

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

September 8, 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 AUGUST 11, 2015 MEETING MINUTES**
7. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report (Addendum)
  - b. Zoning Committee – Notice of Public Hearing, September 17, 2015 (Page 1-3)
8. **PUBLIC COMMENT** (Agenda Items)
9. **SPECIAL ORDER OF BUSINESS**
  - a. Presentation – Task Force on County Operations & Organization
10. **ANNUAL REPORTS**
  - a. Land Information - Andy Erdman
  - b. Planning and Zoning – Rob Klotz
  - c. Historic Sites Preservation Commission – Cindy Arbiture
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **ADMINISTRATION AND RULES COMMITTEE**
  - a. Resolution – Repeal Paragraph 23 of Motion #520 to the State of Wisconsin 2015-2017 Budget Bill, Adopted as 2015 Wisconsin Act 55, Relative to Shoreland Zoning Standards (Page 4-5)
  - b. Resolution – Supporting the Funding of Pay Progression for Assistant District Attorneys and Creation and Funding of Additional Assistant District Attorney Positions (Page 6)
  - c. Resolution – Urging the Governor and Legislature to Implement a Sustainable Solution to Fund Wisconsin's Transportation System (Page 7-8)
  - d. Discussion and Possible Action on Amending the County Administrator Employment Agreement as it relates to compensation and benefits and Possible Resolution (Page 9-14)
12. **FARMLAND CONSERVATION EASEMENT COMMISSION**
  - a. Resolution – Institute a new Farmland Conservation Funding Method (Page 15-17)
  - b. Resolution – Recommending future allocation of funds to the Farmland Conservation Easement Commission for the Purchase of Agricultural Conservation Easements (Page 18-20)
13. **FINANCE COMMITTEE**
  - a. Resolution – Changes to the Investment Policy (Page 21-28)

14. **HUMAN RESOURCES COMMITTEE**
  - a. Ordinance – Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employee military leave without loss of pay for up to 10 days (Page 29-30)
15. **INFRASTRUCTURE COMMITTEE**
  - a. Resolution – IP Video Replacement for Existing Security Surveillance System for the Jefferson County Sheriff’s Office (Page 31-32)
16. **PLANNING & ZONING COMMITTEE**
  - a. Report – Approval of Petitions (Page 33)
  - b. Ordinance – Amend Zoning Ordinance (Page 34-35)
17. **COUNTY ADMINISTRATOR**
  - a. Resolution – Join the South Central Wisconsin Chief Elected Officials Workforce Development Board Consortium (Page 36-43)
18. **PUBLIC COMMENT** (General)
19. **ANNOUNCEMENTS**
20. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS**  
**October 13, 2015 – 7:00 P.M. - ROOM 205**  
**October 27, 2015 – 7:00 P.M. – ROOM 205 (Public Hearing)**

**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:** Thursday, September 17, 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. **Approval 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, September 17, 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 BUSINESS TO A-2, AGRICULTURAL AND RURAL BUSINESS; A-3, AGRICULTURAL/RURAL RESIDENTIAL; AND N, NATURAL RESOURCE**

**R3825A-15, R3826A-15 & R3827A015 – James Omdoll Trust:** Create a 5.51-acre A-2 lot for residential-type storage; create a 2.37-acre A-3 lot around the home at **W1412 County Highway E** and a 5.08-acre A-3 lot around the home at **W1442 County Road E**; create a 19-acre Natural Resource zone adjacent. This proposal is on PIN 024-0516-1541-000 (32.47 Acres), Town of Palmyra.

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

**R3828A-15 & CU1842-15 - Raymond & Janet Ross/Edgar Grosenick Property:** Rezone PIN 012-0816-2222-002 (5.76 Acres) with conditional use for mini-warehousing at **N8466 North Road** in the Town of Ixonia.

**R3829A-15 & CU1843-15 – Philip & Sandra Bittorf:** Rezone 3.2 acres of PIN 018-0713-0614-000 (40 Acres) with conditional use for a highway warning sign business at **N7103 Stoney Creek Road** in the Town of Lake Mills.

**R3830A-15 & CU1844-15 – JTO Properties, LLC:** Create a 4.45-acre lot for beekeeping supply sales and storage on the **north side of East Gate Drive** in the Town of Watertown, on PIN 032-0815-1223-000 (26.550 Acres).

**R3831A-15 & CU1845-15 & CU1846-15 – JTO Properties, LLC:** Create an A-2 zone with two lots, one of 5.3 acres with conditional use for beekeeping supply sales and storage **south of East Gate Drive**, and one of 4.59 acres at **W2763 East Gate Drive** with conditional use for farm equipment and construction equipment sales. The site is on PIN 032-0815-1231-000 (37.14 acres) in the Town of Watertown.

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

**R3832A-15 – Steven & Theresa Schluter:** Create a 2-acre building site on **County Road N** from part of PIN 004-0515-1924-001 (14.036 Acres) in the Town of Cold Spring.

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

**R3835A-15 – David Mallow:** Rezone 2 acres of PIN 012-0816-0324-000 (43.156 Acres) to create a new building site near **W1161 County Road CW** in the Town of Ixonia.

**R3836A-15 – Thomas Anfang:** Create a 3-acre farm consolidation lot at **N5207 Pioneer Drive** in the Town of Concord from part of PINs 006-0716-3212-001 (20 Acres) and 006-0716-3213-000 (40 Acres).

**R3837A-15 – Thomas Anfang:** Rezone to create four, 2-acre building sites utilizing consolidation of Parcels of Record, transferring two lots from 006-0716-3212-001 (20 Acres) and 006-0716-3213-000 (40 Acres) to 006-0716-3211-001 (20 Acres) and creating two lots from PINs 006-0716-3211-001 and 006-0716-3214-000 (40 Acres). The site is on **Pioneer Drive** in the Town of Concord.

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

**R3838A-15 & R3839-15 – Thomas Anfang:** Create a 6-acre building site on **Rocky Lane** and a 10.7-acre Natural Resource zone from PIN 006-0716-3214-000 (40 Acres) in the Town of Concord.

**FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE**

**R3840A-15 – Gina Salmieri/Ione Kerr Property:** Create a 7.4-acre Natural Resource zone on **Lake Dorothy Lane** from PIN 008-0715-1422-000 (29.343 Acres) in the Town of Farmington.

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

**R3841A-15 – Jon W Febock:** Rezone 1.85 acres of PIN 018-0713-3032-000 (28.2 Acres) to create a lot around the buildings at **N5480 County Road O** in the Town of Lake Mills.

## CONDITIONAL USE PERMIT APPLICATIONS

**CU1847-15 – Nathan Zinzow:** Conditional use to allow an extensive on-site storage structure of 1280 square feet, approximately 22 feet in height in a Residential R-2 zone. The site is on PIN 022-0613-0841-014 (3.012 Acres) in the Town of Oakland at **W8920 Ripley Road.**

**CU1848-15 – Kelly & Dustin Schneider:** Conditional use to allow a second dwelling unit structure at **W392 Pine Drive** in the Town of Palmyra on PIN 024-0516-1234-002 (5.01 Acres) in a Residential R-2 zone.

**CU1849-15 – Kelly & Dustin Schneider:** Conditional use to allow up to four horses in a Residential R-2 zone at **W392 Pine Drive** in the Town of Palmyra on PIN 024-0516-1234-002 (5.01 Acres)

**CU1850-15 – Paul & Carmen Sommers:** Allow a 1600 square foot extensive on-site storage structure, 20' 7" high in a residential R-2 zone at **N9103 River Road,** Town of Watertown on PIN 032-0815-1113-009 (7.148 Acres).

**CU1851-15 – Rodney Strauss/Everett & Judith Strauss Trust Property:** Conditional use to allow storage of garage doors, openers, trailers and boat in an A-2, Agricultural and Rural Business zone **near W4412 Riverview Road** in the Town of Watertown on PIN 032-0815-1724-011 (10.16 Acres)

**CU1840-15 – Dustin Wilke/Wilkes LLC Property:** Conditional use to allow up to 950 animal units for expansion of the ATCP51-regulated intensive ag operation at **N7836 Newville Rd.** The site is part of PINs 030-0813-2914-004 (13.979 Acres) and 030-0813-2823-003 (26.043 Acres) in the Town of Waterloo, and is zoned A-1 Agricultural.

