

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, March 11, 2008 7:00 p.m.

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

1. CALL TO ORDER
2. ROLL CALL
3. CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW
4. REVIEW OF THE AGENDA
5. APPROVAL OF COUNTY BOARD MINUTES – FEBRUARY 12, 2008 MEETING
6. COMMUNICATIONS
 - a. Treasurer's Monthly Report (Addendum to Agenda)
 - b. Zoning Committee Notice of Public Hearing, March 20, 2008, 7:00 p.m. Rm 205
7. PUBLIC COMMENT
8. **ANNUAL REPORTS**
 - a. Coroner – Patrick Theder
 - b. County Clerk – Barbara Frank
 - c. Treasurer – John Jensen
 - d. Register of Deeds – Staci Hoffman

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

9. **ZONING & PLANNING COMMITTEE**
 - a. Report – Approval of Petitions
 - b. Amend Zoning Ordinance- Approval of Petitions
 - c. Ordinance – Creation of a Historic Sites Preservation Commission and Program
10. **ADMINISTRATIVE COMMITTEE**
 - a. Report – County Board Chair Schmeling
 - b. Report – County Board committee fees and expenses for the year 2007
 - c. Resolution – Approving the Realignment of the County's Finance Function from the County Clerk to the County Administrator
 - d. Ordinance 2007-34 (2nd Reading) 2008-2010 County Board Meeting Dates and Board Rule on Inclement Weather
 - e. Ordinance 2007-35 (2nd Reading) Rule clarifying procedure for removal of Board Chair and Vice Chairs
 - f. Ordinance 2007-36 (2nd Reading) Rule establishing procedure to fill position of County Board Chairperson when vacant
 - g. Ordinance 2007-37 (2nd Reading) Rule assigning Clerk of Court, Register of Deeds and Corporation Counsel Issues to Administration & Rules Committee

- h. Ordinance 2007-38 (2nd Reading) Rule eliminating Committee oversight of MIS and Veterans Service Officer
- i. Ordinance 2007-39 (2nd Reading) Rule designating Committee responsibility in sale of county lands
- j. Ordinance 2007-40 (2nd Reading) Rule clarifying Committee's role in labor negotiations
- k. Ordinance 2007-41 (2nd Reading) Rule assigning responsibility for farmland leases
- l. Ordinance 2007-42 - Rule updating county representation on Economic Development Consortium
- m. Ordinance 2007-43 - Rule clarifying procedure for removal of Committee, Board or Commission Chair
- n. Ordinance - Update Human Services Board rule concerning statutory references and the ADRC Advisory Committee

11. FINANCE COMMITTEE

- a. Resolution – Act on year end budget amendments
- b. Resolution – Fund year-end departmental deficits
- c. Resolution – Act on year-end requests to carry over funds

12. HIGHWAY COMMITTEE

- a. Report – Equipment Operations Fund (Bill Kern – Green Cover)

13. HUMAN RESOURCES COMMITTEE

- a. Ordinance – Amend Personnel Ordinance definition of “continuous service”, and create authority to extend vacation carryover
- b. Resolution – Establish salary for the position of County Clerk for 2009-2012
- c. Resolution – Establish salary for the position of Register of Deeds for 2009-2012
- d. Resolution – Establish salary for the position of Treasurer for 2009-2012

14. LAND & WATER CONSERVATION COMMITTEE

- a. Resolution – Authorizing grant application for Rome Mill Pond study

15. LAW ENFORCEMENT EMERGENCY MANAGEMENT COMMITTEE

- a. Resolution – Commendation for Sheriff's Department Employees

16. PARKS COMMITTEE

- a. Resolution – Transfer funds for parks amenities and playgrounds
- b. Resolution – Award Korth Park Shelter bids (Addendum to Agenda)

17. SPECIAL ORDER OF BUSINESS

- a. Resolution - Recognition of Outgoing Supervisor – Howard Wiedenhoft (Addendum to Agenda)
- b. Resolution - Recognition of Outgoing Supervisor – Rodney Laudenslager (Addendum to Agenda)

18. ANNOUNCEMENTS

19. ADJOURN

- **NEXT COUNTY BOARD MEETING APRIL 15, 2008 7:00 P.M. ROOM 205**

- **NEW COUNTY BOARD ORIENTATION APRIL 7TH, 7:00 P.M. ROOM 205**
 - **COUNTY BOARD ELECTIONS – APRIL 1ST**

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, March 20, 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

3323A-08, CU1497-08 & CU1498-08 – Herbert Vincent: Rezone PIN 016-0514-2022-006 (3.203 Acres) with conditional use to allow mini-warehousing as storage of non-farm equipment, and to allow a conditional home occupation/electrical business, all at **N1171 Old Hwy 26** in the Town of Koshkonong on PIN 016-0514-2022-006 (3.203 Acres).

