

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, February 12, 2008 7:00 p.m.

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

1. **CALL TO ORDER**
 2. **TRAINING ON POSSIBLE NEW VOTING EQUIPMENT**
 3. **ROLL CALL**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 5. **REVIEW OF THE AGENDA**
 6. **APPROVAL OF COUNTY BOARD MINUTES – JANUARY 8, 2008 MEETING**
 7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum to Agenda)
 - b. Letter – Delinquency Prevention – Jefferson County – 100 Best Communities for Young People
 - c. Zoning Committee Notice of Public Hearing, February 21, 2008, 7:00 p.m. Rm 205
 8. **PUBLIC COMMENT**
 9. **PRESENTATION**

Presentation of UW-Madison Graduate Workshop Program on Jefferson County Farmland Preservation by Professor Kurt Paulsen.

FARMLAND CONSERVATION EASEMENT COMMISSION

 - a. Resolution – Commending UW Madison grad students for Farmland Preservation Report
 10. **ANNUAL REPORTS**
 - a. Countryside Home – Earlene Ronk
 - b. Fair Park – Roger Kylmanen
 - c. UW Extension – Faculty from Jefferson County UW Extension office
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **ZONING & PLANNING COMMITTEE**
 - a. Report – Approval of Petitions
 - b. Ordinance – Zoning Petitions Approved
 - c. Resolution – Approve St. Joseph Cemetery – 2008 Addition

12. ADMINISTRATION & RULES COMMITTEE

- a. Report – County Board Chair Schmeling
- b. Ordinance – 2008-2010 County Board Meeting Dates and Board rule on Inclement Weather
- c. Ordinance – Rule for Clarifying procedure for removal of Board Chair and Vice Chairs
- d. Ordinance – Rule establishing to fill position of County Board Chairperson when vacant
- e. Ordinance – Rule assigning Clerk of Court, Register of Deeds and Corporation Counsel Issues to Administration & Rules Committee
- f. Ordinance – Rule eliminating Committee oversight of MIS and Veterans Service Officer
- g. Ordinance – Rule designating Committee responsibility in sale of county lands
- h. Ordinance – Rule clarifying Committee's role in labor negotiations
- i. Ordinance – Rule assigning responsibility for farmland leases
- j. Ordinance – Rule updating county representation on Economic Development Consortium
- k. Ordinance – Rule clarifying procedure for removal of Committee, Board or Commission Chair
- l. Resolution – Designation of official county newspaper

13. FAIR PARK COMMITTEE

- a. Ordinance – Speed limit for Fair Park

14. FINANCE COMMITTEE

- a. Ordinance – Consider increasing Purchasing Agent's discretion to buy items through other governmental contracts
- b. Resolution – Authorize worker's compensation administration contract

15. HIGHWAY COMMITTEE

- a. Resolution – Authorization to sell portions of Highway Department gravel stockpiles

16. HUMAN RESOURCES COMMITTEE

- a. Ordinance – Amend Personnel Ordinance – Section HR0220 – Application Procedure
- b. Resolution – Eliminate one full-time Licensed Practical Nurse, creating one full-time Registered Nurse, reducing the status of the Assist Director of Nursing to less-than-half-time (non-benefited), and increasing the status of the Medical Records Clerk to full-time
- c. Resolution – Create three full-time Aging and Disability Resource Center Social Workers
- d. Report – Elected Officials Salaries

17. INFRASTRUCTURE/VETERANS COMMITTEE

- a. Resolution – Authorize MIS software installation contract

18. **LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE**

- a. Resolution – Approve the All-Natural Hazard Mitigation Plan
- b. Resolution – Authorize Intergovernmental Agreement For Hazardous Material Level B Response Team

19. **APPOINTMENTS BY COUNTY ADMINISTRATOR**

- a. Janet Negus, Jefferson - Mid-Wisconsin Federated Library Systems Board to fill the unexpired term of Eunice Wagner, resigned.
- b. Linda Branson – Community Options Long-Term Support for a three-year term

20. **APPOINTMENT BY HUMAN SERVICES BOARD**

- a. Marian Speerless, Sullivan – Advisory Committee on Aging for a three year term (Pending approval of the Human Services Board)

21. **APPOINTMENTS BY COUNTY BOARD CHAIR**

- a. Michael Quint – Local Emergency Planning Committee (LEPC)
- b. Robert Leslie – Local Emergency Planning Committee (LEPC)
- c. Tim Whitham – Local Emergency Planning Committee (LEPC)

22. **ANNOUNCEMENTS**

23. **ADJOURN**

NEXT COUNTY BOARD MEETING MARCH 11, 2008 7:00 P.M. ROOM 205

NOTICE OF PUBLIC HEARING

JEFFERSON COUNTY ZONING AND PLANNING COMMITTEE

August Lehmann, Chairman; Greg David, Richard Jones, Steve Nass, Don Reese

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

NOTICE IS HEREBY GIVEN that the Jefferson County Zoning and Planning Committee will conduct a public hearing at 7 p.m. on Thursday, February 21, 2008 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, as described or as may be amended for location or size by the Committee, to amend the zoning ordinance of Jefferson County and applications for conditional use permits. In order to comply with the Jefferson County Agricultural Preservation and Land Use Plan, the Committee may modify the location of the proposed parcels to anywhere on the entire parcel of record. A map of the properties affected may be obtained from the Zoning Department.

FROM AGRICULTURAL A-1 TO A-2, AGRIBUSINESS

3315A-08 & CU1496-08 – Broom Tree Ministries/Hein Trust Property: Rezone PINs 026-0616-0143-004 (19.794 Acres) and 026-0616-1212-001 (3.536 Acres) with conditional use to allow a ministerial retreat for up to six Christian pastors with spouses and staff for 5-day spiritual retreats to operate 40 weeks per year. Two dwellings are proposed, consisting of relocation of the existing dwelling and construction of a 10,000 square foot dwelling for guests. Also proposed are two accessory, non-habitable 12' by 16' prayer houses, a picnic shelter, gazebo and existing riding arena. Up to two horses are to be on the property as part of retreat activities. The site is at **N4570 Indian Point Road** in the Town of Sullivan.

