

AGENDA

Administration & Rules Committee

Jefferson County Courthouse

320 S. Main Street

Jefferson, WI 53549

November 28, 2012

8:30 a.m. - Room 112

Committee Members

Paul Babcock – James Braughler – Rick Kuhlman - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of October 31, 2012 Administration & Rules Committee meeting minutes
7. Approval of October 23 and November 13, 2012 County Board minutes
8. Communications
9. Discussion and possible action on Fair Park request to use additional social media (Twitter, YouTube, Pinterest, Blogs)
10. Discussion and possible action on Transportation Planning
11. Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Resolution – “Asking the State Legislature to amend Wisconsin’s Open Records Law, Chapter 19, to permit an authority to impose fees for actual expenses incurred in accommodating open records requests to inspect and/or hand county election ballots”
 - Resolution – “Authorizing funds to be re-instated for the Household, Agricultural and Pharmaceutical Hazardous Waste Programs”
 - Resolution – “Amend §706.05 to require recording of mortgage assignments”
12. County Administrator’s monthly report
13. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation and employment contract renewal
14. Reconvene in open session to take possible action on items discussed in closed session
15. Tentative Future Meeting schedule and Agenda Items

December 20 th 2012	March 27 th , 2013
January 30 th , 2013	April 24 th , 2013
February 27 th , 2013	

All meetings in Room 112 at 8:30 a.m. unless noted.

16. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**October 31, 2012
Administration & Rules Committee
8:30 a.m.**

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, John Molinaro, Paul Babcock, Rick Kuhlman and Jim Mode.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential; Carla Robinson – Clerk of Courts; Phil Ristow – Corporation Counsel.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

Item 12 was moved to accommodate staff.

5. Public Comment

None

6. Approval of September 26, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the September 26, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of October 9, 2012 County Board minutes

Motion made by Supervisor Braughler; Second by Supervisor Mode to approve the October 9, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- Resolution – “To Seek State Support of Frac Sand Mining via Policy Development”
- Memo from Family Court regarding increase in FCS Study Fees

9. Discussion and possible action relating to amending County Board Rule (3.01(2)) to permit convening meetings of the County Board at 6:00 p.m., rather than 7:00 p.m. during the winter months.

The committee discussed changing the meeting time. They agreed that changing the meeting time to 6:00 p.m. may make it more difficult for staff and the public to attend.

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to take no action to change the time of the County Board meetings. (Ayes-All) Motion carried.

10. Discussion and possible action on fee increases in the Clerk of Courts office

A memo regarding the fee increase was distributed for the committee to review. Carla Robinson explained the reason for requesting an increase in FCS Study Fees. The request is to increase fees from \$600 to \$1,000.

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to raise the FCS Study Fees to \$1,000. (Ayes-All) Motion carried.

11. Discussion and possible action on the Strategic Plan

No action taken.

12. **Discussion and possible action on determining fees for processing public records requests and public records requests by elected officials and custom reports**
No action taken.
13. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
 - Resolution – “Supporting Request For Stay or Proceedings in MTI v. Walker”
The committee discussed this resolution. No action taken.
 - Resolution – “Requesting elected state officials and the Governor to re-examine the policies which have led to historically high incarceration rates in Wisconsin
The committee discussed this resolution. The Committee will forward the resolution to the Human Services Board and the Law Enforcement Emergency Management Committees for their consideration. No action taken.
 - Resolution – “To Seek State Support of Frac Sand Mining via Policy Development
The committee discussed this resolution. The committee would like the Highway Committee to consider road use agreements in Jefferson County. No action taken.
14. **County Administrator’s monthly report**
Gary Petre reviewed his monthly report and addressed questions from the Committee.
15. **Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data**
Motion made by Supervisor Braughler; Second by Supervisor Babcock to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data (Roll Call Vote was taken - Ayes-All) Motion Carried. Rick Kuhlman was excused at 10:15 a.m.
16. **Reconvene in open session to take possible action on item discussed in closed session.**
Motion made by Supervisor Mode; Second by Supervisor Babcock to reconvene in open session. (Ayes-4/Excused-1) Motion Carried.

