AGENDA

JEFFERSON COUNTY BOARD MEETING

July 14, 2015 7:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF JUNE 9, 2015 MEETING MINUTES**
7. **SPECIAL ORDER OF BUSINESS**
   Presentation - 2014 Comprehensive Annual Financial Report and Audit Report- Sikich LLP
8. **COMMUNICATIONS**
   a. Treasurer's Monthly Report (Addendum)
   b. Retirement Recognitions
   c. Letter dated June 24, 2015 from Ben Wehmeier regarding Jefferson County Library Board (Page 1)
   d. Recognition of Outgoing Supervisor – Callie Edwards
   e. Zoning Committee – Notice of Public Hearing, July 16, 2015 (Page 2-3)
9. **PUBLIC COMMENT** (Agenda Items)
10. **ANNUAL REPORTS**
    a. Child Support – Stacee Jensen
    b. Emergency Management – Donna Haugom
    c. Sheriff's Office – Paul Milbrath

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

11. FINANCE COMMITTEE
    a. Resolution – Disallowing the claim of Daniel Baumann (Page 4)
    b. Resolution – Budget amendment for Rebate on P-Cards and Purchase of Administrative Vehicle (Page 5)
    c. Resolution – Changes to the Fund Balance Policy (Page 6-11)
12. HUMAN RESOURCES COMMITTEE
    a. Ordinance – Amend Personnel Ordinance HR0680, Sick Leave with Pay, clarifying the definition of a dependent' child (Page 12-13)
    b. Resolution – Eliminate vacant, full-time Deputy Register in Probate/Lead Juvenile Clerk position and create full-time Register in Probate/Attorney (Page 14)
13. INFRASTRUCTURE COMMITTEE
    a. Resolution – Authorization to enter into a Professional Service Contract with FacilityDude (Page 15)

14. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT
    a. Resolution – Discussion and Possible Action on the Purchase and Installation of Next Generation (NG) 9-1-1 Phone System for the Jefferson County Sheriff's Office (Addendum to Agenda)

15. PLANNING & ZONING COMMITTEE
    a. Report – Approval of Petitions (Page 16)
    b. Ordinance – Amend Zoning Ordinance (Page 17-18)

16. **PUBLIC COMMENT** (General)

17. **ANNOUNCEMENTS**
    a. Update: Task Force on County Government Organization & Operations

18. **ADJOURN**

NEXT COUNTY BOARD MEETING
August 11, 2015 – 7:00 P.M. - ROOM 205

JEFFERSON COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

BEN WEHMEIER
County Administrator

TAMMIE J. JAEGER
Administrative Secretary

311 S. Center Avenue, Room 111
Jefferson, WI 53549
Telephone (920) 674-7101
Website: jeffersoncountywi.gov

"Jefferson County: Responsible government advancing quality of life."

June 24, 2015

Jefferson County
311 S. Center Avenue, Room 111
Jefferson WI 53549

To: County Board Supervisors

Per Wis. Stats. section 43.18(3)(c), this letter is to serve as notice that Jefferson County on behalf of the Jefferson County Library Board and the respective participating municipal libraries has taken final action to withdraw from the Mid-Wisconsin Federated Library System effective January 1, 2016.

The following steps have been taken in accordance with Wis. Stats. Section 43.18 – Withdrawal, abolition and expulsion.

As required by s. 43.18 (1) (am) Wis. Stats., the Jefferson County Board of Supervisors unanimously approved a resolution to withdraw from the Mid-Wisconsin Federated Library System on May 12th, 2015. This fulfills the requirement under this section requiring a resolution to be approved 6 months prior to the close of the system's fiscal year by a two-thirds majority vote.

As required by s. 43.18 (1) (ar) Wis. Stats., Jefferson County received approval from all of the participating municipalities by their governing bodies supporting withdrawal from the Mid-Wisconsin Federated Library System, thereby meeting the requirement that at least 80% of the population of participating municipalities in Jefferson County approve.

As required by s. 43.18(3)(a) Wis. Stats., the County Board held a public hearing on May 12th, 2015, for which the public was notified by publication of a Class 1 notice and all required parties were notified by registered mail.