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

3316A-08 – Dennis Stilling: Rezone approximately 2 acres of PIN 002-0714-2932-000 (50.514 Acres) for a new building site near **N5576 Harvey Road** in the Town of Aztalan. The parcel of record also includes PINs 002-0714-2913-000, 002-0714-2913-001, 002-0714-2921-002, 002-0714-2923-001, 002-0714-2924-000, 002-0714-2931-000, 002-0714-2933-000, 002-0714-2934-000, 002-0714-2942-000, 002-0714-2943-001 and 002-0714-2943-002.

3318A-08 – Clarence Draeger: Rezone to create an approximate 1.2-acre building site and an approximate 2.25-acre lot around the home at **W5125 Bark River Road** in the Town of Koshkonong from part of PIN 016-0514-0131-000 (25.894 Acres). The parcel of record also includes 016-0514-0134-000.

3319A-08 – Chuck Naber: Create an approximate 2-acre lot on **County Line Road** from part of PIN 016-0513-3643-000 (40 Acres) in the Town of Koshkonong. The parcel of record also includes 016-0513-3642-001; 016-0513-3644-000; 016-0513-3641-000; 016-0514-3132-000; 016-0514-3131-000; 016-0514-3124-000; 016-0514-3133-000; 016-0514-3134-000.

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

3317A-08 & 3322A-08 – Nathan Holland/Nathan, Patrick & Lynda Holland Property: Rezone to create an approximate 1.9986-acre and an approximate 1.8146-acre building site **near N4753 Paradise Road** in the Town of Jefferson from part of PIN 014-0615-0413-000 (35.55 Acres). Create a 3.0045-acre Natural Resource zone adjoining Proposed Lot 1. The parcel of record also includes PIN 014-0615-0412-001.

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

3320A-08 – Vickie & Franz Weigand: Rezone to incorporate PIN 028-0513-0123-002 (1 Acre) back into adjoining A-1 zoned land. The site is **along Schwemmer Road** in the Town of Sumner.

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

3321A-08 & 2878A-08M – Glen Schilder: Rezone a portion of PIN 008-0715-3524-003 (11.61 Acres) from A-1 to A-3 and a part of PIN 008-0715-3524-002 (1.06 Acre) from A-3 to A-1 in order to reconfigure an A-3 lot and enlarge it from 1.025 acre to approximately 1.076 acre. The site is at **N5185 CTH D** in the Town of Farmington.

6. Adjourn

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

RESOLUTION NO. 2007-_____

Resolution commending UW-Madison grad students for Farmland Preservation Report

WHEREAS, the Farmland Conservation Easement Commission contracted with the University of Wisconsin-Madison Department of Urban and Regional Planning to produce a Farmland Preservation Report by the department's graduates under the direction of Professor Kurt Paulsen, and

WHEREAS, the graduate students mapped alternative preservation scenarios using computerized Geographic Information System (GIS) graphics, outlined recommendations and best practices from other states and counties, and conducted numerous focus groups with county, city, village, and town officials, and with farmers, residents, environmental and recreation/conservation-oriented groups, and

WHEREAS, the report builds on Jefferson County's 1999 Agricultural Preservation and Land Use Plan, and

WHEREAS, the Farmland Conservation Easement Commission greatly appreciates the contributions of the department's graduate students in furthering land preservation efforts in Jefferson County,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby commends the UW-Madison Department of Urban and Regional Planning graduate students who participated in the preparation of the "Farmland Preservation Report" for the Commission and thanks them for their work on this important topic.

Fiscal Note: No fiscal impact.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Farmland Conservation Easement Commission

02-12-08

Philip C. Ristow & Steve Grabow: 02-06-08

REPORT

TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY BOARD OF SUPERVISORS

The Jefferson County Zoning and Planning Committee, having considered petitions to amend the zoning ordinance of Jefferson County, filed for public hearing held on August 16, 2007, and January 17, 2008, 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

3283A-07, 3290A-07, 3310A-08, 3311A-08, 3312A-08 and 3313A-08

DATED THIS TWENTY-EIGHTH DAY OF JANUARY, 2008

Donald Reese, Secretary

THE EFFECTIVE DATE OF THE PRIOR MONTH'S AMENDMENTS, PETITIONS 3255A-07, 3276A-07, 3282A-07, 3306A-07, 3307A-07, 3309A-07 AND 1455A-07M, IS JANUARY 12, 2008.

Deb Magritz: 01-30-08

02-12-08

ORDINANCE NO. 2007-

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

WHEREAS, Petitions 3283A-07 & 3290-A-07 were referred to the Jefferson County Zoning and Planning Committee for public hearing on August 16, 2007, and Petitions 3310A-08, 3311A-08, 3312A-08 and 3313A-08 were referred for public hearing on January 17, 2008, and

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

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

FROM RESIDENTIAL R-2 TO A-3, RURAL RESIDENTIAL

Rezone PIN 020-0814-2314-003 (3 acres) to create an A-3 zone at W5324 Richart Road in the Town of Milford. (3310A-08 – Maria Schmutzler)

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

Rezone to create two, approximate 1-acre building sites on Manske Road in the Town of Milford from part of PIN 020-0714-0814-000 (29.805 acres). These prime ag land lots utilize the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test for each lot showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lots including extraterritorial plat review, if necessary. (3283A-07 – Russell-Rubesch Partnership)

Rezone approximately two acres of PIN 018-0713-0932-000 (29.585 acres) for a new building site near W8909 CTH B in the Town of Lake Mills. This prime ag land lot combination utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the County Highway Department, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the property. (3311A-08 – Jean Klentz/Heller Trust property)

Create an approximate 1-acre building site near W6594 Hoard Road in the Town of Jefferson from part of PIN 014-0614-2944-002 (10.832 acres). This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and

upon approval and recording of a final certified survey map including extraterritorial plat review, if necessary. (3312A-08 – Dave Miller/Walter Miller Trust LE)

Rezone to create an approximate 1.9-acre building site near W6706 CTH J in the Town of Jefferson from part of PIN 014-0614-1731-001 (8.399 acres). This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the County Highway Department, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map including extraterritorial plat review, if necessary. (3313A-08 – Schroedl Brothers Inc.)