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

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-\_\_\_\_\_

**Repeal Paragraph 23 of Motion #520 to the State of Wisconsin 2015-2017 Budget Bill,  
Adopted as 2015 Wisconsin Act 55, Relative to Shoreland Zoning Standards**

Executive Summary

The State of Wisconsin has adopted NR 115 of the Wisconsin Administrative Code relating to Shoreland Zoning Standards and Jefferson County has adopted and administered these standards since 1969. The Joint Finance Committee for the State's 2015-2017 biennial budget process has passed paragraph 23 of Motion Number 520 which significantly changes the standards for regulation of structures in shoreland areas contrary to the adopted standards of NR115. These new rules, as it relates to structures, have caused much confusion for local officials and the general public with little or no direction from the State, potentially placing a significant burden on shoreland property owners to be in compliance. This resolution supports the repeal of the new shoreland zoning standards and requests that amendments be addressed through the normal legislative process to allow for important input from the general public regarding managing development activity around Wisconsin waterways.

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WHEREAS, the State of Wisconsin has adopted NR 115 of the Wisconsin Administrative Code relating to Shoreland Zoning Standards and Jefferson County has adopted and administered the requirements of said standards since 1969, and

WHEREAS, Jefferson County's water resources include both outstanding and impaired ratings and existing regulations are in place to protect the outstanding resources and restore the impaired resources, and

WHEREAS, the Jefferson County Planning & Zoning Department, along with other county and state agencies, is charged with administering and enforcing State and County regulations to protect water resources and educate the public in shoreland and wetland zoning and long-range planning, and

WHEREAS, the Joint Finance Committee for the State's 2015-2017 biennial budget process has passed paragraph 23 of Motion Number 520 which significantly changes the standards for regulation of structures in shoreland areas contrary to the adopted standards of NR115, and

WHEREAS, these new rules take away local control of the County's waterways with no input from the general public, and

WHEREAS, these new rules, as it relates to structures, have caused much confusion for local officials and the general public with little or no direction from the state potentially placing a significant burden (financial, construction delays etc.) on shoreland property owners to be in compliance, and

WHEREAS, neighboring property owners and the general public may be negatively impacted, specifically as it relates to decreased property values, erosion, substandard sanitary impacts, increased flooding issues, aesthetics and overall enjoyment of the County's waterways, and

WHEREAS, state organizations including the Wisconsin Counties Association, Wisconsin County Code Administrators, Wisconsin Land and Water Conservation Association and Wisconsin County Planning and Zoning Directors have gone on record supporting the repeal of paragraph 23 of Motion Number 520 of the 2015-2017 Budget Bill, and request that proposed amendments be addressed through the normal legislative process to allow for important input from the general public regarding managing development activity around Wisconsin waterways.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors supports repealing paragraph 23 of Motion Number 520 of the 2015-2017 State Budget Bill (2015 Wis Act 55), and requests that any amendments to NR 115 be made through the normal legislative process to allow for open public discussion and input.

BE IT FURTHER RESOLVED that the Jefferson County Clerk is directed to send a copy of this resolution to members of the State's Joint Finance Committee, the Governor of the State of Wisconsin, State Senators and Representatives serving Jefferson County constituents and the Wisconsin Counties Association.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

*Fiscal Note: This resolution will have no fiscal impact to Jefferson County.*

Requested by  
Administration & Rules Committee

09-08-15

J. Blair Ward & Rob Klotz: 09-02-15

APPROVED: Administrator BLW; Corp. Counsel JJK; Finance Director PK

RESOLUTION NO. 2015-\_\_\_\_

**Resolution Supporting the Funding of Pay Progression for Assistant District Attorneys and Creation and Funding of Additional Assistant District Attorney Positions**

Executive Summary

The LaFollette School of Public Affairs published a report in 2011 outlining the significant turnover rate in Wisconsin of prosecutors in the District Attorneys' offices due to low pay and limited pay progression. The study showed a pattern of prosecutors leaving the District Attorneys' office after gaining experience due to lack of financial incentive. This resolution supports increasing financial incentives for Assistant District Attorney positions and hiring additional Assistant District Attorneys through funding from the state budget.

WHEREAS, in 2014, the Wisconsin Legislature addressed the issue of financial incentives for Assistant District Attorneys by adopting a pay progression scale which is codified in Wis. Stat. §230.12. This pay scale progression must be funded biannually in the State budget in order to continue, and

WHEREAS, the Wisconsin District Attorneys Association and the Jefferson County District Attorney support implementing financial incentives for Assistant District Attorneys and the hiring of additional Assistant District Attorneys through funding from the state budget, and

WHEREAS, the Administration and Rules Committee supports this resolution,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors supports the implementation of financial incentives for Assistant District Attorneys and the hiring of additional Assistant District Attorneys through funding from the state budget.

BE IT FURTHER RESOLVED that the Jefferson County Clerk is directed to transmit a copy of this resolution to the Governor of the State of Wisconsin, Jefferson County's state legislative delegation and the Wisconsin Counties Association.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Administration and Rules Committee

09-08-15

J. Blair Ward: 08-20-15

APPROVED: Administrator BW; Corp. Counsel [Signature]; Finance Director BL

## RESOLUTION NO. 2015-\_\_\_\_\_

**Resolution urging the Governor and Legislature to implement  
a sustainable solution to fund Wisconsin's transportation system**Executive Summary

Local government in Wisconsin is responsible for maintaining approximately 90% of the road miles in the state. Funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to a Local Government Institute study, municipal transportation spending has declined from \$275 per capita in 2000 to \$227 per capita in 2012. In only two states did local transportation spending increase less than Wisconsin during 2000-2011. The Jefferson County Board of Supervisors urges the Governor and Legislature to implement a sustainable solution that includes a responsible level of bonding and adjusts user fees to adequately fund Wisconsin's transportation system.

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WHEREAS, local government in Wisconsin is responsible for maintaining approximately 90% of the road miles in the state, and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state, and

WHEREAS, according to a report commissioned by the Local Government Institute (LGI) the condition of Wisconsin's highways is now in the bottom third of the country, and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to the LGI study, municipal transportation spending has declined from \$275 per capita in 2000 to \$227 per capita in 2012. In only two states did local transportation spending increase less than Wisconsin during 2000-2011, and

WHEREAS, levy limits do not allow local government to make up for the decline of state funding, and

WHEREAS, Wisconsin's over-reliance on bonding erodes the state's segregated funding sources such as the state gas tax and vehicle registration fees which increasingly go to service debt rather than to fund local transportation needs, and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013, and

WHEREAS, the Jefferson County Board of Supervisors recognizes that State of Wisconsin's highway and interstate system is the backbone of its surface transportation system

and plays a vital role in the economy of Wisconsin. Both local and state roads need to be properly maintained in order for the State's economy to grow, and

WHEREAS, from a competitive standpoint, Wisconsin motorists pay significantly less than any of their neighbors in the annual cost of state gas taxes and vehicle registration fees, and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of state and local roads will deteriorate significantly over the next decade, and

WHEREAS, every month that state and local repairs are deferred increases the costs to the taxpayers, and

WHEREAS, the Administration and Rules Committee supports this resolution,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors urges the Governor and Legislature to agree upon a sustainable solution that includes a responsible level of bonding and adjusts user fees to adequately fund Wisconsin's transportation system.

BE IT FURTHER RESOLVED that the Jefferson County Clerk is directed to transmit a copy of this resolution to the Governor of the State of Wisconsin, Jefferson County's state legislative delegation and the Wisconsin Counties Association.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Administration and Rules Committee

09-08-15

Blair Ward: 08-20-15

APPROVED: Administrator BLW; Corp. Counsel JBL; Finance Director DL

**Jefferson County, Wisconsin  
County Administrator Employment Agreement**

THIS AGREEMENT made and entered into this 14 day of May, 2013, by and between the County Board of Jefferson County, Wisconsin, hereinafter referred to as "County", and Benjamin Wehmeier, hereinafter referred to as "County Administrator" that he shall serve and perform the duties of County Administrator on the following terms and conditions:

1. Duties

Subject to the provisions herein contained, the County Board of Jefferson County hereby employs Benjamin Wehmeier as County Administrator pursuant to 59.18 Wisconsin statutes to perform the functions and duties as specified in said section and to perform other legally permissible and proper duties and functions as the County Board shall from time to time assign either directly or through the Administration and Rules Committee. County Administrator shall further perform the duties described in the County Administrator job description dated January 2013; a copy of which is attached to this Agreement.

The County Administrator agrees to perform at a professional level of competence the functions and duties of the position. The County Administrator agrees to devote the time necessary to complete the duties and responsibilities of the position. The County Administrator may not engage in non-County related business without the prior approval of the Administration and Rules Committee. Otherwise the County Administrator may engage in any pursuit that does not interfere with the proper discharge of the duties and responsibilities of the position.

2. Date of Hire

The date of hire shall be established as July 1, 2013.

3. Term and Review

The County Administrator is an at will employee whose service is subject to State law, the terms of this Agreement and other County policies and directives. The term of this Agreement shall be on going and will renew automatically at the anniversary date of employment unless requested to be reviewed by either the County Board or the County Administrator.