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

3324A-08 – Bill Widmann/Evelyn B. Widmann Trust Property: Rezone approximately four acres of PIN 014-0614-0514-000 (36.05 Acres) to create four, one-acre building sites along **CTH Q** in the Town of Jefferson. This consolidation of parcels of record includes PINs 014-0614-0513-000; 014-0614-0521-001; 014-0614-0523-000; 014-0614-0524-000; 014-0614-0532-000; 014-0614-0641-000 and 014-0614-0521-001. The parcel of record includes PIN 014-0614-0512-002.

3325A-08 – Carol L. Bohringer: Rezone approximately 1 acre of PIN 006-0716-1543-005 (6.93 Acres) for a new residential building site near **N6125 Country View Lane** in the Town of Concord.

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.

**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 December 20, 2007, and February 21, 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 3305A-07, 3316A-08 & 3320A-08

**DATED THIS THIRD DAY OF MARCH 2008
Donald Reese, Secretary**

**THE EFFECTIVE DATE OF THE PRIOR MONTH'S AMENDMENTS, PETITIONS
3283A-07, 3290A-07, 3310A-08, 3311A-08, 3312A-08 & 3313A-08, IS FEBRUARY 19, 2008.**

Deb Magritz: 03-04-08

03-11-08

ORDINANCE NO. 2007-_____

Approval of Zoning Petitions

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

WHEREAS, Petition 3305A-07 was referred to the Jefferson County Zoning and Planning Committee for public hearing on December 20, 2007, and Petitions 3316A-08 and 3320A-08 were referred for public hearing on February 21, 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 AGRICULTURAL A-1 AND R-2 TO A-3, RURAL RESIDENTIAL

Rezone approximately 6.84 acres of PINs 032-0815-1323-006 (1.657 Acres) and 032-0815-1441-000 (35.02 Acres) to create an A-3 zone around the home at N8741 River Road in the Town of Watertown. This is considered a lot combination utilizing potential for two lots; rezoning of this non-prime ag land lot is conditioned upon receipt and recording of the final certified survey map for the property. (3305A-07 – Dennis Kieck)

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

Rezone approximately 2 acres of PIN 002-0714-2932-00 (50.514 Acres) for a new building site near N5576 Harvey Road in the Town of Aztalan. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. Approval of this non-prime ag land lot is further conditioned upon road access approval from 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 for the lot including extraterritorial plat review, if necessary. (3316A-08 – Dennis Stilling)

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

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. Rezoning is conditioned upon this PIN number being eliminated, and upon recording of a document indicating that this certified survey map no longer identifies a separate, saleable lot. (3320A-08 – Franz & Vickie Weigand)

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Ordinance Requested by
Zoning & Planning Committee

03-11-08

ORDINANCE NO. 2007-_____

Creation of a Historic Sites Preservation Commission and Program

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

Section 1.

1.01 PURPOSE AND INTENT.

(1) It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character of special historical interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare of the people. The purpose of this section is to:

(a) Effect and accomplish the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the County's cultural, social, economic, political, engineering, anthropological, archaeological and architectural history and prehistory.

(b) Safeguard the County's historic, prehistoric, and cultural heritage, as embodied and reflected in such historic structures, sites and districts.

(c) Stabilize and improve property values.

(d) Foster civic pride in the beauty and noble accomplishments of the past.

(e) Protect and enhance the County's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.

(f) Strengthen the economy of the County.

(g) Promote the use of historic and prehistoric structures, sites and districts for the education, pleasure and welfare of the people of the County.

1.02 DEFINITIONS.

(1) In this section, unless the context clearly requires otherwise:

(a) Commission means the Historic Sites Preservation Commission created under this section.

(b) Commissioner. Any reference to Commissioner herein shall mean the County Zoning Commissioner.

(c) Improvement means any building, structure, place, work of art or other object constituting a physical betterment of real property, or any part of such betterment.

(d) Improvement parcel is the unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purposes of levying real estate taxes. Provided, however, that the term “improvement parcel” shall also include any unimproved area of land which is treated as a single entity for such tax purposes.