Motion made by Supervisor Mode; Second by Supervisor Babcock to send the performance evaluation data to the HR Director for final presentation to the County Administrator. (Ayes-4/Excused-1) Motion Carried.
17. **Tentative Future Agenda Items and Meeting Dates**
 - Approval of October 31, 2012 Administration & Rules Committee meeting
 - Approval of October 23 and November 13, 2012 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Discussion and possible action on the Strategic Plan
 - County Administrator’s monthly report
 - Status Report and review of policies for inclusion in the Codification project
 - Discussion and possible action on Transportation Plan
 - Discussion and possible action on determining fees for processing public records request and public records requests by elected officials and custom reports
 - Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data
 - Reconvene in open session to take possible action on item discussed in closed session.
 - Discussion & possible action on extension of the County Administrator’s contract
18. **Adjourn**
Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 10:30 a.m. (Ayes-4/Excused-1) Motion Carried.

Future Tentative Meeting Dates

The next meetings will be held on Wednesday, November 28th 2012 and Wednesday, December 20th, 2012.

**CORRECTIONS TO BE MADE TO
OCTOBER 23, 2012, JEFFERSON COUNTY BOARD MINUTES**

None

Community Transportation ASSOCIATION

November 1, 2012

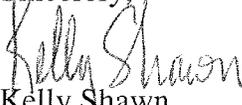
Dear Friend:

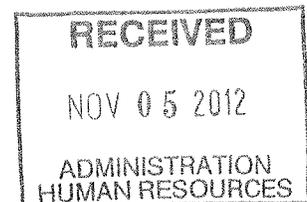
As you may know, Brown Cab, Inc., has been selected as the recipient for an innovative transit planning project to help enhance the mobility of local residents. Earlier this year, the Community Transportation Association of America (CTAA) identified Brown Cab, Inc. as one of only four transit systems in the nation to participate in a unique program to promote economic development through enhanced public transit services. The assistance would address the mobility needs of the area as a whole, but would specifically focus on the needs of the City of Edgerton. The proposed project encompasses the southern portion of the Highway 26 corridor covering the area between Watertown and Janesville and the areas within 10 miles of the highway. The area consists of almost all of Jefferson County and the northern portion of Rock County in Wisconsin. The planning project will be conducted by CTAA, a national membership organization based in Washington, D.C.

To ensure that the project identifies and addresses all potential transit needs in the project area, it is important that any organizations, entities and departments that *use* transportation, *need* transportation, *provide* transportation, or *have an interest* in transportation be involved in the planning effort. I would like to invite you to participate in a Mobility Visioning Workshop to launch our project and to help identify unmet mobility needs in the area. The Workshop will be held on Monday, November 12 from 1pm until 4pm, at the Library in Edgerton, 101 Albion Street, Edgerton, WI 53534.

The meeting will be hosted by representatives from CTAA and Brown Cab, Inc. At the workshop we will ask you to share your perceptions of unmet needs. We are particularly interested in **where** people need to go, **when**, **what** days of the week, **how often** and **why**. We will also discuss possible solutions to the needs identified. CTAA and Brown Cab staff will also be available afterwards to answer questions and discuss the project individually.

If you'd like more information on the project, please don't hesitate to contact me at 1.800.891.0590 x718, or by e-mail at shawn@ctaa.org. We look forward to meeting you on the 12th.

Sincerely,

Kelly Shawn,
Assistant Director



Gary Petre

From: Gary Petre
Sent: Thursday, November 08, 2012 7:41 AM
To: Dennis L. Heling; John Molinaro; Steve Grabow; Bill Kern; Kathi Cauley
Subject: Transit meeting

More information about the meeting on Monday.....

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: davel@runninginc.net [<mailto:davel@runninginc.net>]
Sent: Wednesday, November 07, 2012 8:46 PM
To: rflanigan@cityofedgerton.com; Jeff Woods; tfreitag@jeffersonwi.com; Elizabeth Milbrath; Doug Saubert; Gary Petre; Sue Torum; mikeh@cityofwatertown.org; Dave Fisher; Linda Boll; skelly@co.rock.wi.us; JOYCE LUBBEN; Dave Mumma; Carrie Porter; John Alley; Jacob Miller; Ian Ritz; rep.jorgensen@legis.wisconsin.gov
Cc: karl@browncab.net; justin@runninginc.net; Kelly Shawn
Subject:

Deaer Friend of Transit,

By this time, you may have received an invitation for an area-wide transportation meeting to be held at 1 p.m. on Monday, November 12 at the Edgerton Library (101 Albion St.).