On June 23, 2015, the Waukesha County Board of Supervisors unanimously approved an Ordinance to Create a Two-County Federated Library System consisting of Waukesha and Jefferson Counties.
Sincerely,

Benjamin Wehmeier

Item 8e

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

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

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

DATE: July 16, 2015

TIME: 7:00 p.m. *(Courthouse doors will open at 6:30)*

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance with Open Meetings Law Requirements**
4. **Review of Agenda**
5. **Explanation of Process by Committee Chair**
6. **Public Hearing**

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, July 16, 2015, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

FROM A-1, EXCLUSIVE AGRICULTURAL TO R-1, RESIDENTIAL

R3814A-15 – Steve Aschbrenner: Rezone 0.59 acre of PIN 022-0613-0921-000 (44.87 Acres) to add it to adjoining R-1 zoned property at **N4510 County Rd A** in the Town of Oakland.

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

R3815A-15 – Eldyn Pitzner: Create a 3-acre farm consolidation lot around the home at **N7054 County Rd D** in the Town of Farmington from part of PIN 008-0715-0241-000 (37.99 Acres).

R3816A-15 – Joel Hebbe: Create a 1.8-acre lot around the home at **N827 County Road K** and a vacant 1-acre lot adjacent to it from part of PINs 016-0514-2712-002 (1 Acre), 016-0514-2713-002 (1 Acre) and 016-0514-2721-001 (15 Acres). This property is in the Town of Koshkonong.

R3808A-15 – Josh & Christine Wickland/David & Harriet Wickland Property: Rezone 1.6-acre of PIN 024-0516-0334-001 (20 Acres) for a new building site near **W1108 Hooper Rd** in the Town of Palmyra.

R3817A-15 – Dale Hardtke/Leon & Dale Hardtke Property: Create a 2.6-acre farm consolidation lot around the home and buildings at **N8367 County Road E** from part of PIN 032-0815-2413-000 (46.71 Acres) in the Town of Watertown.

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL AND N, NATURAL RESOURCE

R3818A-15 & R3819A-15 – Dane Hartwig: Rezone to create a 2.4416-acre A-3 lot around the home at **N6305 Back Acres Lane** and a 12.0842-acre Natural Resource zone adjacent to it from PINs 008-0715-1524-000 (22.5 Acres) and 008-0715-1531-000 (40 Acres). The sites are in the Town of Farmington.

CONDITIONAL USE PERMIT APPLICATIONS

CU1831-15 – Richard Rozelle/Ronald Drost Property: Conditional home occupation electrical business at **N1702 Findlay Rd** in the Town of Cold Spring. The site is on PIN 004-0515-0933-000 (5.051 Acres) currently owned by Ronald Drost and is zoned A-3, Agricultural/Rural Residential.

CU1832-15 – Daniel Horvatin: Conditional home occupation for sales of firearms and related accessories at **N2591 Wenham Rd**, on PIN 010-0615-3233-004 (3 Acres). The property is in the Town of Hebron and is zoned A-3, Agricultural/Rural Residential.

CU1833-15 – Dale Jenkins: Modify a previous conditional use, CU1421-06 to allow for expanded outdoor storage in an A-2, Agricultural and Rural Business zone at **W9443 East Kroghville Rd.** The site is on PIN 018-0713-1942-000 (14.078 Acres) in the Town of Lake Mills.

CU1834-15 – Stephen M Gardner/Douglas Wollin Property: Conditional use for a snow removal business in a Community zone on PIN 020-0714-0431-017 (0.788 Acre). The site is on **County Road A** in the Town of Milford.

CU1835-15 – Keith & Maureen Kolb: Conditional use for an extensive on-site storage structure in a Residential R-1 zone at **N4452 Park Rd.** The property is in the Town of Oakland on PIN 022-0613-0712-012 (0.769 Acre).

CU1836-15 – Michael & Sonya Theis: Conditional use to allow up to three dogs in a Residential R-1 zone at **W9188 Wilderness Place**, Town of Oakland. The property is on PIN 022-0613-0531-024 (1.001 Acre).

CU1837-15 – Robert Dunham & Dwan Schuck: Conditional use for a boarding stable allowing up to 25 horses at **N8658 County Road O** in the Town of Waterloo. The site is zoned A-1, Exclusive Agricultural on PINs 030-0813-1723-002 (31.55 Acres) and 030-0813-1712-002 (4.762 Acres).