FROM AGRICULTURAL A-1 TO N, NATURAL RESOURCES

Rezone to create an approximate 3.5-acre Natural Resource zone near CTH Q from PIN's 020-0714-0814-000 (29.805 acres) and 020-0714-0924-000 (34.85 acres) in the Town of Milford. Rezoning is conditioned upon recording of a final certified survey map including extraterritorial plat review, if necessary. (3290A-07 – Russell-Rubesch Partnership)

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Ordinance Requested By
Zoning and Planning Committee

02-12-08

Deb Magritz: 1-30-08

RESOLUTION NO. 2007-_____

WHEREAS, cemetery plats are required to be approved by County Board per Section 157.07(1) of the Wisconsin State Statutes, and

WHEREAS, the County Surveyor's office has reviewed the St. Joseph Cemetery – 2008 Addition for platting requirements as per § 157.07, and

WHEREAS, the Zoning and Planning Committee has recommended approval of this plat by the Jefferson County Board of Supervisors,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors approves the St. Joseph Cemetery – 2008 Addition conditioned upon any applicable zoning approvals by the City of Fort Atkinson.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Resolution Requested By
Zoning & Planning Committee

02-12-08

Deb Magritz: 1-30-08

**Jefferson County Board
Monthly Report
By Chairman Sharon Schmeling
February 2008**

The following report provides updates on the activities of the Jefferson County Board, its chairman, its committees and key issues confronting the County. If you have any questions about the following information, or would like an update about a project or issue not mentioned here, do not hesitate to contact me by phone (674-7101) or e-mail (sharons@co.jefferson.wi.us) with your questions or suggestions.

County Board Rule Changes – As is our practice, the Administration and Rules Committee reviewed the County Board rules this past month, in anticipation of making changes before a new County Board is elected in April. The Committee is recommending several changes.

In an effort to address the Board's goal of long term planning, I asked the Committee to develop rules clarifying our Board's succession plans and the responsibilities of the vice chair should the Chairmanship become vacant. In addition, I asked the committee to clarify the term of office for the Chairman. A recent controversy in Walworth County raised questions about how a chairman is removed. The Attorney General issued a decision on that case, which was in conflict with other opinions. Therefore, County Corporation Counsel Phil Ristow agreed that it would be advisable for the Board to have a clear rule, thus eliminating uncertainty should the issue ever arise.

These proposed changes signal nothing more than an effort to fulfill promises I made as your chairman that we would aggressively manage the County Board and its activities to model the kind of accountability and modernization that we are asking of our departments and employees.

The Committee is also requesting several changes in committee duties and oversight. These are being offered to continue our ongoing efforts to streamline the County Board operations to increase efficiency and decrease expenses.

Emergency Management – On January 28 and 29, County Administrator Gary Petre and I participated in a two-day training session sponsored by our Office of Emergency Management and conducted by Wisconsin Emergency Management. The goal of the class was to provide key staff and elected officials with the tools to manage information during an emergency. It was well attended by more than 25 elected and appointed local officials, representing police and fire departments, municipal government, colleges and technical schools and non-profits providing human services. Other county staff who attended included Health Director Gail Scott, Countryside Administrator Earlene Ronk, Land Information Office Director Andy Erdman, Emergency Management Program Assistant Beth Klotz and Register of Deeds Staci Hoffman, who serves as Deputy Coroner in times of emergency or disaster.

During the two-days, we learned how to work together to manage resources and information to better serve the public in an emergency. In addition to the valuable training, the class also provided an excellent opportunity for different levels of local government to work together, develop relationships,

understand the unique pressures facing each unit of government and improve communications. All of that will be a great asset in the time of a real emergency. Emergency Management Director Donna Haugom did a great job of organizing the training and arranging state-funding for the class. The state is increasingly putting the responsibility for emergency management on counties. This really forces counties to make investments in training in order to avoid costly mistakes later caused by a lack of preparation.

The training emphasized the importance of local government's adopting a media plan, outlining who is trained and authorized to speak to the media on behalf of the County. Mr. Petre will be working with Ms. Haugom to develop such a plan and will bring it to the County Board for approval this year.

Administrative services operational audit – The Administration and Rules Committee and the Finance Committee continue to review the recommendations from the operational audit of the offices of the Administrator, County Clerk, County Treasurer and Human Resources Department. The audit made 58 recommendations about changes in processes, procedures and office organization to improve our service to the public and better manage our human and financial resources. While the committees have a strong commitment to executing many of the recommendations, they are also finding that some of them are not necessary or will not deliver the perceived savings or benefits touted by the auditors.

In addition, many of the recommendations apply to changes in specific office operations, which can be implemented on a staff level if the committees think it is advisable. Other recommendations will require changes in county policy and will need to be reviewed and voted on by the County Board.

One such change involves reassigning duties between the County Administrator's office and the County Clerk's office. The goal is to maintain the excellent cross-training and utilization of staff in the County Clerk's office for managing payroll and running elections, while putting responsibility for financial and accounting functions under the County Administrator. This will involve some changes in the county's organizational chart and individual job descriptions. The changes are an effort to update and modernize County government to match best practices in the field and to equip the County Administrator with the tools he needs to be accountable to the County Board for our finances. The committees are working hard with staff to bring a resolution regarding these changes to the County Board.

-- END --

ORDINANCE NO. 2007-_____

2008-2010 County Board Meeting Dates and Board Rule on Inclement Weather

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

Section 1. Board Rule 3.01(1) shall be amended as follows:

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS. (1)(a) Regular and special meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business unless otherwise established by rule. Regular meetings of the Board shall be held on the following dates [Amended 08-08-06, Ord. 2006-13, effective 08-08-06]:

Tuesday, April 15, 2008
Tuesday, May 13, 2008
Tuesday, June 10, 2008
Tuesday, July 8, 2008
Monday, September 8, 2008
Tuesday, October 14, 2008
Tuesday, October 28, 2008 (Board Meeting & Budget Public Hearing)
*Monday, November 10, 2008
Tuesday, December 9, 2008
Tuesday, January 13, 2009
Tuesday, February 10, 2009
Tuesday, March 10, 2009

Tuesday, April 21, 2009
Tuesday, May 12, 2009
Tuesday, June 9, 2009
Tuesday, July 14, 2009
Tuesday, September 8, 2009
Tuesday, October 13, 2009
Tuesday, October 27, 2009 (Board Meeting & Budget Public Hearing)
*Tuesday, November 10, 2009
Tuesday, December 8, 2009
Tuesday, January 12, 2010
Tuesday, February 9, 2010
Tuesday, March 9, 2010
Tuesday, April 20, 2010

*Annual Meeting

(b) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday.