If you've already received this invitation, please consider this a reminder. If you have not yet received it, please consider this as your invitation.

We have noticed that increasing numbers of local residents have needs to travel to nearby communities for medical or other purposes. Intercity transportation is extremely difficult to provide under existing funding arrangements. This study will look at ways to improve the connections residents need between the different communities in the area.

The meeting is a kick-off for a study that will be performed under the auspices of the Community Transportation Association of America with funding provided by the US Department of Agriculture. The intent of the study is to look at ways to better connect the communities in our region.

Please feel free to bring other members of your staff who are involved with transportation issues. If you are unable to attend, we hope that you will send someone else in your place.

Sincerely,

Karl Schulte and Dave Lowe, Brown Cab Service, Inc.

November 5, 2012

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

**RESOLUTION ASKING THE STATE LEGISLATURE TO AMEND WISCONSIN'S
OPEN RECORDS LAW, CHAPTER 19, TO PERMIT AN AUTHORITY TO IMPOSE
FEES FOR ACTUAL EXPENSES INCURRED IN ACCOMODATING OPEN RECORDS
REQUESTS TO INSPECT AND/OR HAND COUNT ELECTION BALLOTS**

WHEREAS, § 19.35 of Wisconsin's Open Records Law states in pertinent part that unless "otherwise provided by law or as authorized to be prescribed by law, an authority may impose a fee upon a requester for *locating* a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more." (emphasis added); and

WHEREAS, in a recent Wisconsin Supreme Court Decision entitled Milwaukee Journal Sentinel v. City of Milwaukee, Case No.: 2011AP1112, the Court held that an authority can only charge for the four enumerated tasks set forth within § 19.35(3), the aforementioned "location cost" being one of them; and

WHEREAS, the Milwaukee Journal Sentinel Court further held that, contrary to the League of Wisconsin Municipalities' assertion, as raised within its non-party brief, a "location cost" does not include the actual cost of staff time and materials expended to redact information from a voluminous open records request, specifically stating that had the legislature "intended to allow an authority to recoup all of its actual costs, it could have simply said so rather than delineate four specific tasks for which fees may be imposed in Wis. Stat. § 19.35(3)"; and

WHEREAS, based on the above-referenced ruling, the Government Accountability Board ("GAB"), as well as the Assistant Attorney General, has advised authorities against charging a fee for the labor and materials expended in accommodating an Open Records Request to inspect and/or hand count election ballots ("Hand Count") as a "location cost" notwithstanding that County Clerks, as the custodian of said ballots, have a statutory duty to keep all election materials secure and unaltered, which according to GAB guidelines may be accomplished through a "no-touch" requirement that in most cases must be satisfied by paying staff to supervise the Hand Count without allowing already taxed Counties to recoup the same under Wis. Stat. § 19.35(3); and

WHEREAS, following the June 5th Recall Election, Brown County ("County") was one of the many Counties in Wisconsin that received an Open Records Request from an organization known as the Election Fairness Group, demanding that it preserve the following election materials so as to allow them to commence a county-wide Hand Count of the Recall Election Ballots: Voted ballots; Unvoted ballots; Print out tapes and the electronically stored memory from the voting machines; Tally sheets; Inspectors' Statements; Used absentee ballot envelopes; Poll lists; Board of Canvass reports; and Spreadsheets or other summaries of the vote totals from the June 5, 2012

Recall Elections for all voting districts in Brown County; and

WHEREAS, Brown County not only incurred the costs of having to purchase additional memory packs so as to preserve the records in the manner requested by the Election Fairness Group, but incurred significant expenses in accommodating the Hand Count related thereto, while still adhering to the “no touch” rule, which resulted in having to pay overtime wages to several members of the County Clerk’s staff for approximately three hours a night for four consecutive nights to assist with and oversee the process; and