4. Salary

The County shall pay the County Administrator as compensation for his service a starting annual salary of \$113,000 (between Step 5 and Step 6 in the adopted pay scale) paid in the same manner as salaries of other county employees. Effective upon meeting or exceeding the original goals and the completion of a successful six month performance review the County Administrator is eligible for an increase in pay up to Step 6 on January 1, 2014. Further changes to the salary will be consistent with annual step increases and annual wage adjustments for non-represented exempt employees as provided by the Personnel Ordinance and policies established by the County Board. Salaries and benefits shall not be reduced during the terms of this Agreement to a greater extent than for all other exempt employees.

5. Performance Evaluation

The Administration and Rules Committee, with input from the County Board, shall review the performance of the County Administrator by July 1<sup>st</sup> of each year. Such review shall be based on the established goals and performance objectives. Annually the Administration and Rules Committee and County Administrator will jointly establish goals and objectives.

Initial three month, six month and one year goals of the County Administrator are included as an attachment to this Agreement.

6. Benefits

The County Administrator shall be entitled to such benefits as provided in the Personnel Ordinance and as otherwise established by the County Board for exempt employees with exceptions as noted in this Agreement.

7. Residency

The County Administrator is encouraged to reside in the County, but there is not a residency requirement. The County Administrator is expected to be engaged and involved in activities and events throughout the County as his schedule, availability and work allows.

8. Vacation and Sick Leave

The County Administrator will be provided a bank of 10 days (80 hours) of vacation and 5 days (40 hours) of sick leave upon starting his employment. Effective January 1, 2014, the County Administrator will receive 15 days (120 hours) of vacation to be used throughout 2014. Thereafter, the County Administrator will be credited with an additional 6 years of service for purposes of vacation accrual, July 1, 2007. The accrual and usage of vacation and sick leave will be consistent with exempt employees as outlined in the Personnel Ordinance.

9. Dues, Subscriptions and Conferences

The County agrees to budget and pay for professional dues and subscriptions of the County Administrator for his participation in the Wisconsin State Bar, Wisconsin City/County Management Association (WCMA) and the International County/County Management Association (ICMA), and other memberships as approved by the County Board in the annual budget, which national, regional, state and local associations and organizations are deemed necessary and desirable for his continued professional participation, growth and advancement, and for the good of the County.

The County Administrator is encouraged to use a county vehicle for travel as available and practical. The County Administrator shall be covered by the County's normal travel expense reimbursement policies.

10. Termination of Employment/Severance Pay

In the event the County Administrator resigns from his employment with Jefferson County, he shall give the County Board 30 days' notice of such resignation, unless otherwise approved by the County Board.

Termination without Cause

Upon the determination of a majority of the County Board the County Administrator may be discharged without cause. The County shall provide 30 days written notice of the intent to terminate the services of the County Administrator. In the event of such a termination without cause, the County Administrator shall be entitled to receive severance compensation from the County in the amount of six (6) months of salary at his present annual wage rate.

Termination for Cause

The County Administrator may be terminated with just and sufficient cause, such as but not limited to negligence, immorality, malfeasance, misfeasance or willful misconduct in office. Other justifiable grounds for dismissal include but are not limited to: frequent absenteeism, unreasonable tardiness, unprofessional attitude, inability to deal cooperatively with the public, and any criminal conduct that the County determines is substantially related to the County Administrator's job. If the County Administrator is discharged in accordance with this section of the Agreement, termination shall be with no ensuing benefits.

11. Retirement

The County agrees to contribute monthly in a manner consistent with which contributions are made for exempt employees to the Wisconsin Retirement System.

12. Moving Expenses

The County will offer the County Administrator moving expenses subject to the following provisions: up to \$3,500 to move to a location outside of Jefferson County and up to \$7,000 to move within Jefferson County. The County Administrator shall obtain two quotes for the work and shall accept the most responsible cost effective bid. The County Administrator shall provide receipts for all reimbursable expenses. In the event that the County Administrator shall leave his employment with the County in less than one year after his start date, he shall be required to reimburse the County in an amount equal to the amount received for moving expenses, which the County may withhold from final salary payments otherwise due.

13. Personnel Ordinance

All provisions of this Agreement that apply to the County Administrator that are contrary to the Personnel Ordinance shall apply to the County Administrator and take precedence over the Personnel Ordinance.

Except as otherwise specifically provided in this Agreement, or by ordinance or resolution of the County Board, the County Administrator shall be subject to all policies and procedures of the County which apply generally to other exempt employees.

This agreement shall be interpreted under the laws of and in the courts of the State of Wisconsin. This Agreement constitutes the entire Agreement between the County and the County Administrator and can only be amended by written agreement executed by both parties.

If, during the term of this Agreement, a specific clause of the Agreement is held illegal by a court of competent jurisdiction under federal or state law, the remainder of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Jefferson County has caused this Agreement to be signed and executed on its behalf by the County Board Chair and Benjamin Wehmeier has signed and executed this Agreement on the day and year first above written.

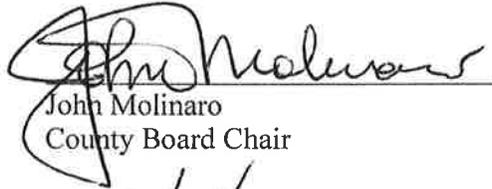
For County Administrator



Benjamin Wehmeier  
County Administrator

Date 14 May 13

For Jefferson County



John Molinaro  
County Board Chair

Date 5/14/13

## Jefferson County

### County Administrator Transition Goals, Plans and Objectives

**Transition Objective:** To become integrated as the leader and team member of Jefferson County within a short time period to provide the desired skill sets as called for by the County Board of Supervisors.

#### **Transition Goals:**

- Establish professional relationships with County Board members, other elected county officials and county staff to develop a team approach in the day to day operations of the county.
- Develop a full understanding of each department's mission, goals and challenges to be prepared to provide appropriate guidance and be a champion for solving problems.
- Ensure full understanding of County's organizational culture and the current process and procedures that has made the County successful in its mission.
- Establish visibility and relationships with key stakeholders in the County to include other governmental entities, not-for profits and the private sector.
- Have a clear understanding of County's long-term and short-term goals through review of exiting documents and dialogues with elected officials.
- Display true servant leadership style through both words and actions.

#### **Key Milestones:**

##### **1- 3 Month Objectives**

- Have "coffees" with small groups of County Board members to develop professional working relationships and identify key individual goals for the County's future.
- Meet with each department head individually to review current status of department and discuss leadership and operations process.
- Conduct departmental in-briefs with department leadership to discuss mission, current department status, key hot topics (department specific), major projects and current and proposed budget status.
- Work with elected officials and senior staff on identifying key community events and organizations.
- Reach out to all county sites to meet as many staff members as possible; express my personal and professional leadership goals and philosophies.
- Reach out to municipal staff leadership of cities, villages and towns of the County.
- Work with Finance Department to get up to speed on FY 14 Budget process and current status of FY 13 Budget.
- Develop a self-education program with respective department heads of Health and Human Services to gain a better understanding of their operations.
- Reach out to other governmental units staff to include school districts and UW-Whitewater to meet with respective leadership.
- Develop progress report of Highway Department Facilities; develop appropriate timeline and status as per County Board's direction.
- Reach out to staff of state and federal legislative delegations.

- Establish the most efficient and effective method to communicate with elected officials and staff.
- Ensure full understanding of personnel policies and procedures. Understand what past practices are in place.
- Develop operational schedule to accomplish duties and responsibilities as administrator, balancing work/life schedule.

#### **4 - 6 Month Objectives**

- Meet with elected bodies of cities, villages and townships within county limits.
- Meet with respective state and federal legislators.
- Identify key state staff to meet.
- Develop and recommend FY 14 Budget to meet the County Board's goals and objectives.
- Continue work as it relates to project management of Highway Facility.
- Join and become involved in professional organizations to include the Wisconsin County Associations and Wisconsin City/County Management Association.
- Complete final review of all policies, procedures and processes. Provide input to respective departments as needed. Complete understanding of key performance indicators by department.
- Refine communication strategy with elected officials and staff based on what is working and not working.
- Work to reach out and introduce myself to additional key stakeholders of the County to include non-for profits, and private sector organizations.
- Conduct a check- in with Department Heads on progress and feedback to how County Administrator is doing.
- At six month completion, complete a review of all listed goals and objectives and report status to the County Board. Adjust 7-12 month goals based on County Board feedback.

#### **7- 12 Month Objectives**

- Work with respective department leadership team on updating and prioritizing department short term and long term goals ensuring they are in line with the County's Board Goals and Objectives. Review for adhering to County's Strategic Goals and provide recommendations accordingly to the County Board.
- Continue to look for opportunities to meet and be active at events and activities in the county, regionally and at the state level.
- Execute final steps to move forward with Highway Facility project.
- Work with Finance Department to review five year projections and discuss impact to County's goals and objectives.
- Review departments revenue stream to try to limit tax levy to core functions of County Government.
- Complete formal performance review. Use as an opportunity to prepare goals and objective for the next 1- 3 years.