Section 2. This ordinance shall be effective upon passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 01-31-08

ORDINANCE NO. 2007-_____

Rule clarifying procedure for removal of Board Chair and Vice Chairs

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

Section 1. Section 3.02(1) of the Board Rules shall be amended as follows:

3.02 ORGANIZATION. (1) The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chairperson, a Vice Chairperson and a second Vice Chairperson by secret ballot. The Clerk shall preside until the Chairperson has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes cast on the primary ballot shall be declared elected. Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. The provisions of Section 3.03(11), where applicable, shall apply to this procedure. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Amended 03/12/02, Ord. No. 2001-29; am. 06/13/06, Ord. 2006-08]

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by Chairman Sharon Schmeling &
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule establishing procedure to fill position of County Board Chairperson when vacant

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

Section 1. Section 3.02(7) of the Board Rules shall be created as follows:

(7) In the event the position of chairperson is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of Chairperson within sixty (60) days of it becoming vacant. The First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chairperson when such position is vacant and shall be paid meeting fees and the monthly salary to which the Chairperson would be entitled until such time as the Board elects a successor.

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by Chairman Sharon Schmeling &
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

**Rule assigning Clerk of Court, Register of Deeds and Corporation Counsel
Issues to Administration & Rules Committee**

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

Section 1. Section 3.05(2)(a) of the Board Rules is amended as follows:

3.05(2)(a) **(a) ADMINISTRATION & RULES COMMITTEE** - Five members: County Board Chair, First and Second Vice Chair and two other members. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. Committee proposals and recommendations shall be subject to approval of the County Board. This committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also meet with the Clerk of Courts, the Register of Deeds and Corporation Counsel with regard to matters pertaining to said offices. [Amended 03/12/02, Ord. No. 2001-30; am. 07/10/07, Ord. No. 2007-11

Section 2. Section 3.05(2)(h) of the Board Rules is amended as follows:

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

This committee shall work with the ~~Clerk of Court~~, District Attorney, and ~~Coroner and Corporation Counsel~~ in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary.

Section 3. Section 3.05(2) of the Board Rules is amended as follows:

(I) ZONING AND PLANNING COMMITTEE . . .

The Zoning and Planning Committee shall work with the ~~Register of Deeds~~, Land Information, Zoning Department, and the County Surveyor in handling matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Amended 03/09/04, Ord. No. 2003-38]

Section 4. This ordinance shall be effective after passage and publication.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule eliminating Committee oversight of MIS and Veterans Service Officer

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

Section 1. Section 3.05(2)(b) of the Board Rules shall be amended as follows:

(b) INFRASTRUCTURE/VETERANS COMMITTEE - Five members. The Infrastructure/Veterans Committee shall supervise and control all construction, remodeling and repair of all county buildings and shall have authority to approve the use of county buildings by organizations not connected with county government. The committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval.

The committee shall approve for payment all invoices covering construction and remodeling. Such invoices shall first be approved by the superintendent or department head of the department involved.

When the County Board has authorized construction of, additions to or remodeling of a county building, the committee shall solicit proposals from various architects, and recommend to the County Board which architect shall be hired for the project. The committee may, in its discretion, recommend that the County proceed without an architect. The committee is not required to recommend an architect based solely on monetary considerations, but shall also consider an architect's previous work for the County and others.

~~The committee shall be responsible for the duties of the Management Information System Department. [Amended 03/14/06, Ord. No. 2005-48b, effective 04/18/06]~~

~~The committee shall serve as a liaison committee with the Veterans Service Officer on matters pertaining to veterans. [Amended 04/16/02, Ord. No. 2002-04]~~

Section 2. This ordinance shall be effective after passage and publication.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule designating Committee responsibility in sale of county lands

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

Section 1. Section 3.05(2)(d) of the Board Rules shall be amended as follows:

(d) FINANCE COMMITTEE - . . .

The committee shall recommend to the Board the departments to be audited, the auditors to be employed, and shall report to the Board the results of such audits. A subcommittee consisting of any three Finance Committee members (of which two shall constitute a quorum) shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department, Countryside Home and Veterans Service Commission. The committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. This Committee shall be responsible for the sale of county-owned land other than that obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Amended 08-13-02, Ord. No. 2002-16; amended 03/14/06, Ord. No. 2005-48d, effective 04/18/06]

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule clarifying Committee's role in labor negotiations

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

Section 1. Section 3.05(2)(f) of the Board Rules shall be amended as follows:

(f) HUMAN RESOURCES COMMITTEE - Five members. The Human Resources Committee shall assist in the administration of the Personnel and Salary Ordinance. The committee shall hear grievances unless other provisions are made by union contracts or the Civil Service Ordinance. The committee may review job descriptions and evaluate the allocation of positions to the various departments. This committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as ~~participate in~~ makes recommendations to the County Board concerning union negotiations. [Amended 03/12/02, Ord. No. 2001-34; amended 05/14/02, Ord. No. 2002-07; amended 03/14/06, Ord. No. 2005-48e, effective 04/18/06]

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule assigning responsibility for farmland leases

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

Section 1. Section 3.05(2)(g) of the Board Rules shall be amended as follows:

(g) LAND & WATER CONSERVATION COMMITTEE

This committee shall also manage, supervise and be responsible for the Countryside Farm and other county farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Amended 03/14/06, Ord. No. 2005-53, effective 04/18/06]

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule updating county representation on Economic Development Consortium

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

Section 1. Section 3.06(1)(d) of the Board Rules shall be amended as follows:

(d) ECONOMIC DEVELOPMENT CONSORTIUM – In lieu of having an Economic Development Committee, any of the ~~three~~ two County Board members appointed to the Jefferson County Economic Development Consortium board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. The County Administrator shall be the County's third representative on the Consortium board. [Created 03/14/06, Ord. No. 2005-49d, effective 04/18/06]

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

Rule clarifying procedure for removal of Committee, Board or Commission Chair

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

Section 1. Section 3.07(1) of the Board Rules is amended as follows:

3.07 RULES OF COMMITTEES, BOARDS AND COMMISSIONS. (1) The committee, board or commission shall select its chair, except where committee organization is otherwise governed by law. A Chair may be removed by majority vote of the Committee, Board or Commission.

