,600,888	(3,887,444)	-37.06%
Licenses and Permits	184,035	144,870	(39,165)	-21.28%
Fines, Forfeitures and Penalties	572,900	448,150	(124,750)	-21.78%
Public Charges for Services	2,427,279	2,457,852	30,573	1.26%
Intergovernmental Charges	507,207	522,105	14,898	2.94%
Miscellaneous Revenue	1,406,607	1,385,498	(21,109)	-1.50%
Fund Balance Applied	736,421	603,210	(133,211)	-18.09%
Restricted Funds Applied	1,106,618	1,388,943	282,325	25.51%
Non-lapsing (discretionary) Funds Applied	1,280,270	381,027	(899,243)	-70.24%
TOTAL REVENUES	36,383,309	31,497,592	(4,885,717)	-13.43%
<u>EXPENDITURES</u>				
General Government	7,865,382	7,889,867	24,485	0.31%
Public Safety	13,705,394	13,017,172	(688,222)	-5.02%
Health and Human Services	1,415,098	1,217,536	(197,562)	-13.96%
Public Works	241,617	276,300	34,683	14.35%
Culture, Recreation and Education	3,468,451	3,476,491	8,040	0.23%
Conservation and Development	3,251,344	2,211,296	(1,040,048)	-31.99%
Capital Outlay	6,436,023	3,408,930	(3,027,093)	-47.03%
Debt Services	0	0	0	0.00%
Other Financing Uses	0	0	0	0.00%
TOTAL EXPENDITURES	36,383,309	31,497,592	(4,885,717)	-13.43%

Mr. Nass read the report from the Planning and Zoning Committee.

**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 July 21, August 18 and September 15, 2011, 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

3531A-11, 3536A-11, 3541A-11 and 3542A-11

DATED THIS TWENTY-SIXTH DAY OF SEPTEMBER 2011

Donald Reese, Secretary

**THE EFFECTIVE DATE OF THE PRIOR MONTH'S AMENDMENTS
3533A-11, 3534A-11, 3535A-11, 3537A-11, 3538A-11, 3539A-11 and 3540A-
11 IS SEPTEMBER 20, 2011.**

Mr. Nass moved that the report be adopted. Seconded and carried.

Mr. Nass presented Ordinance No. 2011-14.

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

WHEREAS, Petition 3531A-11 was referred to the Jefferson County Planning and Zoning Committee for public hearing on July 21, 2011, Petition 3536A-11 was referred for public hearing on August 18, 2011, and Petitions 3541A-11 and 3542A-11 were referred for public hearing on September 15, 2011, 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 AGRICULTURAL A-1 TO A-2, AGRIBUSINESS

Rezone approximately 1.6 acre of PIN 018-0713-0431-000 (35.2 acres) near N6974 Kuhl Road in the Town of Lake Mills. Rezoning is conditioned upon road access approval by the Town, and upon receipt and recording of a final certified survey map for the lot. (3531A-11 – Matthew Thomas)

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

Create a 1.74-acre A-3 zone on Hustisford Road in the Town of Ixonia from part of PIN 012-0816-1821-000 (35.609 acres). This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval from 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 including extraterritorial plat review, if necessary. 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. (3536A-11 – Richard Patrick)

Rezone approximately 2 acres of PIN 006-0716-2712-000 (49.01 acres) to create a new building site near N5614 CTH F in the Town of Concord. Rezoning is conditioned upon road access approval by the County Highway Department, 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 including extraterritorial plat review, if necessary. 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. (3541A-11 – Mark Schellinger)

**FROM AGRICULTURAL A-1 AND A-2, AGRIBUSINESS
TO A-3, RURAL RESIDENTIAL**

Rezone all of PIN 016-0514-0531-000 (3 acres) to allow for home replacement meeting all necessary setbacks at N2223 Falk Road in the Town of Koshkonong. 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. (3542A-11 – Scott & Cynthia Behrens)

Mr. Nass moved for the adoption of Ordinance No. 2011-14. Seconded and carried.

Mr. Tietz presented Resolution No. 2011-53.