## RESOLUTION NO. 2015-\_\_\_\_\_

**Resolution to institute a new Farmland Conservation funding method**Executive Summary

In 2006, the Jefferson County Board of Supervisors created the Jefferson County Farmland Conservation Easement Commission and provided \$20,000 to develop a Purchase of Development Rights (PDR) program with future funding to be determined by the County Board. In 2008, the County Board directed that a portion of proceeds from the sale of County owned farmland in the amount of \$260,000 be allocated to the program. The Board also directed the Finance Committee to recommend allocation of proceeds from future sales of County owned farmland for the purchase of agricultural conservation easements (see attached). Currently, the Jefferson County Farmland Conservation Easement Commission has committed nearly all of these funds toward the purchase of conservation easements and is seeking additional funding to continue the program. Based on the County's past practice of funding the program through proceeds of County land, the Farmland Conservation Easement Commission proposes that proceeds from the sale of all County owned farmland or land which is capable of being farmed, not to exceed the agricultural value of such land, shall be allocated to the Purchase of Agricultural Conservation Easements program and applied toward the purchase of farmland conservation easements as administered by the Jefferson County Farmland Conservation Easement Commission.

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WHEREAS, agriculture is a pillar of the Jefferson County economy, and

WHEREAS, the protection of farmland is supported by the County Board and County residents, and

WHEREAS, the County Board, with adoption of the 1999 Jefferson County Agricultural Preservation and Land Use Plan, recommended the establishment of a PACE (Purchase of Agricultural Conservation Easements) program and renewed this commitment with the approval of the 2012 amended Agricultural Preservation and Land Use Plan, and

WHEREAS, Resolution No. 2006-86 established the Jefferson County Farmland Conservation Easement Commission which designated \$20,000 to develop a PCE program and established that, from time to time, future funding mechanisms would be determined by the County Board, and

WHEREAS, recent changes to Wisconsin state law have eliminated a funding source for the Purchase of Agricultural Conservation Easements (PACE) program, and

WHEREAS, the Jefferson County Farmland Conservation Easement Commission has ongoing contract discussions with landowners wishing to preserve agricultural land, and

WHEREAS, funds from Jefferson County are required to provide the necessary incentive for land owners to enter into farmland conservation easements,

NOW, THEREFORE, BE IT RESOLVED that for the purpose of continuing the PACE program in Jefferson County, proceeds from the sale of all County owned farmland or land which is capable of being farmed, not to exceed the agricultural value of such land, shall be allocated to the PACE program and applied toward the purchase of farmland conservation easements as administered by the Jefferson County Farmland Conservation Easement Commission.

*Fiscal Note: The fiscal impact of this resolution will be determined after the sale of county owned agricultural land and the allocation of proceeds to the purchase of Agricultural Conservation Easements Program.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Farmland Conservation Easement Commission

09-08-15

Walt Christensen: 08-10-15; J. Blair Ward: 09-02-15; 09-03-15

REVIEWED: Administrator , Corp. Counsel ; Finance Director 

**RESOLUTION NO. 2008-15**

**Resolution establishing mechanism to fund purchase of farmland conservation easements**

WHEREAS, preserving working farmland will help maintain Jefferson County's economic base as agriculture contributes over \$440 million to county income and employs over 10,000 county residents, and

WHEREAS, over 99% of county farmland is owned by individuals, families, or family organizations and these owners pay over \$40 million in taxes, and

WHEREAS, preserving farmland also retains rural character and "small town" atmosphere, along with the County's landscape for all to enjoy, and farmers maintain many natural areas and wildlife habitats, and

WHEREAS, preserving farmland enhances the environment by recharging groundwater and protects water quality in streams, rivers, and lakes from excessive runoff, and

WHEREAS, for the Farmland Conservation Easement Commission to robustly pursue the stated goal of agricultural land preservation as set forth in the County's Land Use Plan, it is necessary for the Commission to have a source of revenue, and

WHEREAS, proceeds from the sale of county owned farmland would provide a flow of income without requiring an additional tax burden on current and future taxpayers,

NOW, THEREFORE, BE IT RESOLVED that the County Board directs the Finance Committee, on a case by case basis, to recommend to the Board allocation of the proceeds from sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland.

*Fiscal Note: This resolution has no current fiscal impact.*

AYES   21    
NOES    5    (Imrie, Kuhlman, Burow,  
Kannard, Torres)  
ABSENT    4     
ABSTAIN    0   

Requested by  
Farmland Conservation Easement Commission

05-13-08

Jim Mode and  
Philip C. Ristow: 03-10-08; 03-24-08

RESOLUTION NO. 2015-\_\_\_\_\_

**Resolution recommending future allocation of funds to the Farmland Conservation Easement Commission for the Purchase of Agricultural Conservation Easements**

Executive Summary

In 2006, the Jefferson County Board of Supervisors created the Jefferson County Farmland Conservation Easement Commission and provided \$20,000 to develop a Purchase of Development Rights (PDR) program with future funding to be determined by the County Board. In 2008, the County Board directed that a portion of proceeds from the sale of County owned farmland in the amount of \$260,000 be allocated to the program. The Board also directed the Finance Committee to recommend allocation of proceeds from future sales of County owned farmland for the purchase of agricultural conservation easements (see attached). Currently, the Jefferson County Farmland Conservation Easement Commission has committed nearly all of these funds toward the purchase of conservation easements and is seeking additional funding to continue the program. Based on the County's past practice of funding the program through proceeds of County land, the Farmland Conservation Easement Commission proposes that a portion of the net proceeds from the sale of the former highway shop, not to exceed 20%, be allocated to the Farmland Conservation Easement Commission to continue the County's Purchase of Agricultural Conservation Easements (PACE) program.

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WHEREAS, the County Board with adoption of the 1999 Jefferson County Agricultural Preservation and Land Use Plan recommended the establishment of a Purchase of Agricultural Conservation Easements (PACE) program, and renewed this commitment with the approval of the 2012 amended Agricultural Preservation and Land Use Plan, and

WHEREAS, Resolution No. 2006-86 established the Jefferson County Farmland Conservation Easement Commission and said resolution initially provided \$20,000 to develop a Purchase of Development Rights (PDR) program, and established that, from time to time, future funding mechanisms would be determined by the County Board, and

WHEREAS, the County Board approved Resolutions No. 2008-15 and No. 2008-55, per the Finance Committee's recommendation, directing that a portion of proceeds from the sale of County owned farmland be allocated (\$260,000) to the PCE Program, and

WHEREAS, the Commission has judiciously committed nearly all these funds to the purchase of conservation easements leveraging matching, private, state and federal funds, and said easement contracts were approved by the County Board, and

WHEREAS, the new Highway Shop has required the removal of more County owned farmland from agricultural use, and

WHEREAS, precedent has been set for the allocation of funds equivalent to the County Farm acreage's agricultural value to be set aside for the Commission's agricultural conservation easement program when County farmland converted from its agricultural status,

NOW, THEREFORE, BE IT RESOLVED that if and when the former highway shop property is sold, a portion of these funds equivalent to the agricultural value of the former County Farm property now converted to Highway Department use, not to exceed 20% of the net proceeds, be allocated to the Farmland Conservation Easement Commission to continue the County's Purchase of Agricultural Conservation Easements program.

*Fiscal Note: The fiscal impact of this resolution will be determined after the sale of the former Highway Department facility and the allocation of 20% of the net proceeds to the Purchase of Agricultural Conservation Easements Program.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by:  
Farmland Conservation Easement Commission

09-08-15

Steven Nass: 08-10-15; J. Blair Ward: 09-02-15; 09-03-15

REVIEWED: Administrator Blc, Corp. Counsel DBL; Finance Director BL

**RESOLUTION NO. 2008-15**

**Resolution establishing mechanism to fund purchase of farmland conservation easements**

WHEREAS, preserving working farmland will help maintain Jefferson County's economic base as agriculture contributes over \$440 million to county income and employs over 10,000 county residents, and

WHEREAS, over 99% of county farmland is owned by individuals, families, or family organizations and these owners pay over \$40 million in taxes, and

WHEREAS, preserving farmland also retains rural character and "small town" atmosphere, along with the County's landscape for all to enjoy, and farmers maintain many natural areas and wildlife habitats, and

WHEREAS, preserving farmland enhances the environment by recharging groundwater and protects water quality in streams, rivers, and lakes from excessive runoff, and

WHEREAS, for the Farmland Conservation Easement Commission to robustly pursue the stated goal of agricultural land preservation as set forth in the County's Land Use Plan, it is necessary for the Commission to have a source of revenue, and

WHEREAS, proceeds from the sale of county owned farmland would provide a flow of income without requiring an additional tax burden on current and future taxpayers,

NOW, THEREFORE, BE IT RESOLVED that the County Board directs the Finance Committee, on a case by case basis, to recommend to the Board allocation of the proceeds from sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland.