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-07-08

RESOLUTION NO. 2007-_____

Designation of official county newspaper

WHEREAS, the Administration & Rules Committee has solicited proposals from the *Daily Jefferson County Union* and the *Watertown Daily Times* to be the County's official newspaper for the next two years, and

WHEREAS, the *Watertown Daily Times*' bid is about \$345 less than the bid of the *Daily Jefferson County Union* for printing the County Board minutes in the paper and the annual minute books, and

WHEREAS, the Committee determines that sixty minute books in a 5 ½ inch by 8 ½ inch format should be purchased, together with a CD of the minutes allowing for electronic access, and

WHEREAS, the *Daily Jefferson County Union* has paid circulation of 6,494 in Jefferson County compared to the *Watertown Daily Times* circulation of 5,164, and

WHEREAS, the Committee has determined that the bid of the *Daily Jefferson County Union* has met all the required specifications and is preferred given the small difference in price and 25% greater circulation in Jefferson County,

NOW, THEREFORE, BE IT RESOLVED that Jefferson County accepts the bid of the *Daily Jefferson County Union* and awards the printing and publishing work in accordance with the specifications for the two year term commencing April 15, 2008.

BE IT FURTHER RESOLVED that the *Daily Jefferson County Union* is hereby designated the official county newspaper for this term of the Jefferson County Board.

Fiscal Note: Costs vary based on the amount of minutes actually published. However, the per line price will allow for proper auditing of the publication charges. For publishing the minutes and sixty copies of the minute books, the annual cost is about \$15,000.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Requested by
Administration & Rules Committee

02-12-08

Philip C. Ristow: 02-04-08

ORDINANCE NO. 2007-_____

Speed limit for Fair Park

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

Section 1. Ordinance 97-08 shall be amended by creation of Section 9.085 to read:

9.085. EXCESSIVE SPEED AT FAIR PARK. Whoever operates a motor vehicle within the Jefferson County Fair Park at a speed in excess of 10 mph may be penalized as set forth in Section 9.19. This section shall not apply to the operators of county vehicles performing maintenance duties or the operators of vehicles engaged in an authorized program at the Park such as a demolition derby, pursuit driver training, or similar programs, while such operator is engaged in such program in the area authorized for the program.

Section 2: The Citation Ordinance shall be amended to include a base bond of \$25 for violation of Section 9.085, together with all other applicable surcharges and costs.

Section 3: This ordinance shall take effect upon passage, publication and erection of official signs.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Fair Park Committee

02-12-08

Philip C. Ristow: 01-17-08

ORDINANCE NO. 2007-_____

Consider increasing Purchasing Agent's discretion to buy items through other governmental contracts

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

Section 1. Section 3(d) of the Purchasing Ordinance, Ordinance No. 2005-01, shall be created as follows:

(d) The Purchasing Agent or designee is authorized to issue a purchase order without bidding for personal property or services where sufficient funds are budgeted for such purpose and the property or services are available through a federal, state or local government program that has sought bids for the desired item or services.

Section 2. Section 3(e) of the Purchasing Ordinance shall be created as follows:

(e) When items or services listed in the federal, state or local government programs are offered to the county for less than the prices set forth in said government programs, the Purchasing Agent shall decide whether to solicit additional quotations or require bids so as to insure public confidence in the process.

Section 3. Section 6(h) of the Purchasing Ordinance is hereby repealed.

Section 4. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Finance Committee

02-12-08

Philip C. Ristow: 02-07-08

RESOLUTION NO. 2007-_____

Authorize worker's compensation administration contract

WHEREAS, for many years, Jefferson County has used Cambridge Integrated Services Group, Inc. as the third-party administrator of its self-funded Worker's Compensation program, and

WHEREAS, services from Cambridge Integrated Services Group, Inc. were purchased on a per claim basis, with an annual minimum amount for services, and

WHEREAS, the proposed minimum amounts for services for 2008 and 2009 are \$19,700 and \$20,750, respectively, and

WHEREAS, the Finance Committee recommends entering a two-year contract with Cambridge in accordance with their proposal for minimum amounts of \$19,700 for 2008 and \$20,750 for 2009,

NOW, THEREFORE, BE IT RESOLVED that the County Clerk is authorized to contract with Cambridge Integrated Services Group, Inc., at the rates proposed for 2008 and 2009.

Fiscal Note: The minimum contract amount payable was \$19,000 in years 2003, 2004 and 2005. The minimum was \$19,700 for 2006 and 2007. During all of those years, the County has not exceeded the minimum when the fee is calculated on the per claim basis. It is not expected that the County will exceed the minimum in 2008 or 2009.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Finance Committee

02-12-08

Philip C. Ristow: 02-06-08

RESOLUTION NO. 2007-_____

Authorization to sell portions of Highway Department gravel stockpiles

WHEREAS, in an ongoing effort to reduce overall costs, the Highway Department has been purchasing hot mix asphalt from private contractors, which has proven to be more economical than operating the County's own plant, and

WHEREAS, the Highway Department Hot Mix Plant has been idled for the last two paving seasons and is now for sale, and

WHEREAS, inventories of stock piled gravel suitable for producing hot mix asphalt remain at the Hot Mix Plant, and

WHEREAS, the Purchasing Ordinance requires Board approval for sale of surplus property valued at more than \$25,000, and

WHEREAS, the Highway Department intends to sell the surplus gravel for the best price it can get, and

WHEREAS, the Highway Committee requests delegation from the County Board to approve the sale of designated stock piles of gravel if it can obtain favorable pricing,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Committee is delegated the authority to advertise and sell surplus gravel at the Hot Mix Plant site on terms deemed favorable by the Highway Committee.

