

AGENDA

JEFFERSON COUNTY BOARD MEETING

MONDAY, September 13, 2010 7:00 p.m.

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

1. **CALL TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 5. **REVIEW OF THE AGENDA**
 6. **APPROVAL OF COUNTY BOARD MINUTES – August 10, 2010 MEETING**
 7. **CONFIRMATION OF PRIOR APPOINTMENT OF DISTRICT 17 SUPERVISOR** (Page 1)
 8. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum to Agenda)
 - b. Zoning Committee Notice of Public Hearing, September 16, 2010, 7:00 p.m. Rm 205 (Page 2-3)
 9. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of 2009 Audited Financial Statements by Clifton Gunderson
 10. **PUBLIC COMMENT**
 11. **ANNUAL REPORTS**
 - a. Child Support – Stacey Schuck
 - b. Historic Site Preservation Commission – John Molinaro
 - c. Land Information – Andy Erdman
 - d. Land & Water Conservation – Mark Watkins
 - e. Planning & Zoning – Rob Klotz
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
12. **ADMINISTRATION & RULES COMMITTEE**
 - a. Resolution – Recommend establishing a non-partisan legislature (Page 4)
 13. **FINANCE COMMITTEE**
 - a. Resolution – Award Register of Deeds record redaction contract (Page 5)
 - b. Resolution – Initial resolution authorizing the issuance of general obligation refunding bonds in the amount of approximately \$2,820,000 and providing for the sale of the bonds (Page 6-13)
 - c. Resolution – Modification of County's Fund Balance Policy (Page 14-17)

14. HUMAN RESOURCES COMMITTEE
 - a. Resolution – Eliminating one part-time Enforcement Specialist position and creating one full-time Enforcement Specialist position in the Child Support Agency (Page 18)
 - b. Resolution – Approving a five-year contract for an Employee Assistance Program (Page 19)

15. LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE
 - a. Ordinance – Update Emergency Management statutory references (Page 20-21)

16. SOLID WASTE & AIR QUALITY COMMITTEE
 - a. Resolution – Support of Pharmaceutical Drug Take-Back Programs (Page 22)

17. APPOINTMENTS BY COUNTY ADMINISTRATOR
 - a. Bennett Brantmeier, Town of Hebron, to the Sheriff's Civil Service Commission to fill an unexpired term ending January 1, 2015 (Page 23)

18. ANNOUNCEMENTS
 - a. Resolution 2010-47 - Recognition – Outgoing Supervisor Carol Ward Knox (Page 24)

19. ADJOURN

**NEXT COUNTY BOARD MEETING, OCTOBER 12, 2010 7:00 P.M. ROOM 205
BUDGET PUBLIC HEARING - OCTOBER 26, 2010 7:00 P.M. ROOM 205**

At the August 10, 2010 County Board Meeting, Mary Delany was appointed to fill the vacancy in Supervisory District 17.

Thereafter, the County Board confirmed her appointment to the ~~HOME~~ Jefferson County Economic Development Consortium Board as a County Board Representative.

It is advisable to separate confirmation of these two appointments and to separately confirm her appointment to fill the vacancy in District 17.

The Chair will entertain a motion from the floor to confirm the appointment to fill the vacancy in District 17.

**NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Rick Kuhlman; Amy Rinard

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 Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, September 16, 2010, 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 zoning ordinance of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

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

3490A-10 – Jeffrey Becker/Steven & Jody Knoebel Property: Rezone approximately 0.24 acre of PIN 008-0715-2412-001 (21.317 Acres) to add it to adjoining A-3 zoned property at **N6099 CTH P** in the Town of Farmington.

3491A-10 – Ed & Caroline Soleska: Rezone approximately 6 3/4 acres of PIN 008-0715-1433-000 (25 Acres) to create two a new building sites near **N6173 North Helenville Road** in the Town of Farmington.

3492A-10 – Richard Jaeger: Create a new, approximate 2-acre building site near **N9404 Fox Road** in the Town of Ixonia from PINs 012-0816-0431-000 (40 Acres) and 012-0816-0434-000 (30.358 Acres).

3493A-10 – Al Vogel/George Niebler Trust Property: Rezone approximately 3 acres of PIN 014-0614-2041-000 (25 Acres) in the Town of Jefferson on **Regelein Lane** for a new residential building site.