*Fiscal Note: This resolution has no current fiscal impact.*

AYES   21    
NOES    5    (Imrie, Kuhlman, Burow,  
Kannard, Torres)  
ABSENT    4     
ABSTAIN    0   

Requested by  
Farmland Conservation Easement Commission

05-13-08

Jim Mode and  
Philip C. Ristow: 03-10-08; 03-24-08

RESOLUTION NO. 2015-\_\_\_\_\_

Changes to the Investment Policy

Executive Summary

In 2007, the County adopted an Investment Policy which has been modified several times. The County initiated an RFP for investment advisory services in 2015 and after reviewing the proposals, the county decided to retain the services of DANA Investment Advisors and requested DANA to recommend changes to the County's current Investment Policy.

In addition to the changes to the Investment Policy recommended by DANA Investment Advisors, there are also changes recommended by county staff transferring the responsibility for investments from the County Treasurer, to an investment team that consists of the County Treasurer, the County Administrator and the County Finance Director. Using an investment team will provide better oversight of the County's investments and give the County flexibility in the absence of one or two of the Team Members.

The Finance Committee recommends making changes to the Investment Policy that will help maximize the amount of return the County will receive on investments.

WHEREAS, in 2007, Jefferson County adopted an Investment Policy which has been modified several times, and

WHEREAS, Jefferson County has recently retained DANA Investment Advisors to provide investment services to the County, and

WHEREAS, after reviewing the current County Investment Policy, DANA Investment Advisors has recommend the attached changes to the County's Investment Policy.

WHEREAS, the Finance Committee endorses the proposed amendments to the Jefferson County Investment Policy as recommended by DANA Investment Advisors and Jefferson County staff, and

WHEREAS, the Finance Committee recommends the attached amendments to the Jefferson County Investment Policy which include creating an Investment Team consisting of the County Treasurer, the County Administrator and the County Finance Director.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby adopts the attached amendments to the Jefferson County Investment Policy.

*Fiscal Note: No Fiscal Impact.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by

Finance Committee

Brian Lamers 07/15/15; J. Blair Ward 07/16/15

09-08-15

APPROVED: Administrator BL; Corp. Counsel DBL; Finance Director BL

# Jefferson County, Wisconsin Investment Policy

## Introduction

The timely deposit and investment of public funds is an important and integral part of any cash management program. In order to maximize cash available for investments, all county departments shall remit funds at least weekly to the County Treasurer's Office.

~~Acceptance and approval of this statement~~ This Investment Policy is intended for the use and guidance of the designated officials with investment authority.

## Delegation of Authority

Responsibility for the operation of the investment program is hereby delegated to the Investment Team, which consists of the County Treasurer, County Administrator and the County Finance Director and shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. At least two of the three members of the team must agree before any decision can be made. Pursuant to Section 59.62(1), Wis. Stats., the Jefferson County Board of Supervisors has the authority to invest and reinvest money of the County, to sell or exchange securities so purchased and to provide for the safekeeping of such securities.

This policy shall be periodically reviewed by the Finance Committee, and recommendations to amend the existing ordinance shall be presented to the County Board for its consideration. [am. 03-08-11, Res. 2010-105]

## Statement of Purpose

The purpose of this Investment Policy is to establish guidelines for investments which are broad enough to allow the Investment Team officer to function properly within the parameters of its responsibility and authority. It is also intended to be specific enough to establish a prudent set of basic procedures to assure that investment assets are adequately safeguarded. It assures that the fundamental principle concerning any investment program involving public moneys has four basic ingredients: legality, safety, liquidity & and yield.

## General Objectives

The primary objective, in priority order, of investment activities shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Return.** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

## Standards of Care

1. **Prudence.** The standard of prudence to be used by investment officials shall be the “prudent person rule” standard and shall be applied in the context of managing an overall portfolio.
  - a. Prudent Person Rule-Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
2. **Ethics and Conflicts of Interest.** Investment officials and employee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
  - a. Investment Officials and employees involved in the investment process shall further disclose and personal financial/investment positions that could be related to the performance of the investment portfolio.

## Overall Responsibility for Cash Management and Investments

Effective cash management involves controlling cash from the time it is received until it is disbursed. It requires the availability of accurate information on a timely basis. One person shall be delegated the day to day responsibility for the overall financial operation to determine cash availability and needs.

~~**Authority.** Pursuant to Section 59.62(1), Wis. Stats., County Board authority to invest and reinvest money of the County, to sell or exchange securities so purchased and to provide for the safekeeping of such securities is delegated to the County Treasurer, as the County’s Investment Officer. In the absence or illness of the County Treasurer this authority shall be delegated to the Deputy Treasurer.~~

1. **Internal Controls.** The investment team shall establish a system of internal controls which shall be reviewed by the independent auditor on an annual basis. The controls shall be designed to prevent loss of public funds due to fraud, error and misrepresentation by another party or imprudent actions by an employee or employees of the County.
2. **Investment.** The Investment Team ~~County Treasurer~~ may purchase securities that are permissible investments from money in ~~the Investment Team’s his/her~~ custody, which is not required for the immediate needs of the County, as ~~the Investment Team he/she~~ deems wise and expedient. The investment activity of Wisconsin public funds is governed by Section 66.0603(1m) and other sections off the Wisconsin Statutes as follows: “A county, city, village, town, school district, drainage district, technical college district or other governing board other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds . . .” in accordance with Section 66.0603(1m)

The Finance Committee shall consult quarterly with the ~~Investment Team County Treasurer~~ regarding such investments. The ~~Investment Team Treasurer~~ shall provide the Committee with a quarterly detailed list of all the investment portfolio holdings.

The ~~Investment Team County Treasurer~~ shall communicate with financial institutions and/or investment advisors and avail ~~itself himself/herself~~ of other financial information on current or pending market conditions in making ~~its his/her~~ decision on rates and maturities as well as the securities to be purchased. In making all investment decisions, the ~~Investment Team County Treasurer~~ shall endeavor to ~~achieve obtain the highest rate of interest offered unless deem such offer to be contrary to~~ the overall investment objectives of the County.

3. **Redemption.** The ~~Investment Team County Treasurer~~ shall periodically redeem the securities in which County money has been invested pursuant to ~~section (2) Investment~~ so that the proceeds may be applied to the purpose for which the original purchase money was designated or placed in the County Treasury.
4. **Deposits.** Any federal or state chartered bank or credit union with offices located in the City of Jefferson, Jefferson County, Wisconsin, shall be the working financial institutions. [am. 03-08-11, Res. 2010-105]
5. **Investment Advisors.** The ~~Investment Team County Treasurer~~ may utilize investment advisors/brokers as approved by the Finance Committee.
6. **Safekeeping.** ~~All securities shall be held in the name of the County and held in trust by either an independent broker/dealer or in an off-premises safety deposit box. For portfolios with outside investment advisors, the County will use an independent third-party custodian, in order to segregate the functions of choosing investments from physical custody and record-keeping. The custodian shall keep possession of all funds and securities; collect income and the proceeds of sales, maturities and redemptions; transact purchases; and distribute funds as directed by the County.~~

### Accounts and Records

It shall be the responsibility of the designated Investment ~~Team Officer~~ in consultation with the Finance Committee to establish sufficient records and accounts to:

- detail each investment as to purchase date, cost, maturity date, yield and market value,
- provide any necessary internal controls,
- any other records that may be required to accurately reflect all investment transactions.

### Collateralization of Funds

With the passage of Wisconsin Act 25, effective August 1, 1985, there is no longer the overall guarantee of public funds by the State. In effect, Act 25 abolished the state deposit guarantee fund. It will continue to pledge general purpose revenues under Wis. Stats., 20.144(1)(a), for the payment of losses of public deposits until the balance of the appropriation is exhausted. However, no payment for a loss in excess of \$400,000 for any one public depositor in any

individual public depository may be made above current FDIC (Federal Deposit Insurance Corporation) levels for deposits in any one institution. [am. 03-08-11, Res. 2010-105]

Chapter 34.07 as amended provides that a surety bond or other security may be required of a given public depository for any public deposit that exceeds the \$400,000 amount guaranteed by the State. Jefferson County will not require this collateral for any deposit that exceeds the amounts guaranteed by the State and the F.D.I.C. The rationale for not requiring collateralization shall be to either maximize investment returns and/or reduce bank fees. The Finance Committee shall periodically review the need for collateralization. [am. 03-08-11, Res. 2010-105]

Should the policy change regarding collateralization, Certificates of Deposits or other investments exceeding the amounts currently insured by the State and the FDIC shall be fully secured by obligations of the United States Government or its agencies. Such securities shall be delivered to the County or held by an independent third party chosen by the County. Substitution of collateral by the independent third party shall only be allowed with the written approval of the County's Investment ~~Team Officer~~. The market value of the collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Value of the collateral shall be monitored and market value shall be at or near the bid or closing price of the security as quoted in the Wall Street Journal or other recognized pricing source. The ~~investing officer~~ Investment Team shall be authorized to sign ~~for~~ agreements with the Custodial Bank ~~or and sign for~~ the receipt ~~for of~~ any pledged securities. [am. 03-08-11, Res. 2010-105]

Responsibility for the administration of the foregoing rests with the ~~Investment Team County Treasurer~~.