WHEREAS, Jefferson County has an identified need in the Town of Sullivan to provide disaster recovery from the 2008 flooding event, and

WHEREAS, Jefferson County contemplates submitting a request to Wisconsin Department of Administration (formerly Wisconsin Department of Commerce) to redirect a portion of grant funds received under the Community Development Block Grant-Emergency Assistance Program (CDBG-EAP) to be allocated to the Town of Sullivan for the Rome Mill Pond Project for the purpose of meeting those needs, and

WHEREAS, Jefferson County and the Town of Sullivan desire to and are required to, enter into a written cooperative agreement between the County and the Town of Sullivan to participate in such CDBG-EAP program, and

WHEREAS, Jefferson County and the Town of Sullivan understand that Jefferson County will act as the applicant and will have the ultimate responsibility to assume all obligations under the terms of the grants including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract, and

WHEREAS, it is understood that Jefferson County and the Town of Sullivan will have access to their respective grant records and authority to monitor all activities,

NOW, THEREFORE, pursuant to Wisconsin Statute sec. 66.0301, Jefferson County and the Town of Sullivan agree to cooperate in the submission of an application for such funds, and agree to cooperate in the implementation of the submitted CDBG-EAP program, as approved by the Department of Administration and the Bureau of Community Finance.

BE IT FURTHER RESOLVED that the County Administrator is authorized to execute a Cooperative Agreement with the Town of Sullivan setting forth the program details.

Fiscal Note: This program is funded by the CDBG-EAP grant program through the State of Wisconsin. The town project will cost up to \$100,000 including administrative costs. The Jefferson County Economic Development Director will provide the grant administration.

Mr. Tietz moved for the adoption of Resolution No. 2011-53. Seconded and carried: Ayes 27, Noes 1 (Zentner), Absent 2 (Imrie, Babcock).

Ms. Rogers presented Resolution No. 2011-54.

WHEREAS, Jefferson County has self-funded employee dental benefits since the 1980's using a third party administrator, and

WHEREAS, Resolution No. 2008-30 adopted June 10, 2008, awarded the dental insurance administrative contract to Delta Dental, after the program was reviewed and proposals had been received from five different administrators, and

WHEREAS, the County may extend the contract through December 31, 2013, at the 2008 rate of \$3.86 per employee per month, and

WHEREAS, the Finance Committee recommends approval of the extension of the Delta Dental administrative contract through December 31, 2013,

NOW, THEREFORE, BE IT RESOLVED that the County Clerk is authorized to execute a contract for Delta Dental's administrative services at the rate of \$3.86 per employee per month through December 31, 2013.

Fiscal Note: The County has 454 employees currently enrolled in dental coverage which generates an annual administrative cost of about \$21,000 for the dental insurance program.

Ms. Rogers moved that Resolution No. 2011-54 be adopted. Seconded and carried: Ayes 28, Noes 0, Absent 2 (Imrie, Babcock).

Ms. Rogers presented Resolution No. 2011-55.

WHEREAS, Jefferson County has utilized the services of Clifton Gunderson LLP for the past four years, and

WHEREAS, the Finance Committee and staff have been satisfied with the services received from Clifton Gunderson, and

WHEREAS, Clifton Gunderson has proposed a three year extension covering the 2011, 2012 and 2013 audit at a cost of \$46,200, \$47,600 and \$48,900 respectively, and

WHEREAS, the cost increase is about 3% per year which is reasonable, and

WHEREAS, the Finance Committee recommends extension at this time rather than seeking proposals, as the increase is minimal and the staff time necessary to deal with a new auditor would outweigh any expected savings,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to execute a three year contract extension with Clifton Gunderson LLP for auditing services through the 2013 audit.

Fiscal Note: As noted above, the increase in cost is about 3% per year. The increased sums are budgeted for 2011's audit which occurs in 2012.

Ms. Rogers moved that Resolution No. 2011-55 be adopted. Seconded and carried: Ayes 27, Noes 1 (Schultz), Absent 2 (Imrie, Babcock).

Mr. Buchanan read Resolution No. 2011-56.

WHEREAS, the Jefferson County Highway Department has reviewed the need for a replacement boom truck for highway department operations, and

WHEREAS, the current boom truck is a 1980 model in poor condition, and

WHEREAS, the Highway Department has recommended the purchase of a used truck instead of bidding for a new truck based on the average annual hours of operation of the truck, and

WHEREAS, the Highway Department has reviewed multiple used units and located a preferred unit with the following information,

Highway Boom Truck

Dealer:	Utility Sales and Service (Appleton, WI)
Truck Model:	2000 Ford F-750, Cat Engine (29,685 miles)
Boom Model:	1999 Versalift Aerial Model VO355MHI
Used Price:	<u>\$44,500.00</u>

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase the used Ford F-750 truck with the Versalift boom from Utility Sales and Service (Appleton, WI) for the price of \$44,500.

Fiscal Note: The used price of \$44,500 includes a full OSHA/ANSI inspection of the aerial lift with any repairs (if needed) to be included in the price. Cab and chassis will also be fully painted before delivery to Jefferson County. Funds for the purchase will come from the Highway Department Equipment Operations Cost Center 53241.