3494A-10 – Eugene Hasel: Create an approximate 1.8-acre lot on **CTH G** from part of PIN 018-0713-3614-000 (36.670 Acres) in the Town of Lake Mills.

3495A-10 – Ora & Ruby Duwe: Create an approximate 2.5-acre lot with existing home at **W6001 Church Rd.** in the Town of Milford from part of PIN 020-0714-0323-000 (34.7 Acres).

3496A-10 – Stephen A. Johnson: Rezone approximately 2 acres of PIN 030-0813-2842-000 (23.16 Acres) for a new building site on **Toppe Rd.** in the Town of Waterloo.

3497A-10 – Kevin Horack: Rezone approximately 5.77 acres of PIN 032-0815-2732-001 (20.5 Acres) to create a lot around the home at **N7808 CTH X** in the Town of Watertown.

CONDITIONAL USE PERMIT APPLICATIONS

CU1634-10 – David Gust & Elisa Ruer: Conditional use to allow an extensive on-site storage structure in a Residential R-2 zone at **N6111 Grey Fox Trail** in the Town of Concord. The site is part of PIN 006-0716-1534-002 (3.978 Acres).

CU1635-10 – Ray Leanna Construction Inc./Paul & Kristin Reilly Property: Conditional use to allow an extensive on-site storage structure in a Residential R-1 zone at **W1417 N. Blue Spring Lake Dr.** The property is in the Town of Palmyra on PIN 024-0516-2844-000 (0.659 Acres).

CU1636-10 – Cold Spring Egg Farm Inc.: Conditional use to allow expansion of an intensive ag operation/egg laying operation at **W2024 and W2410 STH 59** in the Town of Palmyra. The site is on PINs 024-0516-1911-000 (105.146 Acres), 024-0516-1911-001 (1.054 Acre), 024-0516-1912-000 (53.8 Acres) and 024-0516-3031-001 (13 Acres) in an A-1 Agricultural zone.

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.

Item 12a

RESOLUTION NO. 2010-____

Resolution to recommend establishing a non-partisan legislature

WHEREAS, elections to municipal offices, judicial seats and county boards in Wisconsin are non-partisan where candidates neither declare nor are listed on the ballot as belonging to any political party, and

WHEREAS, municipal and county boards make policy decisions on a number of important questions without regard to party or faction, and

WHEREAS, in the state legislature, power is concentrated in party caucuses controlled by the party leadership and votes many times are strictly along party lines, and

WHEREAS, such party factionalism was warned against by our nation's Founding Fathers, including our first President, George Washington, and

WHEREAS, states such as Nebraska, Minnesota and Nevada either have or have had state legislative bodies where members were elected without party designation, and

WHEREAS, such non-partisan members of the legislature can vote without being beholden to party loyalty or apparatuses controlling their funding for election, and

WHEREAS, such non-partisan members of the legislature can vote in the best interests of their constituents, their state and in accord with their beliefs without being forced to demonstrate party loyalty.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board recommends the Wisconsin Counties Association consider supporting legislation to establish a non-partisan State Assembly and State Senate.

Fiscal Note: This resolution has no fiscal impact. If such recommended legislation were adopted, some increase in cost may occur for election administration.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Administration & Rules Committee

09-13-10

Phil Ristow: 09-07-10

RESOLUTION NO. 2010-_____

Award Register of Deeds record redaction contract

WHEREAS, the County Board has previously approved a \$5 fee per recorded document to fund redaction of social security numbers from the Register of Deeds' document images that are available online, and

WHEREAS, automated processes have been developed to redact social security numbers from Register of Deeds' recordings, which over the years, exceed 1.6 million images, and

WHEREAS, proposals were solicited to obtain redaction services with the following results:

<u>Bidder</u>	<u>Estimated Cost</u>
1. Document Technology Systems	No quotation
2. Extract - I.D. Shield	\$44,000
3. Fidlar Technologies	No separate quote for redaction only
4. TriMin Systems Inc.	\$45,600, and

WHEREAS, the Register of Deeds has reviewed the proposals and recommends Extract – I.D. Shield, and

WHEREAS, the Finance Committee recommends a budget amendment allocating the \$5 per document revenue towards the cost of this contract,

NOW, THEREFORE, BE IT RESOLVED that the Register of Deeds is authorized to contract with Extract – I.D. Shield at the bid of \$44,000 plus incidental costs for data transfer.