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

A recording of the meeting will be available from the Zoning Department upon request.

RESOLUTION NO. 2015-____

Resolution disallowing the claim of Daniel Baumann

WHEREAS, on June 3, 2015, Jefferson County received a claim from Daniel Bauman in an estimated amount of $1,255.31 for damages to his 2001 Dodge Ram pickup truck, WI plate DG62161, when his vehicle hit a pothole on Highway 26 in Johnson Creek, Wisconsin. Said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim, on the basis that the County is not responsible for the alleged damage.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County's policy.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

07-14-15

Connie Freeberg: 06-24-15; J. Blair Ward: 06-25-15
APPROVED: Administrator ___; Corp. Counsel ___; Finance Director ___

RESOLUTION NO. 2015-____

Budget Amendment for Rebate on P-Cards and Purchase of Administrative Vehicle

Executive Summary

In 2014, Jefferson County began utilizing P-Cards (Purchasing cards) for county purchases. One advantage of using P-Cards is that the county is entitled to a cash rebate based on a percentage of the dollar amount purchased. The total rebate dollar amount received by Jefferson County in 2015 from 2014 P-Card purchases was $15,500. When the 2015 budget was adopted, the County did not know how much would be received in rebates and therefore, there were no budgeted revenues for P-Card rebates.

The shared administrative vehicle is a 2002 Ford Crown Victoria with about 120,000 miles. Using the 2014 P-Card rebate amount of $15,500 and a contingency transfer of $5,000, for a total of $20,500, to purchase a replacement administrative vehicle will save the county money by allowing staff to continue to utilize a County vehicle instead of requiring staff to use their personal vehicles and paying mileage reimbursement.

WHEREAS, in 2015, the County received $15,500 in rebates for purchases made using P-Cards in 2014, and

WHEREAS, the County is in need of a replacement administrative vehicle, and

WHEREAS, the Finance Committee recommends a budget amendment increasing revenues in the amount of $15,500, a contingency transfer of $5,000 and increasing capital expenditures in the amount of $20,500 to be used for the purchase of a replacement administrative vehicle,

NOW, THEREFORE, BE IT RESOLVED that the 2015 budget is hereby amended to increase revenues in the amount of $15,500 (account #9801.486010), increase capital expenditures in the amount of $20,500 (account #9801.594811) and utilization of $5,000 from contingency (account 9802.599901) for the purpose of purchasing a replacement administrative vehicle.

Fiscal Note: The fiscal impact of this resolution is $15,500 to revenue and $20,500 to expenditures. As a budget amendment, this resolution requires (20) affirmative votes for passage.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

07-14-15

Brian Lamers 06/26/15; Blair Ward 06/26/15

APPROVED: Administrator ____; Corp. Counsel ____; Finance Director ____

RESOLUTION NO. 2015-____

Changes to the Fund Balance Policy

Executive Summary

In 2009, the County invested $783,000 into Wisconsin Municipal Mutual Insurance Company (WMMIC). The County designated this investment in the fund balance as unrestricted on the financial statements. As of 2014, the equity with WMMIC increased to $1,046,755. Per Governmental Accounting Standards Board (GASB) Statement No. 16, the asset on the financial statement should be recorded as the County's original capitalization payment of $783,000. In the fund balance portion of the financial statements the original payment should be recorded as nonspendable fund balance instead of unrestricted fund balance. For the purposes of the Fund Balance Policy, the Finance Committee recommends including the initial investment as part of the working capital.

Currently, the Fund Balance Policy does not address the use of working capital in an emergency situation. The Finance Committee recommends granting the County Board authority to utilize working capital if all means of funding an emergency have been exhausted.

Also, the Fund Balance Policy requires departments to submit a preliminary request for carryover funds by December 1st of each year. On May 13, 2014, the County adopted a Budget Carryover Policy that addresses what items are eligible to be carried over. Therefore, this section in the Fund Balance Policy is being eliminated.