Mr. Buchanan moved that Resolution No. 2011-56 be adopted. Seconded and carried: Ayes 27, Noes 1 (Zentner), Absent 2 (Imrie, Babcock).

Mr. Braugler presented Resolution No. 2011-57.

WHEREAS, ongoing child protective services case loads continue to increase and remain above a level that current staff can manage, and

WHEREAS, a CPSOP I position provides supervision and services that reunite families while protecting children from further harm, and

WHEREAS, the County is held accountable for these children under its custody, and

WHEREAS, research supports that children are returned or placed in a permanent home more quickly when CPSOP I staff complete the required supervised visits, and

WHEREAS, the Human Services Director and Human Services Board recommend the creation of one full-time Child Protective Services Ongoing Professional I position and the elimination of one vacant full-time Family Development Worker position.

NOW, THEREFORE, BE IT RESOLVED that the 2011 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: Both the vacant FDW and the CPSOP I position are funded approximately 49% with state funding. There is an estimated additional cost of \$1916 in 2011, and an additional annual cost of \$9825.11, commencing in 2012. Due to the savings from wages and benefits from the vacant FDW position, no additional funds are required in 2011. As a budget amendment, 20 affirmative votes are required for passage.

Mr. Braugler moved that Resolution No. 2011-57 be adopted. Seconded and carried: Ayes 28, Noes 0, Absent 2 (Imrie, Babcock).

Mr. Reese read Ordinance No. 2011-15.

WHEREAS, prior to enactment of Wisconsin Act 35, the Concealed Carry Law, Jefferson County had adopted Ordinance Section 9.075 regulating the carrying of weapons in the County Courthouse, which ordinance is now inconsistent with state law, and

WHEREAS, the Infrastructure Committee recommends repealing said section,

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY
DOES HEREBY ORDAIN,

Section 1. That Section **9.075 Carry a Weapon in the County Courthouse** is repealed.

~~**9.075 CARRY A WEAPON IN THE COUNTY COURTHOUSE.** No person, except a peace officer or other person authorized by the Jefferson County Sheriff, shall possess any knife or other dangerous weapon while in the Jefferson County Courthouse. In this section, "dangerous weapon" means any device designed as a weapon and capable of producing bodily harm or any other device, substance or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm, but does not include firearms, possession of which are regulated by State criminal law. Any person violating this section may be penalized as provided in 9.19. Property possessed in violation of this section is subject to immediate seizure and shall be returned or disposed of in accordance with the procedures set forth in Section 968.20, Wis. Stats., using the definition of "dangerous weapon" contained herein. [created 02/10/04, Ordinance No. 2003-33]~~

Section 2. This ordinance shall be in effect on November 1, 2011.

Mr. Reese moved that Ordinance No. 2011-15 be adopted. Seconded and carried.

Mr. Reese read Resolution No. 2011-58.

WHEREAS, Wisconsin Act 35 known as the Concealed Carry Law, becomes effective November 1, 2011, and

WHEREAS, persons with licenses issued by the Department of Justice and those with out of state concealed carry licenses will be able to carry weapons throughout the State with a number of exceptions such as the Sheriff's Office, the Courthouse, the Jail, schools, and

WHEREAS, local governments including the County have the option to prevent the carrying of concealed weapons in other buildings owned or occupied by the governmental unit, and

WHEREAS, the Infrastructure Committee has reviewed the new law and the County's options and recommends that the Board establish the policy to prohibit the carrying of concealed weapons in county buildings, and further prohibit non law enforcement employees from carrying weapons in county owned vehicles, and

WHEREAS, the Infrastructure Committee recommends adoption of the attached policy effective November 1, 2011 [said policy is available at the County Clerk's office upon request],

NOW, THEREFORE, BE IT RESOLVED that the County Board adopts the Weapon Policy recommended by the Infrastructure Committee, which shall be effective November 1, 2011.

Fiscal Note: The estimated cost of a sufficient number of signs to post at all building entrances is between \$1,000 and \$1,500.

Mr. Reese moved that Resolution No. 2011-58 be adopted. Seconded.

Mr. Torres moved, with a second, to delete paragraphs 3, 4 and 5 of

Resolution No. 2011-58 and limit the policy to preventing concealed carry by the public and employees in the entire Courthouse building.

Mr. Burow moved to amend Mr. Torres' amendment to include the Human Services building. Seconded and carried: Ayes 21, Noes 7 (Braugher, Morse, Nass, Hanneman, Peterson, Torres, Zentner), Absent 2 (Imrie, Babcock).