### **Investment Custodial Related Risks**

1. Custodial credit risk for deposits, when collateralization is required. [am. 03-08-11, Res. 2010-105]
  - a. Definition: Risk that in the event of the failure of a depository financial institution, the County will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.
  - b. Related Policy: For those institutions which the County holds deposits and investments:
    - i. Ensure that security interest in collateral pledged to secure deposits and investments are enforceable against the receiver of a failed financial institution via:
      1. An aAgreement is in writing
      2. An aAgreement that was approved by the board of directors of the depository or its loan committee, and
      3. An aAgreement that has been continuously kept as an official record of the depository institution ~~from~~ since the time of execution ~~an official record of the depository institution~~.
    - ii. All pledged collateral shall be held at an independent third party institution, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control.

## 2. Custodial credit risk

- a. Definition: Risk that in the event of the failure of a ~~the counter~~party to a transaction, the County will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.
- b. Related Policy: Accomplished through same policy as Custodial Credit Risk for Deposits as above.

## ~~3. Credit risk~~

- ~~a. Definition: Risk that an issuer or other counterpart of an investment will not fulfill its obligation to the County. [am. 05-12-09, Res. 2009-24]~~
- ~~b. Related policy: Investments shall be as permitted by Wisconsin Statute §66.03. [am. 05-12-09, Res. 2009-24]~~
- ~~c. In the event a corporate security purchased under the authority of Wisconsin Statute categories as defined by a nationally recognized rating agency, the Investment Team Officer shall not purchase any additional securities issued by that corporation until such time as their rating returns to the highest or second highest rating. [am. 05-12-09, Res. 2009-24]~~

## ~~4. Concentration of credit risk~~

- ~~a. Definition: Risk of loss attributed to the County investment in a single issuer.~~
- ~~b. Related Policy: The County Investment Team Officer shall diversify the investment portfolio within the allowed securities as needed with investment return, liquidity, and immediate cash flow needs kept in mind. The only limit related to concentration of securities shall be that no more than five percent (5%) of the investment portfolio shall be commercial paper from a single issuer. [am. 03-08-11, Res. 2010-105]~~

## ~~5. Interest rate risk for investments~~

- ~~a. Definition: Risk that changes in interest rates will adversely affect the fair value of an investment.~~
- ~~b. Related Policy: The County shall not have investments with maturities longer than 36 months unless specifically recommended by the Investment Officer and approved by the Finance Committee.~~
- ~~c. In the event that the Finance Committee cannot meet before the Investment Officer recommends purchasing an investment with a maturity longer than 36 months, the Chair of the Finance Committee shall provide preliminary approval for the purchase. Should the Finance Committee Chair not be available, the County Board Chair shall provide the preliminary approval. Such preliminary approval shall be ratified by the Finance Committee at their next meeting. [am. 03-08-11, Res. 2010-105]~~

## Eligible Investments

- a. Authorized Investments. Subject to restrictions as may be imposed by law (Section 66.0603(1m) of Wisconsin State Statutes), funds will only be invested in the following securities:
1. U.S. Treasury Obligations and Government Agency Securities. Obligations of the United States of America, its agencies and instrumentalities, provided that the payment of the principal and interest is fully guaranteed by the issuer.
  2. Certificates of Deposit. Certificates of Deposit and other evidences of deposits from credit unions, banks, savings banks, trust companies or savings and loan associations which are authorized to transact business in the state, which time deposits mature in not more than one year. Any Certificate of Deposit invested in excess of the Federal Deposit Insurance Corporation and State Deposit Guaranteed Fund insured amount of \$500,000, whichever is less, are to be fully collateralized under the specific requirements of Section 11.
  3. General Obligation Bonds or Securities. General obligation bonds or securities of any county, city, drainage district, vocational, technical and adult education district, village, town or school district of the state
  4. State of Wisconsin Investment Board's Local Government Investment Pool.
  5. Repurchase Agreements. Investment agreements pursuant to which a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, mutual savings bank, or national bank in the State of Wisconsin agrees to repay funds advanced to it by the issuer, plus interest. Repurchase Agreements are to be secured by investment securities fully guaranteed by the U.S. Government.
  6. Open Ended Money Market Funds. Restricted to investments permitted by Wisconsin Statute Section 66.0603(1m)5, limited to a maximum average maturity of 120 days or less. This limit will not apply to the State of Wisconsin Investment Board's Local Government Investment Pool.
  7. Highly Rated Commercial Paper. Commercial paper which may be tendered for a purchase at the option of the holder within not more than 270 days of the date acquired as permitted by Wisconsin Statute Section 66.0603(1m)4. These securities must be rated in the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's Investors Service, Inc., or other similar nationally recognized rating agency; or senior to or on parity with a security of the same issuer which has such a rating. No more than five percent (5%) of the investment portfolio shall be commercial paper from a single issuer. [am. 03-08-11, Res. 2010-105]
  8. Out of State General Obligation Bonds or Securities. General obligation bonds or securities of any county, city, drainage district, vocational, technical and adult education district, village, town or school district, if the bond or security has a

maturity of seven years or less from the date on which it was acquired and, if the bond or security is rated in one of the two highest rating categories assigned by Standard & Poor's Corporation, Moody's Investors Service, Inc., or other similar nationally recognized rating agency.

9. Corporate Bonds or Securities. Any bond or security issued by a corporation which has a maturity of 7 years or less on the date on which it is acquired, and if that bond or security has a rating which is in the highest or 2nd highest rating category assigned by Standard & Poor's Corporation, Moody's Investors Service or other similar nationally recognized rating agency. No more than five percent (5%) of the investment portfolio shall be corporate securities from a single issuer

**IMPORTANT NOTE:** If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment Team shall evaluate the downgrade on a case-by-case basis, and if applicable, shall obtain the recommendation(s) of the assigned Investment Advisor in order to determine if the security should be held or sold. The Investment Team will apply the general objectives of safety, liquidity, yield and legality in order to make its' decision.

### **Performance Standards/Evaluation**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar duration and credit profile as the portfolio. In order to manage interest rate risk, the investment portfolio(s) shall be required to keep an effective duration, which is defined as the present value of the lifetime cash flows of Jefferson County's investments, in close proximity to the assigned benchmark or less if economic conditions merit.

### **Reports**

The ~~Investment Team County Treasurer, as Investment Officer,~~ shall provide the County Board a monthly written report on the general condition of the County's cash and investments.

The Investment Advisor shall provide a twelve month (August 1 – July 31) report to the Finance Committee on the County's investment activity for the reporting period and recommendations for improvement to the County's investment strategy for the next reporting period. The report shall be presented at the regular Finance Committee meeting in August to aid in the subsequent year budget preparation. [am. 03-08-11, Res. 2010-105]

Adopted October 23, 2007 – Resolution No. 2007-61; Am. 05-12-09 – Resolution No. 2009-24  
Am. 03-08-11 – Resolution No. 2010-105

## ORDINANCE NO. 2015-\_\_\_\_

**Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave without loss of pay for up to 10 days**Executive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 10 days or 80 hours of training, whichever is less.

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

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and C (2) and renumbering remaining sections:

**HR0461      MILITARY LEAVE PROCEDURE.****C.      Wages**

1. Employees who are required to attend training as members of the uniformed services shall receive up to ten (10) days or eighty (80) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County.
2. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.
13. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.

- 2.4. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.
- 3.5. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.6. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

**D. Return from Military Leave**

- 1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
- 2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
- 3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
- 4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary ~~time~~ period must be completed upon return. [am. 3/13/12, ord. 2011-31]
- 5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
- 6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

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

*Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

09-8-15

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15

APPROVED: Administrator BW; Corp. Counsel DBW; Finance Director B

**RESOLUTION NO. 2015-\_\_\_\_\_**

**IP Video Replacement for Existing Security Surveillance Video System  
for the Jefferson County Sheriff's Office**

Executive Summary

During the course of the past year, it has been determined that it is necessary to upgrade the Sheriff's Office security surveillance video system. Funds for this project have been allocated to the Sheriff's Office as part of the County five-year capital improvement plan included in the 2015 Budget which anticipated purchasing the new video security surveillance system in the 2016 budget year. This resolution seeks authorization to enter into a contract for the purchase and installation of a new security surveillance video system. The purchase and installation of the new IP video security surveillance system will include software, hardware and related equipment and services for the purpose of upgrading the current system. Sealed bids have been solicited and submitted for consideration pursuant to the terms of the Request for Proposals. 911 Security Cameras of Dallas, Texas, has been selected as the lowest responsible bidder.