(e) Historic district is an area designated by the County Board on recommendation of the commission, composed of two or more improvement parcels that together compromise a district of special character or special historic interest or value as part of the development, heritage or cultural characteristics of the County, state or nation, and which has been designated as a historic district pursuant to the provisions of this chapter.

(f) Historic structure means any improvement which has a special character or special historic or value as part of the development, heritage or cultural characteristics of the County, state or nation and which has been designated as a historic structure pursuant to the provisions of this chapter.

(g) Historic site means any parcel of land whose historic significance is due to a substantial value in tracing the history or prehistory of native American people, or upon which a historic event has occurred, and which has been designated as a historic site under this section, or an improvement parcel, or part thereof, on which is situated a historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.

(h) History is defined to include all prehistoric periods also.

1.03 MEMBERSHIP.

(1) The Historic Sites Preservation Commission is hereby created consisting of 7 members. Such members shall not be eligible for meeting fees, mileage or other expense reimbursement. A reasonable effort shall be made to appoint commission members as follows: one shall be a registered architect or architectural historian; one shall be a historian qualified in the field of historic preservation; one shall be a licensed real estate broker; one shall be a County Board member; one shall be a qualified archaeologist; and two shall be citizen members. Each member shall have, to the highest extent practicable, a known interest in historic preservation.

(2) The Jefferson County Administrator shall appoint the commissioners subject to confirmation by the County Board. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years. The Commission shall elect its chair, vice chair and recording secretary on an annual basis.

1.04 HISTORIC STRUCTURES AND SITES DESIGNATION CRITERIA.

(1) A historic structure or historic site designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, archaeological, architectural or cultural significance to the County of Jefferson, such as historic structures of sites which:

(a) Exemplify or reflect the broad cultural, political, or economic or social history of the nation, state, regional or local community; or,

(b) Are identified with historic personages or with important events in national, state or local history; or,

(c) Embody the distinguishing characteristics of any architectural type or specimen, inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or

(d) Are representative of the honorable work of a master builder, designer or architect whose individual genius influenced his/her age; or,

(e) Have yielded, or may be likely to yield, information important to prehistory or history.

(f) Contains Native American pre-contact structures.

(2) The commission may adopt specific operating guidelines for landmark sites designation providing such are in conformance with the provisions of this paragraph.

1.05 DUTIES AND POWERS.

(1) Designation. The commission shall have the power, subject to the provisions and criteria of Sections 1.04 and 1.06 of this Code, to designate historic structures, historic sites and historic districts within the unincorporated areas of the County. Once designated by the commission, such historic structures, sites and districts shall be subject to all the provisions of this Code, and such designation shall be recorded, at county expense, at the Jefferson County Register of Deed's office.

(a) Procedure.

1. Any person, including the owner of a structure or site, or any member of the Commission, may nominate a specific site, structure, or district for designation by the Commission. Any person who wishes to nominate a structure, site, or district for approval by the Commission, shall submit such a request in writing to the Commission.

2. Upon receipt of a nomination for a historic structure, site, or district, the Commission shall call a public hearing to be held on the nomination. Notice of the

time and place of such hearing shall be given by publication in the County of a class two notice under ch. 985 of the Wisconsin Statutes. A copy of the notice shall also be mailed by certified or registered mail to the address of the owner or owners of the structure, site, or district to be considered. At such public hearing, the public shall have an opportunity for written and oral comment regarding said nominations.

3. As soon as possible after such public hearing, the Commission shall act on the nomination, either approving, modifying and approving, or disapproving of the same. If the nomination is approved, a resolution regarding the approval shall be submitted to the County Board for final approval.

(2) Regulation of Construction, Demolition, Reconstruction and Exterior Alteration.

(a) Any application for a permit from the County Zoning and Planning Department involving a designated historic site, historic structure or any property within a historic district shall be filed with the Historic Sites Preservation Commission.

(b) Upon filing of any application with the Historic Sites Preservation Commission, the commission shall review the application and assess the effects of the application on the historic site, structure, district or archaeological site. The commission shall recommend approval or disapproval of the application to the County Zoning and Planning Department within seven (7) days of notification from the Department. If the commission recommends disapproval of the application, the commission shall advise, cooperate, educate and work with the applicant in an attempt to obtain approval within the guidelines of this Code. The County Zoning and Planning Department and the County Zoning & Planning Committee shall consider the recommendation of the Historic Sites Preservation Commission, but shall not be bound by such recommendation.