Amendment to Resolution No. 2011-58 to prohibit the concealed carrying of weapons in the Courthouse and Human Services building failed: Ayes 7, Noes 21 (Jones, David, Tietz, Braugher, Morris, Kuhlman, Rinard, Zastrow, Reese, Morse, Rogers, Nass, Delany, Schroeder, Roou, Peterson, Poulson, Jaeckel, Torres, Christensen, Schultz), Absent 2 (Imrie, Babcock).

Mr. Peterson moved to table Resolution No. 2011-58. Seconded. Mr. Schultz raised a point of order that the motion to table would be proper if brought as a motion to postpone.

Mr. Peterson moved to postpone Resolution No. 2011-58 to October 25, 2011. Seconded and failed: Ayes 13, Noes 15 (Jones, Tietz, Morris, Rinard, Zastrow, Reese, Morse, Rogers, Nass, Molinaro, Hanneman, Schroeder, Roou, Christensen, Schultz), Absent 2 (Imrie, Babcock).

Resolution 2011-58 as originally presented carried: Ayes 19, Noes 9 (Braugher, Morris, Kuhlman, Peterson, Poulson, Jaeckel, Torres, Zentner, Borland), Absent 2 (Imrie, Babcock).

Mr. Reese read Resolution No. 2011-59.

WHEREAS, the County receives various requests from time to time for use of portions of county grounds or buildings, and

WHEREAS, development of a uniform procedure and terms applicable to authorizing use of county grounds or buildings is desirable, and

WHEREAS, the Infrastructure Committee has reviewed a number of the issues involved and recommends the adoption of the attached Grounds Use Policy [said policy is available at the County Clerk's office upon request],

NOW, THEREFORE, BE IT RESOLVED that the Grounds Use Policy as recommended by the Infrastructure Committee is hereby adopted.

BE IT FURTHER RESOLVED that any prior policies adopted in conflict herewith are hereby repealed.

Fiscal Note: The use of county grounds has tended to decrease over the years as security concerns have increased. As a result, no significant revenue is expected to be generated from this process.

Mr. Reese moved that Resolution No. 2011-59 be adopted. Seconded.

Mr. Burow moved to amend the Grounds Use Policy contained in Resolution No. 2011-59 by revising "Additional Rules" (5) as follows:

The Fair Park Committee may establish ~~additional~~ alternate rules for use of its buildings or grounds.

Amendment to the policy section of Resolution No. 2011-59 seconded and carried.

Amended Resolution No. 2011-59 carried: Ayes 26, Noes 2 (Torres, Zentner), Absent 2 (Imrie, Babcock).

Mr. Jaeckel presented Ordinance 2011-16.

WHEREAS, changes in state statutes need to be incorporated into the Emergency Management Ordinance,

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

Section 1. References to Chapter 166 shall be amended to refer to Chapter 323 in Section 2 and Section 4(2) of the Emergency Management Ordinance.

Section 2. The following sections of the Emergency Management Ordinance shall be amended to “his/her” where appropriate: Sections 5(2) and (4), Section 6(2), Sections 9(1) and (2), Section 10, and Section 11(1).

Section 3. Section 8 of the Emergency Management Ordinance shall be amended as follows:

SECTION 8. DECLARATION OF EMERGENCY. Emergency Conditions Defined. An emergency shall be defined as a natural or man-made disaster that exceeds the capacity of the county to respond to in such a way as to save lives; to preserve property; and to maintain the social, ecological, economic, and political stability of the County.

The County Board may declare, by resolution, a state of emergency for the County or any portion thereof in accordance with Chapter 323 of the Wisconsin Statutes ~~if the County Board determines that an emergency resulting from enemy action, natural or man made disaster exists.~~ In the event an emergency occurs within Jefferson County at a time when the County Board is unable to meet for the purpose of making such a declaration in order to access state emergency resources, fix liability for emergency response costs or authorize emergency repairs to county facilities, the following persons may declare a state of emergency:

- (a) County Board Chair.
- (b) In the event the County Board Chair is unavailable, the First Vice-Chair of the County Board.
- (c) In the event the County Board Chair and the First Vice-Chair are unavailable, the Second Vice-Chair of the County Board.
- (d) In the event the County Board Chair or Vice-Chairs are unavailable, the County Administrator.