BE IT FURTHER RESOLVED that the 2010 budget is amended as set forth in the fiscal note below.

Fiscal Note: Expenditures for the contracted services will be charged to A/C 1001.521295 (data conversion). The Register of Deeds anticipates receiving \$44,000 in redaction fee revenue through early 2011 to cover the cost of this contract. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____

Requested by
 Planning & Zoning Committee and Finance Committee

09-13-10

Philip Ristow: 09-08-10

Item 13b

RESOLUTION NO. 2010-_____

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS IN AN AMOUNT OF APPROXIMATELY \$2,820,000 AND PROVIDING FOR THE SALE OF THE BONDS

WHEREAS, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") has determined that the County is in need of an amount of approximately \$2,820,000 for the public purpose of refunding obligations of the County, including interest on them, specifically: the County's Promissory Note, dated July 12, 2000, the General Obligation Promissory Notes, dated April 1, 2001, the General Obligation Promissory Notes, Series 2002A, dated November 1, 2002, and the General Obligation Promissory Notes, Series 2003B, dated August 1, 2003, (hereinafter the refinancing of the County's outstanding obligations shall be referred to as the "Refunding"); and

WHEREAS, counties are authorized by the provisions of Section 67.04 of the Wisconsin Statutes to borrow money and to refund outstanding obligations; and

WHEREAS, the County Board of Supervisors of the County hereby finds and determines that general obligation bonds should be issued in an amount of approximately \$2,820,000 for the purpose described above; and it is now necessary and desirable to authorize their sale.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Authorization of the Bonds. For the purpose of paying costs of the Refunding, there shall be borrowed pursuant to Section 67.04 of the Wisconsin Statutes, a principal amount of approximately TWO MILLION EIGHT HUNDRED TWENTY THOUSAND DOLLARS (\$2,820,000) from a purchaser to be determined by competitive sale (the "Purchaser").

Section 2. Sale of the Bonds. To evidence such indebtedness, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, general obligation bonds aggregating a principal amount of approximately TWO MILLION EIGHT HUNDRED TWENTY THOUSAND DOLLARS (\$2,820,000), which bonds shall be designated "General Obligation Refunding Bonds" (the "Bonds"). The County shall offer the Bonds for public sale pursuant to parameters established by the County Board of Supervisors.

Section 3. Notices of Sale. The County Clerk (in consultation with the County's financial advisor, Ehlers & Associates, Inc.) shall cause a Notice of Sale to be prepared and distributed and may prepare or cause to be prepared an Official Statement or other form of offering circular setting forth the details of the Bonds.

Section 4. Award of the Bonds. Following receipt of bids for the Bonds, the County Board of Supervisors or, at its direction, the Finance Committee shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder

therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Bonds as the same becomes due as required by law.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Fiscal Note: The County owes \$2,772,247 from various borrowings over the years. As currently structured, the debt is payable over the next 5 years, with interest totaling \$156,386. With historically low interest rates available today, refinancing the debt would reduce the total interest to about \$39,000. From the \$117,000 savings, after deducting refinancing costs of \$39-46,000, the County would get a net savings of about \$71-78,000.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Finance Committee

09-13-10

Quarles & Brady: 09-08-10; Phil Ristow 09-09-10

Preliminary Report on Proposed Refunding Bonds

Jefferson County, Wisconsin

September 9, 2010

Prepared and Presented by:

David Wagner, CIPFA
Senior Vice President/Financial Advisor

And

Dawn Gunderson, CPFO, CIPFA
Vice President/Financial Advisor

EXECUTIVE SUMMARY

The proposed refunding and restructuring of all the County's \$2,772,247 G.O. debt is estimated to provide \$70,789 in net future interest savings over the next 5 years. The net savings are calculated by Ehlers and Associates after considering all debt issuance costs (a maximum of \$46,900).

The proposed new debt structure shortens the average life of the County's debt to about 1.0 year and keeps the current debt payment level for 2011 and 2012. This proposal also leaves the County's unrestricted General Fund balance available for some combination of increasing the level of working cash, contingencies and/or funding capital expenditures without additional use of debt.

The net present value of the savings is \$65,630 using 0.50% per annum as the discount factor (the assumed rate that cash would be invested as an alternate use of cash). Another method of calculating the net present value of the savings would be to use the All Inclusive Cost of the borrowing (estimated to be 2.434%), which would yield \$48,280.