(c) Actively work for the passage of enabling legislation which would permit the granting of full or partial tax exemptions to properties it has designated under the provisions of this section in order to encourage owners of historic properties to assist in carrying out the intent of the ordinance.

(d) Cooperate with the Historic Preservation Officer for the State of Wisconsin and the State Historic Preservation Review Board in attempting to include such properties hereunder designated as historic structures, sites, or districts in the National Register of Historic Places.

(e) Work for the continuing education of the citizens about the historic heritage of this County and the historic structures and sites designated under the provisions of this section.

(f) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the County. Such funds shall be placed in a special county account for such purpose.

1.06 VOLUNTARY RESTRICTIVE CONVENANTS.

(1) The owner of any historic structure or site may, at any time following such designation of its property, enter into a restrictive covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the historic property. The owner shall record such covenant in the County Register of Deed's Office, and shall notify the local Historical Society of such covenant and the conditions thereof.

1.07 CREATION OF HISTORIC DISTRICT.

(1) For preservation purposes, the Historic Sites Preservation Commission may select geographically defined areas within the County of Jefferson to be designated as historic districts and may with the assistance of the County Zoning and Planning Department, prepare a historic preservation plan. A historic district may be designated for any geographic area of particular historic, architectural, archaeological or cultural significance to the County of Jefferson which:

(a) Exemplifies or reflects the broad cultural, political, economic, social history or prehistory of the nation, state or community; or,

(b) Is identified with historic personage or with important events in national, state or local history; or,

(c) Embodies the distinguishing characteristics or architectural type specimens inherently valuable for the study of a period of periods, styles, methods or construction, indigenous materials or craftsmanship; or

(d) Is representative of the notable works of master builders, designers, or architects who influenced their age.

(e) Contains Native American pre-contact structures.

(2) Each historic preservation plan prepared for or by the Historic Sites Preservation Commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development and a statement of preservation objectives.

1.08 ANNUAL REPORT.

(1) The Historic Sites Preservation Commission shall make an annual report to the Jefferson County Board concerning its entire operation and activities.

1.09 SEPARABILITY.

(1) If any provision of this chapter or the application thereof to any person or circumstances is held invalid, the remainder of this chapter and the application of such provisions to other persons or circumstances shall not be affected thereby.

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

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Administration & Rules Committee and Zoning & Planning Committee

03-11-08

Philip C. Ristow: 11-27-07; 01-31-08; 03-04-08

**Jefferson County Board
Monthly Report
By Chairman Sharon Schmeling
March 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.

Courthouse Security – On March 5, the Infrastructure Committee met with the Finance Committee to discuss funding for architectural drawings for creating one secure entrance to the courthouse on the north end of the back parking lot. The Infrastructure Committee requested the funding after reviewing input from the Courthouse Security and Facilities Committee. The Security committee noted that courthouse security has much improved since 2005 with the addition of the Sheriff's staff, package screening and metal detectors. However, those investments are not being maximized because of challenges caused by access through the building's front and rear doors and the proximity of connecting stairs.

Presiding Judge Randy Koschnick urged the committees to move forward with developing plans for a secure entrance. He commended the Sheriff's Department for their excellent efforts to improve security. He said security will ultimately be enhanced when problems caused by the building's architecture are addressed.

The Committees discussed how creating a secure entrance at the back of the Courthouse would result in the closing of the front doors. They discussed the importance of getting architectural recommendations for closing the front entrance so it would not be deceiving to potential visitors attempting to enter from Main Street. They agreed that it was important to make sure the front of the Courthouse was remodeled so that it retains a dignified and attractive façade.

It was also noted that the Infrastructure Committee is investigating additional parking options for the Courthouse because if the front entrance is closed, parking on Main Street will be less convenient and useful for visitors, thereby potentially increasing pressure on parking space at the back of the building.

The Finance Committee authorized a \$9,000 transfer from the contingency fund for architectural drawings for creating a secure entrance off the back parking lot of the courthouse and for developing alternatives for closing the front entrance. The architect will begin work immediately. The Infrastructure Committee will be monitoring this project and expects to bring its recommendations to the County Board in the coming months for its consideration.