WHEREAS, the Jefferson County Fund Balance Policy requires two (2) months of budgeted expenditures for working capital with the Finance Committee striving to maintain three (3) months of budgeted expenditures, and

WHEREAS, budgeted expenditures for working capital must be funded using unrestricted funds, and

WHEREAS, the initial investment from Jefferson County to Wisconsin Municipal Mutual Insurance Company (WMMIC) is presently designated as nonspendable fund balance, but is more properly recognized for the Fund Balance Policy as unrestricted, and

WHEREAS, the Finance Committee recognizes that the initial investment from Jefferson County to Wisconsin Municipal Mutual Insurance Company (WMMIC) is properly designated as working capital, and

WHEREAS, the recommend changes to the Fund Balance Policy authorize the County Board to use working capital as needed in emergency situations, and

WHEREAS, the recommend changes to the Fund Balance Policy remove the requirement for departments to submit a preliminary carryover request by December 1st, because the Budget Carryover Policy that was adopted May 13, 2014, now addresses this, and

WHEREAS, the recommend changes to the Fund Balance Policy change the date that the final written request from departments to use carryover funds must be submitted from February 15th to a date to be determined in mid-February of each year, and

NOW, THEREFORE, BE IT RESOLVED that the Finance Committee recommends, and the Jefferson County Board of Supervisors hereby adopts, the attached amendments to the Jefferson County Fund Balance Policy.

Fiscal Note: No Fiscal Impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

07-14-15

Brian Lamers 06/23/15; Blair Ward 06/30/15

APPROVED: Administrator ___; Corp. Counsel ___; Finance Director ___

Jefferson County, Wisconsin
Fund Balance Policy

Jefferson County finds that it is essential to maintain an adequate level of fund balance in order to:

- adapt to revenue shortfalls and/or unanticipated expenditures,
- help ensure stable tax rates, and
- provide a measure of liquidity for normal operations while at the same time keeping the County's long range investments intact.

As such, Jefferson County has elected to implement a Fund Balance Policy guided by the "Best Practice" adopted by the GFOA (Government Finance Officers Association) Executive Board in October 2009. The Fund Balance Policy details are indicated below:

1. Jefferson County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Fund Balance Type Definitions.* All definitions within the Fund Balance Policy will be in agreement with GASB Statement No. 54.

2. GASB Statement No. 54 pertains only to governmental funds. Business type funds, such as the Highway Department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.

3. The County's initial investment into Wisconsin Municipal Mutual Insurance Company (WMMIC) is recorded in nonspendable fund balance, but for the purpose of this policy shall be recognized as part of the "working capital"

4. The County shall maintain a minimum of two (2) months of budgeted expenditures within the General Fund for "working capital." This "working capital" shall be maintained to help cover revenue shortfalls, unanticipated expenditures, stabilize the tax rate, and provide liquidity.

5. The County shall maintain a minimum of two (2) months of budgeted expenditures within the Health Department for "working capital." This "working capital" shall be maintained to help cover revenue shortfalls, unanticipated expenditures, and stabilize the tax rate.

6. The Finance Committee shall strive to maintain three (3) months of budgeted expenditures within both the General Fund and Health Department for "working capital."
    a. Should a budget proposed for adoption seek to utilize a portion of this additional month of "working capital," the reasoning for the usage of working capital shall be included in the budget document.

b. In the event of an emergency situation and all other means of funding the emergency have been exhausted, the County Board may utilize the working capital as needed.
c. Within three months ~~of~~ after the adoption of the proposed budget, or use due to an emergency situation, unless already included in the budget document, the County Board shall be informed by the Finance Committee and/or the County Administrator as to either:
    i. A plan to restore the three months of working capital and related time frame, or
    ii. The rationale for remaining between two (2) and three (3) months working capital.

7. Budgeted expenditures for the General Fund shall be defined as:
    a. Total budgeted expenditures for the entire County in all governmental and business type funds for the immediate prior year (i.e. most recently adopted budget) less total budgeted expenditures for the Health Department for the immediate prior year.
    b. Total budgeted expenditures shall include operating, capital, and debt expenditures.
    c. Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.

8. Budgeted expenditures for the Health Department shall be defined as total budgeted expenditures for the immediate prior year (i.e. most recently adopted budget).

9. Any amount above three (3) months of budgeted expenditures for both the General Fund and Health Department shall be considered as the fund's unassigned fund balance. During the preparation of the budget for the subsequent year, the Finance Committee shall recommend to the County Board its plan for usage of this unassigned fund balance. This usage shall be limited to:
    a. Fund capital outlay, being specific on purpose and timing of said outlay.
    b. Repayment of debt.
    c. Reduction of tax levy.