Fiscal Note: Funds generated from the sale will be put in A/C 53471.483002 and used for other inventory needs. It is likely that revenues may exceed \$100,000.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Highway Committee

02-12-08

William T. Kern: 02-05-08

ORDINANCE NO. 2007-_____

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

Section 1. Section HR0220 , Application Procedure, of the Personnel Ordinance is amended by dividing HR0220A into two sections, creating section B, and renumbering remaining sections C. – G., and further amendments to sections A and B as follows:

HR0220 APPLICATION PROCEDURE.

- A. Department heads wishing to fill budget-authorized positions shall request approval ~~authorization~~ from the County Administrator or designee ~~subject to review and final approval of the Human Resources Committee~~. A report of the positions approved will be provided to the Human Resources Committee. Department heads wishing to fill positions that are not authorized in the budget shall request approval from the County Administrator or designee, subject to review by the Human Resources Committee and final approval of the County Board.
- B. If the filling of the position is approved ~~authorized~~, the Human Resources Department shall prepare and advertise the job description, salary, and required qualifications for the position. For generalized positions applications will be accepted annually, or as needed. In addition to advertising the Human Resources Department shall post any job vacancies within County service in several conspicuous places. Qualified County employees may notify the Human Resources Department of the desire to be included as an applicant for the position. . (Am. Ord. 2007-15, 07-10-07.)

Section 2. This ordinance shall be effective after passage and publication.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Human Resources Committee

02-12-08

Terri M. Palm: 02-04-08

RESOLUTION NO. 2007-_____

Resolution eliminating one full-time Licensed Practical Nurse, creating one full-time Registered Nurse, reducing the status of the Assistant Director of Nursing to less-than-half-time (non-benefited), and increasing the status of the Medical Records Clerk to full-time

WHEREAS, Countryside continues to explore changes in staffing levels to increase resident centered care and acuity, and

WHEREAS, recent vacancies due to attrition have created a new opportunity to reduce expenditures while maintaining or increasing the level of care, and

WHEREAS, the Nursing Home Administrator has reviewed the following changes with the Countryside Board of Trustees and recommends the following changes:

- Elimination of one full-time Licensed Practical Nurse
- Creation of one full-time Registered Nurse
- Reduce the status of the Assistant Director of Nursing from full-time to part-time without benefits
- Increase the status of the Medical Records Clerk from benefited part-time to full-time,

and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Nursing Home Director.

NOW, THEREFORE, BE IT RESOLVED that the 2008 County Budget setting forth position allocations at Countryside Home be and is hereby amended to reflect the above changes, to become effective upon passage of this resolution.

Fiscal Note: With the ability to reduce contracted labor, a net savings of \$27,279.32 is anticipated. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Human Resources Committee

02-12-08

Terri M. Palm: 12-04-07

RESOLUTION NO. 2007 - _____

Resolution creating three full-time Aging and Disability Resource Center Social Workers

WHEREAS, the Human Services Board recommends creation of three (3) full-time, represented Aging and Disability Resource Center Social Workers for the Aging and Disability Resource Center (ADRC), and

WHEREAS, Aging and Disability Resource Centers are the entry point to family care programs and a central source of information, assistance and access to community resources for older people and people with disabilities, as well as their families, and

WHEREAS, professional staff with discrete job duties are needed for the ADRC to begin operating in June of 2008, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Human Services Board.

NOW, THEREFORE, BE IT RESOLVED that the 2008 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: Exact additional cost for wages and benefits is yet to be determined from completion of a study of the position. Maximum cost expected for 2008 is \$180,417.60, and is anticipated to be offset 100% by state funding. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

VACANT _____

Requested by
Human Resources Committee

02-12-08

Prepared by
Terri M. Palm: 02-04-08

**HUMAN RESOURCES COMMITTEE
REPORT TO COUNTY BOARD**

Salaries need to be determined prior to June 1, 2008, for the three elected county offices on the November ballot. Therefore, the Human Resources Committee is discussing the wages for the positions of County Clerk, Register of Deeds and Treasurer.

Setting wages for the next term for the aforementioned elected officials has special considerations and challenges this year:

Implementing recommendations from the operational audit of the Administrator's County Clerk's Human Resources and Treasures Offices may have an impact on the duties of the County Clerk.

In addition, salaries today must cover 4-year terms for those offices. Without knowing exactly what the impact of the study will be, and without knowing what the County budget will be in the next four years, the Human Resources Committee has considered many options. It is currently considering recommending salaries for each of these positions as follows: 2.5% increase in 2009, a 2.5% increase in 2010, a 2.0% increase in 2011 and a 2.0% increase in 2012. (A 2.5% salary increase is in effect for the offices of the Sheriff, Coroner and Court of Clerk for 2009 and 2010).

Annual salaries for each of the positions for each of the four-year term appear below:

	County Clerk	Register of Deeds	Treasurer
2008	\$63,021.54	\$50,091.27	\$54,152.78
2009	\$64,597.08	\$51,343.55	\$55,506.60
2010	\$66,212.01	\$52,627.14	\$56,894.26
2011	\$67,536.25	\$53,679.68	\$58,032.15
2012	\$68,886.97	\$54,753.28	\$59,192.79

The total fiscal impact of the increase in these salaries for the next four years, including the Wisconsin Retirement System and FICA contributions, are as follows:

County Clerk: \$18,046.63
Register of Deeds: \$14,343.96
Treasurer: \$15,507.00

The Human Resources Committee will continue discussions at its next meeting on February 19, 2008. Board Supervisors are encouraged to contact a member of the Human Resources Committee with any suggested strategies or comments to consider and assist in formulating a recommendation for the Board. Committee members are Supervisors Rodney Laudenslager, James Maurer, Steve Nass, Julie Nelson, and Sharon Schmeling.