The proposal would be finalized with a competitive sale of Refunding Bonds in October to take advantage of municipal bond interest rates, which are currently at 35 year lows.

ATTACHMENTS

- Page 1 – Estimated Sources and Uses of Funds
- Page 2 – Estimated New Debt Schedule
- Page 3 – Estimated Comparison of New vs. Old Debt Payments
- Page 4 – Existing Debt Schedule

Jefferson County, Wisconsin

\$2,820,000 General Obligation Refunding bonds

Dated November 17, 2010 | Assumes 9-7-2010 "Aa" scale + .25

Sources & Uses

Dated 11/17/2010 | Delivered 11/17/2010

Sources Of Funds

Par Amount of Bonds	\$2,820,000.00
Transfers from Prior Issue Debt Service Funds	20,576.92

Total Sources **\$2,840,576.92**

Uses Of Funds

Total Underwriter's Discount (0.500% maximum allowance, expected to be 0.25%)	14,100.00
Financial Advisor	20,100.00
Bond Counsel	6,500.00
Rating Agency Fee	6,200.00
Deposit to Current Refunding Fund	2,790,576.82
Rounding Amount	3,100.10

Total Uses **\$2,840,576.92**

Jefferson County, Wisconsin

\$2,820,000 General Obligation Refunding bonds

Dated November 17, 2010 | Assumes 9-7-2010 "Aa" scale + .25

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/17/2010	-	-	-	-	-
04/01/2011	1,295,000.00	0.560%	6,920.36	1,301,920.36	-
10/01/2011	-	-	5,670.00	5,670.00	-
12/01/2011	-	-	-	-	1,307,590.36
04/01/2012	1,300,000.00	0.720%	5,670.00	1,305,670.00	-
10/01/2012	-	-	990.00	990.00	-
12/01/2012	-	-	-	-	1,306,660.00
04/01/2013	225,000.00	0.880%	990.00	225,990.00	-
12/01/2013	-	-	-	-	225,990.00
Total	\$2,820,000.00	-	\$20,240.36	\$2,840,240.36	-

Yield Statistics

Bond Year Dollars	\$2,804.67
Average Life	0.995 Years
Average Coupon	0.7230567%
Net Interest Cost (NIC)	1.2257902%
True Interest Cost (TIC)	1.2314924%
Bond Yield for Arbitrage Purposes	0.7229629%
All Inclusive Cost (AIC)	2.4335229%

IRS Form 8038

Net Interest Cost	0.7230567%
Weighted Average Maturity	0.995 Years

Jefferson County, Wisconsin

\$2,820,000 General Obligation Refunding bonds

Dated November 17, 2010 | Assumes 9-7-2010 "Aa" scale + .25

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings (Cost)	Fiscal Total
11/17/2010	-	(3,100.10)	(20,576.92)	(17,476.82)	-
12/01/2010	-	-	20,576.92	20,576.92	3,100.10
03/01/2011	-	-	20,576.92	20,576.92	-
04/01/2011	1,301,920.36	1,301,920.36	1,203,425.00	(98,495.36)	-
06/01/2011	-	-	20,576.92	20,576.92	-
09/01/2011	-	-	20,576.92	20,576.92	-
10/01/2011	5,670.00	5,670.00	22,387.50	16,717.50	-
12/01/2011	-	-	20,576.92	20,576.92	5,508.85
03/01/2012	-	-	20,576.92	20,576.92	-
04/01/2012	1,305,670.00	1,305,670.00	747,387.50	(558,282.50)	-
06/01/2012	-	-	20,576.92	20,576.92	-
09/01/2012	-	-	20,576.92	20,576.92	-
10/01/2012	990.00	990.00	9,450.00	8,460.00	-
12/01/2012	-	-	20,576.92	20,576.92	(472,532.82)
03/01/2013	-	-	20,576.92	20,576.92	-
04/01/2013	225,990.00	225,990.00	534,450.00	308,460.00	-
06/01/2013	-	-	20,576.92	20,576.92	-
09/01/2013	-	-	20,576.92	20,576.92	-
12/01/2013	-	-	20,576.92	20,576.92	390,767.68
03/01/2014	-	-	20,576.92	20,576.92	-
06/01/2014	-	-	20,576.92	20,576.92	-
09/01/2014	-	-	20,596.92	20,596.92	-
12/01/2014	-	-	20,576.67	20,576.67	82,327.43
03/01/2015	-	-	20,576.67	20,576.67	-
06/01/2015	-	-	41,041.01	41,041.01	-
12/01/2015	-	-	-	-	61,617.68
Total	\$2,840,240.36	\$2,837,140.26	\$2,907,968.15	\$70,827.89	- \$70,788.92