10. In the event that the Health Department's "working capital" does not meet the minimum required amount of two (2) months of budgeted expenditures or three (3) months of budgeted expenditures at the election of the Finance Committee:
    a. The tax levy for the Health Department shall be increased to methodically bring the working capital up to required levels within a maximum of five (5) years.
    b. The budget document shall include a recap of the methodology being used.
    c. The calculation for unassigned funds within the General Fund shall be based upon total budgeted expenditures for all funds including the Health Department.

11. All departments shall transfer all remaining balances at year end to the General Fund, unless these balances are requested and approved to be non-lapsing. All funds within the Health Department shall automatically be retained by the Health Department.

~~12. Each department, including the Health Department, shall make a written preliminary request to the Finance Department by December 1st of each year for both discretionary and non-discretionary non-lapsing requests to be carried forward into the subsequent budget year. The Finance Committee at its first available meeting in December reviews these requests. Should the Finance Committee determine it will not support a discretionary non-lapsing request, the applicable department shall be informed so that they have until year end to determine a course of action.~~

12. Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.
    a. Non-discretionary
        i. Non-spendable, because of their form. Examples include:
            1. Inventory
            2. Delinquent property taxes
            3. Prepaid expenditures
        ii. Restricted, because of externally enforceable limitations on use. Examples include:
            1. Statutory limitations
            2. Specific donor limitations
            3. Signed contracts and/or purchase orders with vendors
            4. Specific state agency limitations
            5. Unspent bond proceeds.
    b. Discretionary, which are classified as committed under GASB Statement No. 54. Examples include:
        i. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.
        ii. Available departmental surpluses ~~wished~~ desired to be used for future appropriations.
        iii. Special circumstances that shall be considered by the Finance Committee.
13. Final written requests for both discretionary and non-discretionary non-lapsing items from all departments are due to the Finance Department in mid-February ~~by February 15th~~ of the succeeding year. Thereafter, the Finance Committee will propose a resolution to the County Board with ~~their~~ its recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

14. ~~In regards to vested employee pay for governmental funds, t~~The County specifically intends that all ~~such~~ liability reflecting employee vested benefits ~~pay~~ shall include: (a) 100% of the calculated liability for vested vacation pay; (b) 65% of the calculated liability for vested sick pay; (c) 100% of the calculated liability for vested holiday

pay; and (d) 100% of the calculated liability for vested compensatory time pay with all categories designated as "assigned" fund balances as defined under GASB Statement No. 54. While it may be argued that the County does not have to accrue these liabilities for governmental funds, the County has elected to fully fund these liabilities with an assigned fund balance.

Adopted by Jefferson County Board of Supervisors on October 25, 2011 (Resolution No. 2011-61) Modified on July 10, 2012 (Resolution No. 2012-30)

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0680, Sick Leave with Pay, clarifying the definition of a 'dependent' child

Executive Summary

Currently, department heads are applying various definitions to the term 'dependent child' as it applies to the use of paid sick leave benefits under Personnel Ordinance HR0680, Sick Leave with Pay. Therefore, employees are receiving a different benefit level based on different interpretations. Under Wisconsin law, a parent's duty to support his or her child continues until age 18, or age 19 if the child is still enrolled in high school or working on a high school equivalency course (GED). It is the recommendation of the Human Resources Committee to use this definition for 'dependent child' as it pertains to the use of paid sick leave benefits.

WHEREAS, Jefferson County recognizes that finding the balance between work and life/family commitments can be challenging, and the continued use of paid sick leave benefits to care for a sick child(ren) can assist in making the work/life balance easier for employees as well as a benefit that can help attract and retain new employees, and

WHEREAS, Jefferson County strives to treat all employees fairly and in the same manner.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0680, Sick Leave with Pay, to clarify the definition of dependent child so that it will be applied in the same manner to all employees.