WHEREAS, a security video surveillance system serves an important role in providing for the safety of Jefferson County employees and jail inmates, and

WHEREAS, it has been determined that it is necessary to upgrade the Sheriff's Office security surveillance video system in order to maintain the necessary level of safety and security, and

WHEREAS, a Request for Proposals was published seeking proposals for the purchase and installation of a new security surveillance video system for the Jefferson County Sheriff's Office with the bids being presented in the table below, and

Company	911 Security Cameras	Top 3 Compliant Bids		Enterprise Systems	Per Mar Security Service	Fuse Electrical Systems
		VTI Security				
Bid Amount	143,700.00	182,766.00		261,059.53	203,318.00	99,999.00
Compliant Cameras	YES	YES		YES	UNKNOWN	YES
Compliant NVR's	YES	YES		YES	UNKNOWN	YES
Compliant Cabling	YES	YES		YES	UNKNOWN	NO
Compliant Monitors	YES	YES		YES	UNKNOWN	NO
Compliant Training	YES	YES		YES	UNKNOWN	UNKNOWN
Compliant Warranty	YES	YES		YES	UNKNOWN	NO
Complaint 24/7 Assistance	YES	YES		YES	UNKNOWN	UNKNOWN
Bid Spec Compliant	YES	YES		YES	UNKNOWN	NO

WHEREAS, the three lowest bidders were Fuse Electrical Systems, 911 Security Cameras and VTI Security, and

WHEREAS, all bids were reviewed by Sheriff's Office staff, the Infrastructure Committee and the Law Enforcement/Emergency Management Committee, and

WHEREAS, the Sheriff's Office staff, the Infrastructure Committee and the Law Enforcement/Emergency Management Committee recommend entering into a contract with 911 Security Cameras as the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is hereby authorized to enter into a contract with 911 Security Cameras for the purchase and installation of a new IP video security surveillance system for the Jefferson County Sheriff's Office.

*Fiscal Note: The cost of this expenditure is estimated to be \$143,700.00 and funding is through the jail assessment fund.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Law Enforcement/Emergency Management Committee  
and Infrastructure Committee

09-08-15

J. Blair Ward: 09-03-15

REVIEWED: Administrator: BLW, Corp. Counsel: JBL, Finance Director: BL

**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 July 16 and August 20, 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 R3818A-15, R3819A-15, R3820A-15,  
R3823A-15 AND R3824A-15**

**DATED THIS 31<sup>ST</sup> DAY OF AUGUST 2015**

**Donald Reese, Secretary**

**THE PRIOR MONTH'S AMENDMENTS, R3808A-15, R3814A-15, R3816A-15 AND  
R3817A-15 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO  
WIS. STATS. 59.69(5).**

Deb Magritz: 09-01-15

09-08-15

**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 R3818A-15 and R3819A-15 were referred to the Jefferson County Planning and Zoning Committee for public hearing on July 16, 2015, and Petitions R3820A-15, R3823A-15 and R3824A-15 were referred for public hearing on August 20, 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-T, AGRICULTURAL TRANSITION TO A-3, AGRICULTURAL /RURAL RESIDENTIAL**

Rezone to create a 2.3-acre farm consolidation lot around the home at **N1508 Groeler Road** in the Town of Koshkonong from part of PINs 016-0514-1732-000 (18.799 acres) and 016-0514-1723-000 (16.742 acres). This action is conditioned upon receipt of a suitable soil test and receipt and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3820A-15 – Marcia Bates

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

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. This utilizes the last available A-3 zone for the property; therefore, rezoning of the prime ag land lot is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the remaining A-1 zoned land and recording of a final certified survey map for the lots. R3818A-15 & R3819A-15 – Dane Hartwig

Rezone to create a 2.202-acre farm consolidation lot at **W771 County Road B**; two, 1-acre new building sites, also on County Road B; and an adjoining 15.37-acre Natural Resource zone. This is proposed from PINs 006-0716-1421-001 (19.588 acres) and 006-0716-1424-000 (36.9 acres) in the Town of Concord. These prime ag land lots utilize the last available A-3 zone for the property; rezoning, therefore, is conditioned upon recording of an affidavit acknowledging that

fact. It is further conditioned upon road access approval for the new lot and remaining A-1 zone, receipt of a suitable soil test, receipt and recording of the final certified survey map for the lots including extraterritorial plat review, if necessary. R3823A-15 & R3824A-15 – Tom Dehnert/Darvin & Dorothy Sjoberg Trust property

The above rezonings shall be null and void and of no effect one year from 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

09-08-15

Deb Magritz: 09-01-15

APPROVED: Administrator Blw, Corp. Counsel JBL; Finance Director Blw

**RESOLUTION NO. 2015-\_\_\_\_\_**

**A Resolution to Join the South Central Wisconsin Chief Elected  
Officials Workforce Development Board Consortium**

Executive Summary

The purpose of the Local Elected Officials Agreement is to establish a consortium among the South Central Wisconsin Counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk for the purpose of serving as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. Responsibilities of the Chief Elected Officials Consortium are: 1) To serve as the Workforce Development Area Consortium of Supervisors (hereinafter, the "Consortium"); 2) To appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and 3) To execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local board. The Consortium agreement shall be effective when approved by resolutions adopted by the Board of Supervisors of each county and signed by the County Board designee.

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WHEREAS, Jefferson County is located within the South Central Wisconsin region established under the Workforce Investment Act, and

WHEREAS, citizens of Jefferson County are receiving job training and other Workforce Development program assistance funded under the Workforce Development program which is administered by the Workforce Development Board of South Central WI and the South Central Wisconsin Local Elected Officials Consortium, and

WHEREAS, Jefferson County currently has an appointed representative serving on the South Central Wisconsin Local Elected Officials Consortium and appointed members serving on the Workforce Development Board of South Central WI, and

WHEREAS, the Workforce Innovation and Opportunity Act has been enacted by Congress replacing the Workforce Investment Act which allows local governments to form a Consortium to create a Local Workforce Investment Area, and

WHEREAS, under the Workforce Innovation and Opportunity Act:

1. Each County in the Consortium must designate a “chief elected official” to represent the County as a member of the Consortium Board, which Board is empowered to enter into contractual and other agreements necessary to carry out the purposes of the Workforce Innovation and Opportunity Act, and
2. The Consortium must designate an administrative/fiscal agent to administer the program on behalf of the Consortium, and

WHEREAS, Jefferson County desires to enter into the Chief Elected Officials Consortium Agreement of the South Central Wisconsin Workforce Development Area for the Wisconsin Counties of Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk under the Workforce Innovation and Opportunity Act of 2014 – Public Law – 113-128, which previously comprised the South Central Wisconsin Local Elected Officials Consortium, and

WHEREAS, entering into this consortium agreement will allow Jefferson County to continue to receive federal assistance for workforce programs and training available under the Workforce Innovation and Opportunity Act, and

WHEREAS, a copy of the Chief Elected Officials Consortium Agreement of the South Central Wisconsin Workforce Development Area for the Wisconsin Counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk Under the Workforce Innovation and Opportunity Act Of 2014 Public Law – 113-128 (hereinafter “the Chief Elected Officials Consortium Agreement”), has been marked and attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby enters into an agreement to create a consortium as stated in the Chief Elected Officials Consortium Agreement, attached hereto, to consist of the Wisconsin Counties of Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk, which will come together to create the South Central Local Workforce Development Area under the Workforce Innovation and Opportunity Act, and

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors hereby authorizes and directs Jefferson County Board Chair, Jim Schroeder, or his successor, to serve as Jefferson County’s designated Chief Elected Official with signatory authority to execute agreements as necessary for Workforce Innovation and Opportunity Act purposes.