PV Analysis Summary (Net to Net)

Net PV Cashflow Savings @ 0.5%(ASSUMED INVESTMENT RATE) 65,630.00

Net PV Cashflow Savings @ 2.434%(AIC) 48,280.00

Net PV Benefit / \$2,720,000 Refunded Principal @ 0.50% 2.4%

Net PV Benefit / \$2,720,000 Refunded Principal @ 2.434% 1.8%

Refunding Bond Information

Refunding Dated Date 11/17/2010

Refunding Delivery Date 11/17/2010

SCHEDULE OF GENERAL OBLIGATION DEBT OUTSTANDING
JEFFERSON COUNTY, WISCONSIN
AS OF NOVEMBER 17, 2010

	G.O. Notes		G.O. Notes		G.O. Notes		G.O. Notes		TOTAL PRINC	TOTAL INT	PRINC & INT
	DATED	ORIG AMT	DATED	ORIG AMT	DATED	ORIG AMT	DATED	ORIG AMT			
	7/12/2000	\$875,000	4/1/2001	\$840,000	11/1/2002	\$5,000,000	8/1/2003	\$4,000,000			
MAT	Quarterly		4/1		4/1		1-Apr				
RE	Korth Park		Parks Maint Bldg		Countryside Home		Countryside Home				
RATES	5.0%		4.50%		3.60-3.70%		3.30-3.60%				
YEAR	PRINC	INT	PRINC	INT	PRINC	INT	PRINC	INT	TOTAL PRINC	TOTAL INT	PRINC & INT
2010	16,049	4,528							16,049	4,528	20,577
2011	66,226	16,081	185,000	4,163	525,000	18,700	450,000	42,950	1,226,226	81,894	1,308,119
2012	69,600	12,707			250,000	4,625	475,000	27,213	794,600	44,545	839,144
2013	73,145	9,161					525,000	9,450	598,145	18,611	616,757
2014	76,872	5,435							76,872	5,435	82,307
2015	60,357	1,373							60,357	1,373	61,730
	362,247	49,286	185,000	4,163	775,000	23,325	1,450,000	79,613	2,772,247	156,386	2,928,633
Call Dates	7/1/2010		4/1/2007		4/1/2009		4/1/2010				

Item 13c

Executive Summary Proposed Fund Balance Policy September 9, 2010

The purpose of the proposed Fund Balance Policy is to retain enough fund balance (and indirectly cash itself) in order to give the County the liquidity for both normal operations, unforeseen circumstances, and help keep the mill rate relatively stable.

In summary, the two major changes to the policy are:

- The current policy is to retain a minimum of one month and a maximum of two months of budgeted expenditures. The proposed policy is to retain a minimum of two months and a maximum of three months.
- If three months of budgeted expenditures is not retained, then either (a) a plan is offered on how to restore the three month level, or (b) the rationale to retain less than three months is given to the County Board.

An important item to note is that the adoption of the policy does not specifically increase any costs to the County. Rather, it takes available proceeds from the sale of Countryside Home and fully funds the recommended reserve levels to be retained by the County.

A calculation of the three month figure is set forth below, showing funding with Countryside proceeds. The values are as of 8/31/10.

Description		One Month	Two Months	Three Months
Budgeted expenditures for 2010	76,619,386			
Remove Countryside expenditures	(12,392,973)			
Reclass Care Wisconsin payment	1,559,649			
Reclass Countryside principal	<u>950,000</u>			
Total revised 2010 budgeted expenditures	66,736,062	5,561,339	11,122,677	16,684,016
Currently retained fund balance (12/31/09)		<u>11,383,469</u>	<u>11,383,469</u>	<u>11,383,469</u>
Available funds		5,822,131	260,792	(5,300,547)
Estimated Countryside sale proceeds			<u>8,672,463</u>	<u>8,672,463</u>
Net available funds			8,933,255	3,371,917