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

Section 1. Section HR0680, Sick Leave with Pay is amended as follows:

HR0680 SICK LEAVE WITH PAY

C. **Use for immediate family**: In addition to any right that employees may have under state or federal law to use sick leave for family members, employees may use sick leave for the reasons described in Section (B) above involving members of their immediate family. Immediate family is defined for this purpose as dependent children, current dependent step children, spouse, parents and parents-in-law. Dependent child (biological, adopted or fostered) and current dependent step child for the purposes of sick leave use under this section are defined as follows:

1. A child or step child who is less than 18 years old
2. A child through the age of 19 if the child is pursuing an accredited course of instruction leading to the acquisition of a high school diploma or its equivalent
3. An adult child who is permanently and totally disabled and therefore cannot engage in any substantial gainful activity

and a doctor determines the condition has lasted or can be expected to last continuously for at least a year or can lead to death.

Employees may use up to three (3) days for each occurrence involving members of their immediate family. If due to extenuating circumstances additional time is needed, employees may be granted additional days of sick leave in excess of the three (3) days, upon the approval of their supervisor. If additional days are approved, the County may require verification as described below.

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

Fiscal Note: *No additional fiscal impact is anticipated.*

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Resources Committee

07-14-15

Terri M. Palm: 06-11-15; Blair Ward: 06-11-15
APPROVED: Administrator ____; Corp. Counsel ____; Finance Director ____

RESOLUTION NO. 2015-____

Eliminate vacant, full-time Deputy Register in Probate/Lead Juvenile Clerk position and create full-time Register in Probate/Attorney Position

Executive Summary

Based on recent discussions involving the Circuit Court Judges, the Clerk of Court and the County Administrator, it is being recommended to take an existing vacant lead Register in Probate positon and transition to a Register in Probate/Attorney/Circuit Court Commissioner position. Prior to 2010, the two offices of Clerk of Court and Register in Probate were separate. In an attempt to maintain services while under budget constraints during this time, the Clerk of Court was appointed as Register in Probate to serve in both roles.

Due to the ever changing environments in both positions, it is in the best interest of the public to re-establish a Register in Probate/Attorney/Circuit Court Commissioner as a separate position and withdraw those duties and responsibilities from the Clerk of Court. This position will replace an existing vacant positon within the Register in Probate office. The costs associated with the grade difference will be offset through existing savings in 2015 in the Clerk of Court and Register in Probate budgets and through unfilled positions in 2016.

WHEREAS, the Clerk of Courts recommends the elimination of a vacant full-time, Deputy Register in Probate/Lead Juvenile Clerk position and creation of a Register in Probate/Attorney position that is qualified to assist as a Court Commissioner if needed, as well as supervise the Juvenile Department of the Clerk of Courts, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Clerk of Courts, including designating the new Register in Probate/Attorney position as an "other department head exempt" position under Personnel Ordinance HR0250 (B)(1) and allow for random hours under Personnel Ordinance HR0360 (A)(2).

NOW, THEREFORE, BE IT RESOLVED that the 2015 County Budget setting forth position allocations in the Clerk of Courts Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: Assuming an August 15, 2015, hire date, the total tax levy cost for the remainder of 2015 is $9391.08, and $32,198 on an annual basis. There are sufficient funds budgeted in the 2015 Clerk of Courts Department due to vacancies and staff changes. Therefore, no additional tax-levy is required and no budget amendment is needed for 2015.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Human Resources Committee 07-14-15

Terri M. Palm-Kostroski: 07-08-15; Ben Wehmeier: 07-09-15
APPROVED: Administrator ____; Corp. Counsel ____; Finance Director ____

RESOLUTION NO. 2015-____

Authorization to enter into a Professional Service Contract with FacilityDude

Executive Summary

Over the course of the past 18 months, the Infrastructure Committee has been looking at the current status of facilities countywide. As part of the discussion, the Infrastructure Committee recommended in 2014 to include funds in the 2015 budget to conduct a condition assessment of all facilities to develop a comprehensive view as to the current condition of facilities and help staff develop a long term prioritization of projects.

During the process of considering options to provide these services, County staff found FacilityDude, a division of Dude Solutions, Inc., through a nationwide governmental cooperative purchasing pool contract. This company will provide the County with two services. The first service will be the comprehensive condition assessment of all primary County facilities. This will not only look at the condition of facilities, but also help in developing estimates of costs for needed repairs and prioritization of repairs. The second service will be implementing a Facility Management System which will assist in the management of facilities as well as provide methods to assist in processing work orders and projects.