WHEREAS, despite the significant costs incurred in accommodating the Election Fairness Group’s Hand Count under the Open Records Law, the County was unable to recoup any of it under the current fee shifting provision of Wis. Stat. § 19.35(3); and

WHEREAS, as evident by an email correspondence from a group known as the Wisconsin Grassroots Network sent to all Wisconsin County Clerks on or about November 1, 2012, Open Records Requests similar to the aforementioned will be issued following the November 6th elections, causing the County to again incur significant expenses, absent any recourse for purposes of recouping the same; and

WHEREAS, dicta from four of the Justices to the Milwaukee Journal Sentinel Decision recognized that Wisconsin’s Open Records Law needs legislative re-examination particularly due to the advances in technology and the burdensome costs faced by municipalities in responding to requests such as the ones registered by this growing population of grassroots groups that are seemingly using Wisconsin’s Open Records Law to conduct their own recount elections, but on the taxpayer’s dime; and

WHEREAS, in order to maintain the underlying spirit of Wisconsin’s Open Records Law, while avoiding the undue economic burden that municipalities will continue to suffer if unable to recoup any of the costs associated with Hand Count requests issued thereunder, it is imperative that the State Legislature amend Wis. Stat. § 19.35(3) to include a provision that permits an authority to impose fees for the actual labor and material costs it incurs in accommodating Open Records Requests to inspect and/or hand count election ballots.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby urges the Governor and the State Legislature to amend Wis. Stat. § 19.35(3) to include a provision that permits an authority to impose fees for the actual labor and material costs it incurs in accommodating Open Records Requests to inspect and/or hand count election ballots.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed:

[Handwritten Signature]
11-12-12

Fiscal Impact: This resolution does not require an appropriation from the General Fund.

Final Draft by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor

VANDYCK

Seconded by Supervisor

CLANCY

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1	}		
DE WANE	2			
NICHOLSON	3	EXCUSED		
HOYER	4	}		
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LBEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14	}		
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
SCHMIDT JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26	EXCUSED		

Total Votes Cast 24

Motion: Adopted Defeated Tabled

RESOLUTION NO. 2012-_____

RESOLUTION AUTHORIZING FUNDS TO BE RE-INSTATED FOR THE HOUSEHOLD, AGRICULTURAL AND PHARMACEUTICAL HAZARDOUS WASTE PROGRAMS

WHEREAS, Jefferson County recognizes the benefits of the Clean Sweep Recycling Program to control the disposal and storage of potentially hazardous household, agricultural and business waste, e-waste and pharmaceutical waste, and

WHEREAS, in the Strategic Plan Citizen Survey, 84% of respondents said that the Clean Sweep Recycling Program was a very important service to county residents. This was ranked fourth on the list of services residents wanted in the County, and

WHEREAS, in the 2013 grant process 74 municipalities requested \$1,498,926 for their Clean Sweep Programs and DATCP had only \$750,000 to be granted to 57 municipalities, and

WHEREAS, in 2009 the Clean Sweep grants were reduced by the state budget, and with every budget since these funds have been diverted into the general fund, and

WHEREAS, Jefferson County Clean Sweep and Recycling Program has lost \$73,632 in Clean Sweep grant money since the state budget started to divert the funds in 2009. In 2009 Jefferson County requested \$38,500 and received \$23,055; in 2010 we requested \$34,000 and received \$0 (zero); we had to reduce 2010 Clean Sweeps to two (2) instead of four (4). In 2011 we requested \$37,000 and received \$31,413; in 2012 requested \$38,000 and received \$29,400; in 2012 requested \$38,000 and received \$29,400; in 2013 requested \$38,000 and received \$28,500, and

WHEREAS, when the tipping fees were enacted by state law, these funds were to promote hazardous waste and recycling programs for communities, and

WHEREAS, the Solid Waste/Air Quality Committee is asking to preserve all funds generated by the \$7 Recycling Fee from the \$13 tipping fee for implementing and administering waste/reduction/recycling programs which include Clean Sweep grants, and