*Fiscal Note: This resolution has no fiscal impact.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
County Administrator

09-08-15

J. Blair Ward: 09-03-15

REVIEWED: Administrator BW, Corp. Counsel DBL, Finance Director BL

Chief Elected Officials  
Consortium Agreement

Of the

South Central Wisconsin Workforce Development Area

For the Wisconsin Counties of  
Columbia, Dane, Dodge, Jefferson, Marquette and Sauk

Under the Workforce Innovation and Opportunity Act  
Of 2014

Public Law - 113-128

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, by and between the COUNTIES OF **Columbia, Dane, Dodge, Jefferson, Marquette and Sauk** in the State of Wisconsin (hereinafter, the Counties):

**WITNESSETH:**

**WHEREAS**, the County Board of Supervisors of the aforementioned counties did Previously adopt resolutions authorizing the County Board Chairperson or the County Executive to sign a Consortium Agreement creating the South Central Wisconsin Workforce Development Area Consortium under section 66.0301(2), Wisconsin Statutes, in order to administer the Provisions of Public Law 113-128, the federal Workforce Innovation and Opportunity Act and

**WHEREAS**, the County Board of Supervisors of each of the aforementioned counties has adopted a resolution authorizing the County Board Chairperson or County Executive to sign this "Consortium Agreement of the South Central Wisconsin Workforce Development Area Counties under the Workforce Innovation and Opportunity Act (P.L. 113-128)" (hereinafter, the "CEO Consortium Agreement "):

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Counties do hereby agree to the following CEO Consortium Agreement.

Agreement

**SECTION 1:** That the Wisconsin Counties of Columbia, Dane, Dodge, Jefferson,

Marquette, and Sauk, under Section 66.0301(2), Wisconsin Statutes, do hereby constitute themselves to be a consortium for the purposes of Section P.L. 113-128 (Workforce Innovation and Opportunity Act) as described in 29 USC chapter 32.

**SECTION 2:** The chief local elected officials (the chairpersons of the County Board of Supervisors or County Executives) or the designees of said officials of the Counties in paragraph 1 shall constitute the Workforce Development Area Consortium of Supervisors (hereinafter, the "Consortium") which shall appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act, Section 29 USC Chapter 32.

**SECTION 3:** The Consortium shall elect from its membership a Chairperson, a Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of **one year** or until a successor is elected and qualified. Vacancies shall be filled by election for the remainder of the unexpired term. The Chairperson may appoint the Executive Director of the administrative entity or a staff person of one of the consortium member counties to serve as Consortium clerk.

**SECTION 4:** Roberts Rules of Order, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.

**SECTION 5:** The Consortium may adopt operational and procedural bylaws consistent with this Charter, applicable federal and state laws, and rules or regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.

**SECTION 6:** The Consortium shall appoint the Workforce Development Board of the area, In accordance with the requirements established by the Governor and the criteria established under 29 USC 3122(b), the CEO appoints the members of the local board from the individuals nominated or recommended to be such members according to 29 USC 3122(c)(1)(B). The Local Elected Officials may, by a majority vote as described in the Local Elected Official's Charter Agreement, remove any WDBSCW member, without having to show cause for removal, unless and to the extent that, such cause is required by applicable law. The WDBSCW may recommend to the local Elected Officials the removal of a member.

**SECTION 7:** The Consortium shall execute an agreement with the Workforce Development Board for the operation and functions of the Board under WIOA (29) USC Chapter 32). The Consortium is the grant recipient of the Workforce Innovation grant funds and shall be liable for any miss use of the grant funds allocated to the local area, unless the chief elected official reaches an agreement with the reaches an agreement with the Governor to bear such liability. 29 USC 3122(d)(12)(B)(i)(I) and (II). The Consortium will directs the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium

and serve as administrative entity and fiscal agent and disburse funds at the direction of the local board pursuant to the requirements of 29 USC Chapter 32, subchapter II. 29 USC 3122(d)(12)(B)(i)(III). In the role as grant administrator and fiscal agent the WDBSCW shall:

1. Conduct an annual agency-wide unqualified audit, per the requirements of the State of Wisconsin Department of Workforce Development and shall provide each Local Elected Official with a complete copy of the audit, including any management letter. A copy of any audit response by the WDBSCW shall also be provided to the Local Elected Officials.
2. Maintain both general liability and errors and omissions coverage for past and future liabilities to protect the local Elected Officials and their respective counties.
3. Maintain a \$20,000 undesignated fund to cover disallowed costs. In the case of any misuse of grant funds allocated to the local area beyond the parameters state above, the Consortium agrees to assume liability as follows (29 USC 3122(d)(12)(B)(i)(I) and (II)): Liability will be determined based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds. For example, if WIOA funds are misused only by the employee(s) or subcontractor(s) of one member of the Consortium, then only that county shall be held liable for the repayment of the misused funds. If more than one Consortium member is involved, then the respective counties will attempt to reach an agreement as to relative liabilities based upon the facts of the situation. If the counties are unable to reach agreement, then DWD shall make the determination as to respective liabilities.

**SECTION 8:** The Consortium shall perform all functions for local elected officials as contained in P.L.113.128, the Workforce Innovation and Opportunities Act including:

1. Submit a request for initial designation of a workforce development area and consult with the Governor on the initial designation and future redesignation of a Workforce Development Area. 29 USC 3121(b)(2). 29 USC 3121(b)(1)(A)(ii).
2. Work with the local board to:
  - a) Develop and submit to the Governor a comprehensive 4-year local plan for the region that is consistent with the State plan. 29 USC 3122 (d)(1) and 3123(a).
    - i. Consult with the State to identify regions, consistent with the considerations described in 29 USC 3121(b)(1)(B). 29 USC 3121 (a)(1).
    - ii. Engage in a regional planning process and prepare, submit, and obtain approval of a single regional plan consistent with the requirements in 29 USC 3121 (c).
  - b) Use funds available as described in section 29 USC 3163(b)(4) and use nonfederal funds available to the local area that the CEO and local board determine are appropriate and available for that use. 29 USC 3131.

- c) Annually, review and approval of the local board's budget for the activities of the local board. 29 USC 3122(d)(12)(A).
  - d) Work with the local board to conduct oversight with respect to local programs of youth activities authorized under 29 USC 3164(c), local employment and training activities authorized under 29 USC 3174(c) and(d), and the one-stop delivery system in the local area.; and ensure the appropriate use and management of the WIOA funds provided for these activities and one-stop delivery system; and for workforce development activities, ensure the appropriate use, management and investment of funds to maximize performance outcomes under section 29 USC 3141. 29 USC 3122(d)(8).
  - e) In cooperation with the local board, competitively designate or certify One Stop Operators, as described in 29 USC 3151(d)(2)(A) or terminate for cause the eligibility of such operators. 29 USC 3122(d)(10)(A).
  - f) Review and approve a Memorandum of Understanding (MOU) between the local board and the One Stop Partners, relating to the operation of the One Stop delivery system in the local area, consistent with the requirements in 29 USC 3151(c)(2). 29 USC 3151(c)(1).
  - g) In agreement with the local board, conduct oversight of the one-stop delivery system. 29 USC 3151(a)(3) and consult with the State as it establishes objective criteria and procedures used to evaluate the operation of the one-stop center as described in 29 USC 3151(g).
  - h) Consult with the local board, the One Stop Operator, and the One-Stop Partners regarding funding of the One-Stop infrastructure as described in 29 USC 3151(h).
3. Engage in Consultation with Governor as described in 29 USC 3151,3162, 3173
- a) Consult with the Governor as he or she establishes guidance for infrastructure one stop funding (29 USC 3151(h)(1)(B) and determines funding as described in 29 USC 3151(h)(2)(C).
  - b) Consult with the Governor as he/she determines funding allocation for youth activities and a statewide workforce investment activities under 29 USC 3162(b)(1)(C). 29 USC 3163(b)
  - c) Consult with the Governor as he/she determines funding allocation for adult employment and training activities and a statewide workforce investment activities under 29 USC 3172(b)(1)(B). 29 USC 3173(b)(1).

4. Performance Measurements

- a) Work with the local board and the Governor to negotiate and reach agreement on local performance measures. 29 USC 3122(d)(9).
- b) Determine whether to appeal a gubernatorial reorganization determination made under 29 USC 3141(g)(A) to the Governor under 29 USC 3141(g)(B)(i) and to the Secretary of the U.S. Department of Labor under 29 USC 3141(g)(B)(ii).

**SECTION 9:** This Consortium agreement shall be effective when approved by Resolutions adopted by the County Board of Supervisors of each county party hereto and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P.L. 113-128, the Workforce Innovation and Opportunity Act.

**SECTION 10:** Amendments to the Consortium agreement may be adopted with the concurrence of the Board of Supervisors of each county party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors of the counties party hereto and the Governor.

**IN WITNESS WHEREOF,** the parties hereto have caused this Charter Agreement to be executed by the Chairperson of the County Board of Supervisors or the County Executive of the aforementioned Counties.

For Columbia County:  
 By: Vern E. Gove  
 Columbia County Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Dane County:  
 By: Joseph P Parisi  
 Dane County Executive

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Dodge County:  
 By: Russell Kottke  
 Dodge County Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Jefferson  
 By: James Schroeder  
 Jefferson County Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Marquette County  
By: Robert Miller  
Marquette County Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Sauk County  
By: Marty Krueger  
Sauk County Board Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_