WHEREAS, for purposes of long term budgetary and capital facilities planning, it is desirable to develop a comprehensive baseline of the current condition of County facilities and develop an order of magnitude for estimated costs, and

WHEREAS, it is further recommended that the County implement a comprehensive facility management system to help with day to day County operations and assist with long term decision making of investments in County facilities.

WHEREAS, after due consideration, the Infrastructure Committee recommends that the County proceed forward through the cooperative purchasing authorization in the County Purchasing Ordinance, to work with FacilityDude to conduct a condition assessment of County facilities and develop a comprehensive facilities management system, and

WHEREAS, there is an existing contract between FacilityDude and a joint purchasing government program called National Joint Powers Alliance, a municipal national contracting agency, which has negotiated with FacilityDude as a contracted supplier to provide Jefferson County with the desired services at the most cost effective price.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a professional service contract with FacilityDude for purposes of conducting a condition assessment of County facilities and developing a facilities management system.

Fiscal Note: The 2015 Budget includes $40,000 for Other Professional Services, account 1901.521219. The cost of the initial condition assessment and investment in the management system will be $32,760 and the cost of the annual maintenance fee of the management system will be $9,149.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Infrastructure Committee 07-14-15

Ben Wehmeier: 07-08-15; J. Blair Ward: 07-09-15
APPROVED: Administrator ___; Corp. Counsel ___; Finance Director ___

Item 15a

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 official zoning map of Jefferson County, filed for public hearing held on June 18, 2015, 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 R3809A-15, R3810A-15, R3811A-15, R3812A-15 AND R3813A-15

DATED THIS 29TH DAY OF JUNE 2015

Donald Reese, Secretary

THE PRIOR MONTH'S AMENDMENTS, R3805A-15 AND R3807A-15, ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).

Deb Magritz: 07-07-15 07-14-15

ORDINANCE NO. 2015-____

Amend Zoning Ordinance

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R3809A-15, R3810A-15, R3811A-15, R3812A-15 and R3813A-15 were referred to the Jefferson County Planning and Zoning Committee for public hearing on June 18, 2015, 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 official zoning map of Jefferson County as follows:

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

Rezone to create a 4-acre building site **near N3838 County Road G** in the Town of Jefferson from part of PIN 014-0614-1832-000 (37.89 acres). This action is conditioned upon road access approval by the County Highway Department, upon receipt of a suitable soil test, and upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Development shall not occur on slopes in excess of 20%. (R3809A-15 – Charles & Doreen Renz)

Create a 2.5-acre lot around the home at **N8615 County Road X** and a 2.2-acre lot around the home at **N8579 County Road X**, both in the Town of Watertown, from PINs 032-0815-1641-000 (39.32 acres) and 032-0815-1644-000 (15 acres). Rezoning is conditioned upon approval and recording of a final certified survey for the lots, including extraterritorial plat review if necessary. Any buildings that are within the 20-foot required side- or rear-yard setback shall be removed. (R3810A-15 – Lloyd & Daphne Holterman)

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL AND RURAL RESIDENTIAL AND N, NATURAL RESOURCES

Rezone to create two, 2-acre building sites and a 2.4068-acre Natural Resource zone adjacent on **Branch Road.** The property is part of PIN 012-0816-2422-002 (18.679 acres) in the Town of Ixonia. This approval is conditioned upon road access approval for each lot, for a suitable soil test for each building site, and for a final certified survey map including extraterritorial plat review if necessary. There shall be a 75-foot setback imposed from the wetlands and

development shall not occur on slopes in excess of 20%. (R3811A-15 & R3812A-15 – Albert & Anne Brown)

FROM A-2, AGRICULTURAL AND RURAL BUSINESS TO A-T, AGRICULTURAL TRANSITION

Rezone 8.2 acres for its inclusion with adjoining A-T zoned property at **W5051 US Highway 18** in the Town of Jefferson. The acreage is part of PIN 014-0614-1212-000 (37.826 acres). This shall be absorbed into the adjoining A-T zoned land. (R3813A-15 – Gladys Vogel)

The above rezonings 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.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Planning & Zoning Committee

07-14-15

Deb Magritz: 07-07-15

APPROVED: Administrator ___; Corp. Counsel ___; Finance Director ___