WHEREAS, Jefferson County has partnered with the City of Watertown, City of Whitewater, City of Fort Atkinson, City of Waterloo, Town of Ixonia, and Walworth County in its Clean Sweep and Recycling Programs. We have Memorandums of Understanding (MOUs) signed with each partner for explanation of responsibilities and liabilities. These partnerships enabled us to expand our program to collect electronics, appliances, carpeting, Styrofoam, and

WHEREAS, over 952,484 pounds of hazardous household and agricultural waste has been collected since 1992 and 3,576 pounds of non-controlled and 145 pounds of controlled drugs have been collected since 2007 at Clean Sweeps and,

WHEREAS, over 1,399,061 pounds of e-waste from residents has been collected since 2005 and 78,999 pounds of appliances have been collected since July of 2012, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors supports the use of the landfill tipping fee surcharge as a source of increasing the Clean Sweep grant funding for municipalities as it was intended.

BE IT FURTHER RESOLVED that upon passage, a copy of this resolution be forwarded to Wisconsin Counties Association, Wisconsin Towns Association, League of Wisconsin, Jefferson County Senators and Representatives, Joint Committee on Finance, Governor Walker, Associated Recyclers of Wisconsin, Solid Waste Association of North America-Badger Chapter, and Council on Recycling.

Fiscal Note: Jefferson County expenditures for Clean Sweeps are covered by the Solid Waste/Air Quality Account 7109.451009, which is funded by contract fees from Waste Management-Deer Track Park Landfill. The City of Watertown budgeted \$20,000 each year since 2010 for the Clean Sweep Program and Fort HealthCare has donated \$5,000 two years in a row for prescription/non-prescription drug disposal and collections. Other Towns, Villages, Cities, businesses and residents have donated \$3,915 to the Clean Sweep Program. No tax levy dollars are used for this program.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Resolution Requested by
Solid Waste & Air Quality Committee
Sharon Ehrhardt – Program Assistant and Rob Klotz--Director of Planning and Zoning

WISCONSIN REGISTER OF DEEDS ASSOCIATION
FALL 2012 SEMINAR

RESOLUTION #4-2012

AMEND s.706.05 TO REQUIRE RECORDING OF MORTGAGE ASSIGNMENTS

WHEREAS, the members of the Wisconsin Register of Deeds Association seek to achieve greater transparency in the recording of home mortgages and to provide homeowners with critical information about who owns their loan, who they must negotiate with to achieve a loan modification, and who has the right to foreclosure on their homes should they default.

WHEREAS, homeowners need these protections more than ever in light of the on-going foreclosure crisis and a mortgage market characterized by the frequent transfers of beneficial interests under a mortgage or deed of trust.

WHEREAS, these practices have gaps in the recording system that make it impossible for borrowers to acquire needed information.

NOW THEREFORE BE IT RESOLVED, that the Wisconsin Register of Deeds Association seek legislation amending Chapter 706.05 of the Wisconsin Statutes to add : (1) that no mortgagee, trustee, or beneficiary shall record a notice of default (the first step in initiating a foreclosure) unless it has recorded its interests with the appropriate county recorder at least 45 days prior to filing the notice of default; (2) that all subsequent assignments of a mortgage or a beneficial interest in a deed of trust shall be recorded with the appropriate county recorder's office within 45 days of execution of the assignment.

BE IT FURTHER RESOLVED, the Wisconsin Register of Deeds Association Secretary mail a copy of this resolution to each Wisconsin County Board Chair.

BE IT FURTHER RESOLVED, this 4th day of October 2012 the WRDA supports Resolution # 4-2012

Respectfully Submitted by
WRDA DocX Subcommittee

Cathy Williquette Lindsay, Chair
Louise Principe
Michael Sydow
Ron Voigt

**County Administrator's
Monthly Activity Report
November, 2012**

1. 2013 Budget

The 2013 Budget was adopted by the County Board on 11/13. Staff are in process of preparing the 2013 Adopted Budget books. It is our goal to have those books available for distribution to the County Board at its 12/11 meeting. We are also working on the "Budget in Brief" booklets and will try to also have those completed in time for the 12/11 County Board meeting.