Such declaration shall be confirmed ~~or rescinded~~ by resolution of the County Board at its next regularly scheduled or special meeting. The duration of a declared state of emergency may not exceed the length of time beyond which emergency conditions exist ~~or 60 days unless extended by County Board resolution.~~ ~~A declaration of a state of emergency may be rescinded by written order at the discretion of the County Board Chairperson, or in his/her absence, the First Vice Chair of the County Board, or in his/her absence, the Second Vice Chair of the County Board, or in his/her absence, the County Administrator.~~ [Amended 02/14/06, Ord. No. 2005-45]

General Powers. The emergency powers conferred herewith include the general authority to order, by ordinance, resolution, or proclamation, whatever is necessary and expedient for the health, safety, welfare and good order of the

County during such emergency.

Section 4. This ordinance shall be effective after passage and publication as provided by law.

Mr. Jaeckel moved that Ordinance No. 2011-16 be adopted. Seconded and carried.

Mr. Borland presented Resolution No. 2011-60.

WHEREAS, the Rock River is a Legacy Place named in the Wisconsin Land Legacy Report and recognized as a major natural resource corridor with potential for recreation, scenic and historic trails, and

WHEREAS, the 2010 federal America's Great Outdoors Initiative is designed to reconnect Americans, especially children, to America's rivers and waterways and parks and landscapes, and

WHEREAS, the Wisconsin State Trails Network Plan for the South Central Region includes trail number 34, Rock River-Watertown to Beloit, with potential within rail, roadway and natural resource corridors, and with potential connection at the state line in Beloit to an Illinois trail and route, and

WHEREAS, the Glacial Heritage Area Plan calls for development of river-based conservation areas including small access sites located along major rivers that provide canoe, kayak or motorboat access, parking, picnic tables, toilets and/or drinking water, and larger parks that provide shore fishing, primitive or lightly developed trails, picnic areas and camping facilities accessible only from the water for paddlers, and

WHEREAS, the Jefferson County Parks, Recreation & Open Space Plan calls for areas on and adjacent to rivers to provide access to water, preserve habitat and improve water quality, and marked canoe and kayak trails on suitable rivers and launches, rest stop areas and educational kiosks, universally accessible fishing piers, boardwalks and/or observation platforms, and

WHEREAS, the mission of the Rock River Trail Initiative is to establish and interpret a Rock River Water Trail along the 300-mile river course from the headwaters in Fond du Lac County, Wisconsin, to the Mississippi River at Rock Island, Illinois, with a separate Rock River Route on roads within the river corridor to provide access for all to the natural resources, recreational opportunities, scenic beauty and historic and cultural assets of the Rock River Valley, and

WHEREAS, many governmental and community organizations in Fond du Lac, Dane, Dodge and Rock counties have expressed support for this initiative, including the Jefferson County communities of Fort Atkinson, Jefferson and Johnson Creek.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board supports the Rock River Trail Initiative.

BE IT FURTHER RESOLVED that the Jefferson County Parks Committee is authorized to designate a staff member of the Jefferson County Parks Department as its representative to the Rock River Trail Initiative Council to provide advice and assist with the planning process of the Rock River Water Trail and Route, and to consult with other county departments and committees in these matters.

Fiscal Note: No fiscal impact.

Mr. Borland moved that Resolution No. 2011-60 be adopted. Seconded.

A voice vote being unclear, a roll call vote was taken and motion carried: Ayes 22, Noes 6 (Morris, Peterson, Poulson, Jaeckel, Torres, Zentner), Absent 2 (Imrie, Babcock).

County Administrator Gary Petre read the following:

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

By virtue of the authority vested in me under Section 59.18 of the Wisconsin Statutes, I do hereby appoint and request the County Board's confirmation of the following individuals as members of the board and commission:

- a. Human Services Board
Pam Rogers, Lake Mills, Wisconsin, for a three-year term ending November 1, 2014.
- b. Human Services Board
Augie Tietz, Watertown, Wisconsin, for a three-year term ending November 1, 2014.
- c. Sheriff's Civil Service Commission
Rodney Laudenslager, Watertown, Wisconsin, to fill a vacancy for the balance of a five-year term ending January 1, 2014.

County Administrator Petre respectfully requested confirmation of these appointments.

Mr. Buchanan moved that the appointments be confirmed. Seconded and carried.

Mr. Molinaro presented the following appointment:

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

By virtue of the authority vested in me I do hereby appoint the following individual as a member of the designated committee:

Local Emergency Planning Committee (LEPC)
Erin O'Brien, to fill the vacancy of Tim Anderson, for an indeterminate term.

Supplemental information presented at the October 11, 2011, Jefferson County Board meeting will be available at the County Clerk's office upon request.

There being no further business, Mr. Buchanan moved that the Board adjourn. Seconded and carried at 9:14 p.m.