David P. Ehlinger, CPA
Accounting Manager
Jefferson County

Resolution 2010 -- _____

Modification of County's Fund Balance Policy

WHEREAS, the Finance Committee and county staff both deemed it appropriate to review the County's current Fund Balance Policy, and

WHEREAS, changes in governmental accounting standards, changes in national association best practices, the current economic climate, and the sale of Countryside Home have all occurred since the policy was last amended by the County Board in October 2007, and

WHEREAS, the Finance Committee has worked with Ehlers & Associates, the County's independent financial advising firm, and Clifton Gunderson LLP, the County's independent auditing firm, to develop a new Fund Balance Policy,

NOW, THEREFORE BE IT RESOLVED that the Fund Balance Policy listed below is hereby adopted by the Jefferson County Board of Supervisors, rescinding the prior policy adopted in Resolution 2007-62.

**Jefferson County
Fund Balance Policy**

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

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

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

1. Jefferson County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Fund Balance Type Definitions*. All definitions within the Fund Balance Policy will be in agreement with GASB Statement No 54.
2. GASB Statement No. 54 pertains only to governmental funds. Business type funds, such as the Highway Department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.
3. The County shall maintain a minimum of two (2) months of budgeted expenditures within the General Fund for "working capital." This "working capital" shall be maintained to help cover revenue shortfalls, unanticipated expenditures, stabilize the tax rate, and provide liquidity.
4. The Finance Committee shall strive to maintain three (3) months of budgeted expenditures within the General Fund for "working capital."

- a. Should a budget proposed for adoption seek to utilize a portion of this additional “month” of “working capital,” the reasoning for the usage of working capital shall be included in the budget document.
 - b. Within three months of the adoption of the proposed budget, unless already included in the budget document, the County Board shall be informed by the Finance Committee and/or the County Administrator as to either
 - i. A plan to restore the three months of working capital and related time frame, or
 - ii. The rationale for remaining between two (2) and three (3) months working capital.
5. Budgeted expenditures shall be defined as
 - a. Total budgeted expenditures for the entire County in all governmental and business type funds for the immediate prior year (i.e. most recently adopted budget).
 - b. Total budgeted expenditures shall include operating, capital, and debt expenditures.
 - c. Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.
6. Any amount above three (3) months of budgeted expenditures shall be considered as the County’s unassigned fund balance. During the preparation of the budget for the subsequent year, the Finance Committee shall recommend to the County Board its plan for usage of this unassigned fund balance. This usage shall be limited to:
 - a. Fund capital outlay, being specific on purpose and timing of said outlay.
 - b. Repayment of debt
 - c. Reduction of tax levy
7. All departments shall transfer all remaining balances at year end to the General Fund, unless these balances are requested and approved to be non-lapsing.
8. Each department shall make a written preliminary request to the Finance Department by December 1st of each year for both discretionary and non-discretionary non-lapsing requests to be carried forward into the subsequent budget year. The Finance Committee at its first available meeting in December reviews these requests. Should the Finance Committee determine it will not support a discretionary non-lapsing request; the applicable department shall be informed so that they have until year end to determine a course of action.
9. Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.
 - a. Non-discretionary
 - i. Non-spendable, because of their form. Examples include
 1. Inventory
 2. Delinquent property taxes
 3. Prepaid expenditures
 - ii. Restricted, because of externally enforceable limitations on use. Examples include:
 1. Statutory limitations
 2. Specific donor limitations
 3. Signed contracts and/or purchase orders with vendors
 4. Specific state agency limitations
 5. Unspent bond proceeds.

b. Discretionary, which are classified as committed under GASB Statement No 54.

Examples include:

- i. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.
- ii. Available departmental surpluses wished to be used for future appropriations.
- iii. Special circumstances that shall be considered by the Finance Committee.

10. Final written requests for both discretionary and non-discretionary non-lapsing items are due to the Finance Department by February 15th of the succeeding year. Thereafter, the Finance Committee will propose a resolution to the County Board with their recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

11. In regards to vested employee benefits for governmental funds, the County specifically intends that such vested benefits (sick pay and vacation pay) shall include (a) 100% of the calculated liability for vested vacation pay and (b) 65% of vested sick pay, with both as "assigned" fund balances as defined under GASB Statement No 54. While it may be argued that the County does not have to accrue this liability for governmental funds, the County has elected to fully fund this liability with an assigned fund balance.