2. Department Head Meeting

There was a department head meeting held on 11/15. A copy of the meeting agenda is attached. Most of the meeting was dedicated to a presentation by the County's Continuity of Operations Plan consultant, Contingency Planning Solutions, Inc. Department heads will begin working on collecting data relative to business functions; vendors/suppliers; call lists; paper records; computer jobs; equipment; etc. All of this information will be used to develop a plan for initial start-up of department operations at an alternate location and the escalation of operations as needed, during a disaster. The Classification and Compensation Plan was also discussed. The next meeting is scheduled for 12/12.

3. Committee/Board, Staff and Other meetings

I will have attended 10 Committee/Board meetings by the end of this month. This includes the 11/2 meeting of the Finance Committee to review 2013 Budget Amendments. In addition, I will have had at least 10 meetings with staff and other officials this month.

On 11/12, I attended a transportation planning workshop with Steve Grabow and Sue Torum. The three hour workshop was conducted by the Community Transportation Association, as the result of a Dept. of Agriculture transit planning grant that was awarded to Brown Cab Co. This is a 6-10 month project to identify transit needs in most of Jefferson County and a portion of Rock County. We participated with approximately 10 other interested individuals from a broad spectrum of agencies throughout the subject counties. This is an opportunity for the County to be part of a regional planning study being led by the private sector. We hope to continue to participate in this study and present the County's transit needs.

On 11/14, I attended a meeting of the City of Jefferson's Plan Commission, with Chairman John Molinaro and Phil Ristow. Phil represented the County in presenting to the Commission the County's request for an amendment to the City's Land Use Plan and zoning ordinance, relative to the old Countryside Home property.

**County Administrator's
Monthly Activity Report
November, 2012**

4. Old Countryside Home Property Purchase

The plan and zoning changes at the City level are necessary in order for the County to meet its contingency in the Offer to Purchase that parcel. The County is now in process of getting bids from consultants to assist the County in the development of a site plan for the parcel and to work with City staff in getting the needed City approvals. Our Offer to Purchase gives the County until 3/11/13 to meet this contingency.

The County's environmental consultant, Delahey Industries, Inc. completed their walk-through inspection. Although they confirmed that most of the work that was reported by the asbestos removal company had been done, they were not able to gain access to all of the buildings on the site. Also, they reported that more sampling of some areas needs to be done in order to confirm that there was not additional asbestos removal needed. The County has requested an extension of time to the inspection contingency in the Offer to Purchase, in order to accomplish any uncompleted work.

5. Courthouse Security Entrance

Design plans were reviewed and approved by the Infrastructure Committee on 10/17. The Committee authorized Design Alliance to develop bid specifications and hold those documents pending project approval in the 2013 Budget. The 2013 Budget includes \$320,000 to pay for the potential cost of this project. With adoption of the budget, Design Alliance is now preparing the bid notice and related documents.

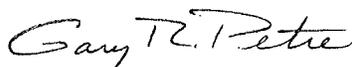
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 12/16.

The Human Resources Committee met on 11/20 to review the final report of the Classification and Compensation Plan. The Plan was approved with some additional changes. The Committee also reviewed County Personnel Ordinance changes related to the Plan. The Plan resolution and updated ordinances will be reviewed by the Committee on 12/3 in anticipation of being presented to the County Board for approval at its 12/11 meeting.

7. Board/Commission Appointments

At this time, I am not aware of any Board/Commission appointments that will be submitted to the County Board for confirmation at its 12/11 meeting.



Gary R. Petre
County Administrator

Jefferson County
Department Head Meeting

Thursday, November 15, 2012

1:00 p.m.

Workforce Development
874 Collins, Rm 103
Jefferson, WI

1. Presentation and information on the Continuity of Operations Plan (Donna Haugom & Roland Welsch)
2. Classification and Compensation Study Update
3. 2013 Budget
4. 2013 Holiday Party
5. Department Head Items
6. Next Meeting – December 12th 12:00 p.m.

Future Meeting Dates (all meetings at 1:00 p.m. in Room 103 at Workforce Development):

February 13, 2013

March 13, 2013