Terri M Palm
Human Resources Director

02-12-08

Terri M. Palm: 02-04-08

RESOLUTION NO. 2007-_____

Authorize MIS software installation contract

WHEREAS, software upgrades for county pc's including installation of the Vista Operating System and the most current version of Office are scheduled for 2008, and

WHEREAS, written bids have been received from four different Microsoft Certified Solutions provides as follows:

Inacom Madison, Wisconsin	\$80 per hour
PDS Madison, Wisconsin	\$85 per hour
Connection Strategies Pewaukee, Wisconsin	\$65 per hour
JSO Technology Wauwatosa, Wisconsin,	\$60 per hour

and

WHEREAS, MIS staff and the Infrastructure Committee recommend contracting with JSO Technology of Wauwatosa, Wisconsin, at a rate of \$60 per hour for installation of the software upgrades on approximately 400 county pc's,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract with JSO Technology at the rate of \$60 per hour for software installation for Microsoft Vista and Office.

BE IT FURTHER RESOLVED that the sum of \$35,000 budgeted in the 2007 budget in A/C #8501.520220 for this purpose be and is hereby transferred to the 2008 budget in said same account number.

Fiscal Note: \$35,000 was budgeted for this project in 2007. It is anticipated that amount should be sufficient given a rate of \$60 per hour to transfer all of the necessary software to the computers involved.

AYES _____
 NOES _____
 ABSENT _____
 ABSTAIN _____

Requested by
 Infrastructure/Veterans Committee
 Philip C. Ristow: 02-06-08

02-12-08

RESOLUTION NO. 2007-_____

Approve the All-Natural Hazard Mitigation Plan

WHEREAS, Jefferson County has contracted with Civi Tek Consulting to develop a natural hazard mitigation plan, and

WHEREAS, the purpose of the plan is to reduce governmental costs, and as a result, taxpayer funding for post-disaster recovery activities by taking steps to minimize the impact of natural disasters, improve response coordination and recovery, and

WHEREAS, plan development has followed a number of informational meetings, committee meetings and meetings of other governmental representatives, resulting in a final draft of the plan which has been approved by Wisconsin Emergency Management, and

WHEREAS, County Board approval of the plan should be followed by submission of the plan to Wisconsin Emergency Management and Federal Emergency Management Agency (FEMA) for certification,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby approves the All-Natural Hazard Mitigation Plan and authorizes the Emergency Management Director to submit the plan to the appropriate state and federal offices for certification.

Fiscal Note: Funds for this were previously budgeted and included grant monies. A fiscal benefit of plan certification will include a reduction in the County's match from 25% to 12.5% for flood mitigation projects, which include buying flood prone properties to prevent recurrent damage. (An executive summary was previously provided to the County Board members. The executive summary and the plan itself are available both on the County's web site and in the office of the Emergency Management Director.)

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Law Enforcement/Emergency Management Committee

02-12-08

Philip C. Ristow: 02-06-08

RESOLUTION NO. 2007-_____

**Authorize Intergovernmental Agreement
For Hazardous Material Level B Response Team**

WHEREAS, the Local Emergency Planning Committee (LEPC) is authorized by Statute Section 166.21(2m) to identify a local emergency response team for Level B releases, and

WHEREAS, a Level B release is a release of a hazardous substance that necessitates the highest level of protective equipment for respiratory systems of the emergency response personnel, but less skin protection than a Level A release, and

WHEREAS, the most common Level B release a person would face in Jefferson County would probably be anhydrous ammonia, used in farming and numerous manufacturing plants, and

WHEREAS, currently, Jefferson County communities have to call for assistance from Dodge County for a Level B response which of necessity takes more time than the response a local team could provide, and

WHEREAS, the Emergency Management Director has been able to secure a truck, trailer and equipment for a Level B Response Team using grant funds, and

WHEREAS, an additional \$10,000 per year in grant monies is available for a Level B Response Team, and

WHEREAS, the cities of Fort Atkinson and Lake Mills have trained personnel willing to staff a Jefferson County Level B Response Team, and

WHEREAS, the LEPC and the Law Enforcement/ Emergency Management Committee recommend entering an Intergovernmental Agreement with the cities of Fort Atkinson and Lake Mills (and any other Jefferson County municipality wishing to join) for the purpose of creating a Jefferson County Level B Response Team staffed by personnel from the participating municipalities and funded in accordance with the Intergovernmental Agreement,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board Chair is authorized to execute the Intergovernmental Agreement providing for a Jefferson County Level B Response Team.

Fiscal Note: The truck and trailer are already owned by Jefferson County. \$10,000 is available per year to defray maintenance costs and training costs for municipal personnel. An additional \$2,500 is in the 2008 budget for incidentals. Response team costs are the legal responsibility of the party that is responsible for the release of the hazardous substance. As a result, little additional expense is anticipated. The Intergovernmental Agreement allows the County or the municipalities to end their participation should additional costs be required.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Law Enforcement/Emergency Management Committee

02-12-08

Philip C. Ristow: 02-06-08

**AGREEMENT
FOR
LEVEL B HAZARDOUS MATERIALS RESPONSE TEAM**

Pursuant to the Local Emergency Planning Committee (hereinafter "LEPC") duties mandated in Section 166.20, Wis. Stats., and the general emergency response requirements in Section 166.03, Stats., and in consideration of the mutual covenants herein after set forth, Jefferson County, a municipal corporation (hereinafter referred to as "County"), and all municipal corporations which have become signatories to this agreement (hereinafter referred to as "Local Units") hereby agree as follows:

WHEREAS, the County desires to create and maintain a Level B Hazardous Materials Response Team (hereinafter referred to as "Level B Team") pursuant to the LEPC duties, and

WHEREAS, the Local Units also desire to create and maintain a Level B Team and are willing and able to provide manpower and other resources for the creation and maintenance of the Level B Team,

THEREFORE the parties hereto do agree as follows:

1. It is the intended purpose of the parties to:

a. Comply with the goals of the LEPC on hazardous material emergency response capability throughout the County. Such services shall be for emergency response to Level B hazardous substance discharges as defined in Section 166.20, Stats.

b. Comply with the requirements of the LEPC for hazardous material response information, training and emergency planning.

c. Recognize the County relies on Local Units to participate in training programs and provide support services to maintain the Level B Team upon identification of the Level B Team pursuant to Section 166.21(2m), Stats. This agreement shall not address incidents involving Level A releases and shall exclusively control incidents addressing Level B releases within Jefferson County as defined by Section 166.20 (ge) and (gi), Stats. The Level B Team shall serve as the County Level B Hazardous Materials Response Team providing assistance upon request to a Level B release that occurs within the County.