Ayes _____

Noes _____

Abstain _____

Absent _____

Fiscal note: The Fund Balance Policy is applied each year by the Finance Committee during the creation of the tax levy for the subsequent year.

Requested by:
Finance Committee

9/13/10

David P. Ehlinger: 9/2/10
David P. Ehlinger and Philip C Ristow: 9/8/10
David P. Ehlinger: 9/9/10

Item 14a

RESOLUTION NO. 2010-_____

Resolution eliminating one part-time Enforcement Specialist position and creating one full-time Enforcement Specialist position in the Child Support Agency

WHEREAS, the Child Support Agency receives a significant portion of its funding based on meeting performance standards, and

WHEREAS, the current economy has increased the Child Support Agency’s workload and increasingly challenges the Agency to meet performance standards required to receive all funding for which it is eligible, and

WHEREAS, the Child Support Director recommends increasing the hours of one (1) part-time (19 hours/week) Enforcement Specialist position to full-time, which will assist the Agency in meeting the performance standards, thereby capturing the available funding, and

WHEREAS, after due consideration, the Human Resources Committee recommends the elimination of one part-time Enforcement Specialist position and the creation of one full-time Enforcement Specialist position in the Child Support Agency, as requested by the Child Support Director.

NOW, THEREFORE, BE IT RESOLVED that the 2010 County Budget setting forth position allocations in the Child Support Agency be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: This position is 66% funded with Federal funding. The remaining maximum tax-levy cost is \$2674.48 in 2010, which may still be offset by potential funding through ARRA. Regardless of additional funding, sufficient funds are available in the Child Support Agency’s 2010 budget to cover the tax-levy portion of this cost. Therefore, no additional funding is requested. The total net annual cost of creating a full-time position and eliminating the part-time position is \$40,937.32, which is 66% federally funded, leaving a net annual tax-levy cost in 2011 of \$13,918.69. As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

09-13-10

Terri M. Palm-Kostroski: 08-23-10

Resolution approving a five-year contract for an Employee Assistance Program

WHEREAS, Jefferson County cares about the health and well-being of its employees and their families and recognizes that a variety of personal problems can disrupt their personal and work lives, and

WHEREAS, while many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice, and

WHEREAS, when personal and work problems directly impact the employee's job performance, professional assistance from an Employee Assistance Program (EAP) is a proven, cost effective solution for the employer and the employee. Studies by the Department of Workforce Development demonstrate that each dollar invested in an EAP can save the employer \$5.00 - \$16.00 by reducing sick leave usage, work related accidents, workers' compensation claims, lost time, grievances and time spent on disciplinary action, and

WHEREAS, the current five-year contract with the County's current provider, NEAS, Waukesha, Wisconsin, expired August 31, 2010, and

WHEREAS, the proposed renewal rate of \$1.90 per employee per month is a 5% increase from the 2005-2010 rate; and, such rate is the average 2010 rate paid by 14 other comparable counties, which rate is guaranteed for Jefferson County through 2015, and

WHEREAS, the contract gives Jefferson County the option to terminate it effective January 1 of any year during the contract term upon thirty days advance notice, and

WHEREAS, the Human Resources Committee recommends the proposal of NEAS in the amount of \$12,540 per year.

NOW, THEREFORE, BE IT RESOLVED that the contract with NEAS, Waukesha, Wisconsin, in the amount of \$12,540 annually, or \$62,700 for five years, is hereby approved and the Human Resources Director is authorized to execute the contract for the above project.

Fiscal Note: The cost of the service is based on a charge per-employee, per month. The per-employee rate for Jefferson County is \$1.90/month. Assuming 550 employees and families, the annual cost is \$12,540. Funds for this service in the amount of \$16,290 are in the 2010 Human Resources budget and are currently proposed in the 2011 Human Resources budget at \$12,540. The cost reduction is due to fewer employees after the sale of Countryside.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Human Resources Committee

09-13-10

Terri M. Palm-Kostroski: 08-23-10; Phil Ristow: 08-25-10, 09-08-10

ORDINANCE NO. 2010-_____

Update Emergency Management statutory references

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

Section 1. Section 4(1) of the Emergency Management Ordinance is amended as follows:

SECTION 4. EMERGENCY MANAGEMENT COMMITTEE. (1) How Constituted. There is hereby created an Emergency Management Committee. The Law Enforcement Committee of the County Board, as established by the County Board Rules, is hereby designated the Emergency Management Committee. As provided in Section ~~166.03(4)(e)~~ 323.14(1)(3), Statutes, the County Board Chair shall designate a member of the committee to act as chairperson when this committee is convened as an Emergency Management Committee. [Amended 02/14/06, Ord. No. 2005-45]

Section 2. Section 4(2) of the Emergency Management Ordinance is amended as follows:

(2) Duties of Emergency Management Committee. The Emergency Management Committee is hereby delegated policy-making and rule-making authority for the implementation of Chapter ~~166~~ 323 of the Wisconsin Statutes. Said committee shall plan and execute activities in accordance with said section. Said committee shall be subject to the powers of the County Board and shall comply with the personnel, purchasing and budgeting rules established by said Board. The committee shall utilize the services of the County Administrator and shall exercise general supervision and control over the Emergency Management Director.

Section 3. Section 5(1) of the Emergency Management Ordinance is amended as follows:

SECTION 5. EMERGENCY MANAGEMENT DIRECTOR. (1) Position Created. There is hereby created the position of Emergency Management Director. The Director shall be the principal executive officer of the Emergency Management Department and shall carry out the powers and duties set forth in Chapter ~~166~~ 323 of the Wisconsin Statutes and also the powers and duties set forth in the job description established by the Personnel Committee and the Emergency Management Committee.

Section 4. Section 5(4) of the Emergency Management Ordinance is amended as follows:

(4) Statutory Provisions. The provisions of Chapter ~~166~~ 323 of the Wisconsin Statutes relating to emergency management personnel shall apply to the Director and his staff.

Section 5. Section 9(1) of the Emergency Management Ordinance is amended as follows:

SECTION 9. SUCCESSION TO COUNTY OFFICES. (1) All County officers and department heads shall designate persons as emergency interim successors to their respective offices as provided by Section ~~166.08(6)~~ 323.54 of the Wisconsin Statutes. [Amended 02/14/06, Ord. No. 2005-45]

Section 6. This ordinance shall be effective after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Law Enforcement/Emergency Management Committee

09-13-10

Philip C. Ristow: 09-08-10

Support of Pharmaceutical Drug Take-Back Programs

WHEREAS, Jefferson County has a long history of providing its citizens with a responsible and environmentally safe way of disposing of hazardous chemicals, pharmaceuticals and e-waste (electronics), and

WHEREAS, the FDA (Food and Drug Administration) updated news release of October 2009 on "How to Dispose of Unused Medicines" recommended take-back programs as a solution instead of disposal of drugs in the trash or by flushing, and

WHEREAS, Jefferson County wants residents to use the take-back or Clean Sweep programs instead of the other two alternatives, and

WHEREAS, the Jefferson County Solid Waste/Air Quality Committee and the Jefferson County Sheriff's Department have developed a drug take-back program, and

WHEREAS, a secure container for collection of pharmaceutical drugs including controlled and non-controlled substances will be placed in the Jefferson County Sheriff's jail lobby for all Jefferson County residents to use, and

WHEREAS, this container for drug disposal is being made and will be donated by JWR Inc. from Johnson Creek, and

WHEREAS, residents will have access to the drug drop-off container seven days a week around the clock, and

WHEREAS, take-back programs reduce the danger of harm to children and pets from drug poisoning through unintentional use or illegal abuse of drugs, and

WHEREAS, using the drug take-back program stops drug contamination of surface and ground waters, and

WHEREAS, the Jefferson County Solid Waste/Air Quality Committee and Sheriff's Department program need support from county, state, and federal legislators,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board requests state and federal legislators to adopt appropriate regulations and policies for drug disposal and to direct monies to help initiate drug take-back programs for the safety of residents and the surrounding environment.

Fiscal Note: Clean Sweep is not funded by the tax levy. Clean Sweep gets its funds from Waste Management contractual yearly fees and Wisconsin State Clean Sweep grants. Approximately \$150,000 annually is needed to keep the Clean Sweep program at its present level of service. The cost of drug disposal at present is about \$6,000. With a permanent drop-off site, that amount could increase by an estimated \$4,000.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Solid Waste & Air Quality Committee
and Administration & Rules Committee

09-13-10

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

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

Sheriff's Civil Service Commission

- a. Bennett Brantmeier, Town of Hebron, to fill an unexpired term ending January 1, 2015.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