2. The parties expressly recognize and agree that this agreement is not intended to create or to assume fiduciary responsibilities to provide for the containment, cleanup, repair, restoration or investigation of the environment (air, land and water) in a hazardous substance discharge, which main responsibilities are and shall remain the sole obligation of the Wisconsin Department of Natural Resources under Section 166.20(4), Stats.

3. The LEPC shall apply for emergency planning grants under Section 166.21, Stats., for those purposes set forth in said section. The County shall be responsible for payments as described herein. County funding shall be at the County's discretion on a year to year basis. In the event the County fails to approve funding for the upcoming year, participating agencies may withdraw without giving the notice specified in paragraph 16.

4. Under Section 42 USC 11001 to 11050 (regarding emergency planning and community rights to know, hereinafter "the Act"), the County shall continue to carry out the following responsibilities related to hazardous substance emergency planning in conjunction with the Local Units' cooperation as provided in the LEPC plan:

- a. Providing information to facilities related to the Act's requirements.
- b. Organizing and presenting programs on the Act's requirements and how to complete forms and developing contingency plans.
- c. Reviewing facility onsite plans and touring facilities.
- d. Preparing offsite facility emergency plans.
- e. Organizing outreach programs to advise communities about emergency plans and actions they should take in the event of a hazardous materials incident.
- f. Coordinating acts as to hazardous materials information and plans with the County's Emergency Management Director.
- g. Providing public information and access to reports required under the Act.
- h. Review requests for reimbursements to local agencies for expenses incurred in response to a hazardous substance discharge in conformity with Section 166.22(4), Stats.

5. Upon request of the LEPC, the Emergency Management Director or other designated official, the Level B Team shall respond to a Level B hazardous substance discharge incident. The team will respond to Level B releases only as defined under subsection 166.20(1)(gi), Stats.

6. Local Units shall attempt to maintain a sufficient number of members to establish a team that meet the standards for hazardous materials technicians in 29 CFR 1910.120(q)(6)iii and National Fire Protection Association Standards NFPA 471 and 472. It shall not be a breach of this agreement if the Local Units are unable to maintain a sufficient number of members to staff the team. Only technicians from Local Units that are parties to this agreement may be members of the team.

7. The County shall be responsible for establishing procedures for local emergency response team actions that are consistent with the local emergency response plans developed under Section 166.20(3), Stats., and the state contingency plan established under Section 292.11(5), Stats.

8. Lake Mills shall be responsible for providing secure garage space for any vehicles and equipment belonging to the County and designated for use by the Level B Team. Use of this space is contingent on the Lake Mills Fire Department's determination that space is available.

9. The Local Units shall be responsible for all training and certification of the hazardous materials technicians and the maintenance of all equipment owned by the Local Unit. The County shall apply for grant funding under Section 166.21, Stats., to defray the cost of training and certification. Annually, the parties will apportion available grant funds to the Local Units in relation to amounts spent on grant aidable items.

10. The vehicles and equipment owned by Jefferson County shall be maintained by Jefferson County and insured through Jefferson County.

11. The Fort Atkinson Fire Department and the Lake Mills Fire Department shall oversee the day to day management and supervision of the Level B Team regarding training, staffing and equipment readiness.

12. The County shall seek reimbursement under Section 166.22(4), Stats., from a responsible party who caused the release of a hazardous substance for the actual, reasonable and necessary expenses incurred in responding to an emergency involving the release or potential release of a hazardous substance by said individual.

13. Each Local Unit shall have vehicle and equipment insurance, general liability and errors and omissions insurance covering vehicles and property owned by the Local Unit, and the acts of its members.

14. Section 166.03(8)(d), Stats., notwithstanding, each Local Unit shall have and maintain in full force and effect worker's compensation insurance covering the hazardous materials technicians employed by or a member of the Local Unit when acting as a member of the Level B Team. The Local Units shall be responsible for employee benefits and insurance coverage for any technicians employed by the Local Unit or if the technician is a volunteer, the technician shall be considered a member of the Local Unit for insurance or liability purposes when acting as a member of the Level B Team. The County shall not be liable for worker's compensation payments based on subrogation, which is waived by each Local Unit.

15. The County shall pay to each Local Unit the sum of \$13 per man-hour for staff time expended by the Local Unit's staff in response to a Level B call. Such rates shall be reviewed from time to time by the parties.

16. The term of this agreement shall be annual, shall be automatically renewable on the first day of January of each year unless written notice of termination is given to

the non-terminating parties at least sixty (60) days before the date of anticipated termination.

17. This agreement shall become effective at such time as the respective fire chief (or their designates) and the authorized representative of the governing board or body for each Local Unit have affixed their signatures to this agreement. The signed agreement shall be filed with the Emergency Management Director for the County.

18. The Local Units that are signatories to this agreement are listed in Addendum A which is attached hereto. A signed original copy of this agreement filed with the Emergency Management Director shall bind all parties even though the parties have not signed the same original agreement.

JEFFERSON COUNTY
By

City, Town, Fire District of _____
Authorized Representative:

Sharon L. Schmeling
County Board Chair

Signature

Dated: _____

Print Name

ATTEST:

Title

Barbara A. Frank Dated: _____

Chief of Fire Department

Dated: _____

**LOCAL EMERGENCY
PLANNING COMMITTEE**
By

Signature

Print Name

Title

Dated: _____

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

By virtue of the authority vested in me under Section 59.18 of the Wisconsin Statutes, I do hereby appoint the following individuals as members of the designated Boards or Commissions:

Mid-Wisconsin federated Library Systems Board

- a. Janet Negus, Jefferson, WI to fill an Unexpired Term ending January 1, 2009.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Community Options Long-Term Support

- a. Linda Branson, Cottage Grove, WI for an Indeterminate Term.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____