County Appointments to Local Technical College Boards – By state law, County Board Chairmen are required to appoint members to the governing boards of technical college districts serving their county. Jefferson County is served by the Madison Area Technical College and the Waukesha County Technical College. In March and April, I will be attending several meetings

held at the districts' offices to work with the County Board Chairmen of adjacent counties to select the districts' board members. In advance of those annual meetings, I always make an effort to help identify local talent that is interested in serving on the two boards. I am often grateful for the willingness of our citizens to volunteer as candidates for these positions. Our neighboring counties often do not have candidates and so are grateful for our nominees because they bring needed balance to the boards. It's good that we have that input. Without it, the district boards would be overwhelmingly influenced by Madison and Waukesha representatives and would not benefit from the unique perspective and needs of the more rural counties in the districts.

Workforce Development – Jefferson County is served by the Workforce Development Board of South Central Wisconsin. The County Board Chairmen of the Board's six counties serve on the Workforce Development Board's Local Elected Officials Consortium. This involves several meetings a year in Madison. The County Board Chairmen are expected to track the work of the district's board of directors, and provide input as necessary to assure that the needs of their counties are being met.

Recently, the Workforce Development Board for our region received a three-year grant for \$5 million from the Department of Labor. Among other things, the grant will help the recipient counties: provide new education and training opportunities for low-skilled workers; create a robotics training center and mobile training labs for health care education; expand distance learning at the county workforce development centers; provide bilingual training in basic skills for developing workers; and, develop internships and apprenticeships for technical workers. This will bring many innovations to our local workforce, and enhance the services provided at our county's workforce development building. After all the meetings I have attended, it is gratifying to see this concrete initiative being launched that will directly benefit employers and employees in our county.

-- END --

**Report
Administration & Rules Committee
February 27, 2008**

On January 30, the Administration & Rules Committee reviewed the County Clerk's annual compilation of County Board committee fees and expenses for the year 2007.

In preparation for its March report to the County Board, the Committee asked that the total fees and expenses for the Board from 2003, 2004, 2005 and 2006 be provided for comparison purposes:

Calendar Year	Salary	Per Diem	Other	Total	Inc (Dec) Prior Year
2003	23,700.00	111,875.00	19,520.85	155,095.85	
2004	23,817.00	127,490.00	22,399.23	173,706.23	12.0%
2005	24,000.00	128,280.01	24,875.48	177,155.49	2.0%
2006	25,122.50	106,175.00	21,312.23	152,609.73	-13.9%
2007	25,520.00	110,955.00	23,666.67	160,141.67	4.9%

The County Board's total fees and expenses for 2007 were \$160,240.81. That covered per diems, mileage, and meeting fees for 30 County Board Supervisors and 42 citizen appointees to fill seats on 38 committees.

Although expenses for 2007 were \$7,532 higher than 2006, they were \$13,565 lower than 2004 and \$17,014 lower than 2005. After an analysis of the increase, the Committee concluded that the additional expenses were incurred as a result of the following: meetings for seven members of the newly created Farmland Preservation Commission; extra meetings by the Human Services Board for the operational audit; an increase in the Fair Park Committee from three members to five members; and meetings for the Chairman of the Board to meet with state officials and department heads about county-related issues in the proposed 2007-2009 state budget.

If the County Board wants to minimize potential increases in its meeting budget, it must continue efforts to reduce the number of committees and committee meetings. This will save money. However, it also will reduce the oversight that the public, via its elected officials, have of county government. The ongoing challenge is to maintain a balance between providing open and accountable government, which requires committee meetings, and managing cost increases so that the expense of that oversight is not considered unreasonable.

Respectfully Submitted,

Administration and Rules Committee

By: Sharon Schmeling, Chair

Steve Nass

Jim Mode

Paul Babcock

Greg Torres

**JEFFERSON COUNTY
PER DIEM REPORT
FOR THE YEAR DECEMBER 31, 2007**

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Per Diem</u>	<u>Other Expense</u>	<u>Total</u>	<u>Grand Total</u>
	ADMIN & RULES/ICC		935.00	123.19	1,058.19	
	ADMINISTRATIVE COMMITTEE		1,540.00	246.38	1,786.38	
	ADVISORY COMM ON AGING			309.43	309.43	
	AUDIT COMMITTEE		825.00	122.22	947.22	
	BLUE SPRING LAKE MGT DIS		330.00	0.00	330.00	
	COUNTRYSIDE - BRD OF TRUS		1,925.00	156.66	2,081.66	
	COUNTY BOARD	25,520.00	20,785.00	3,669.60	49,974.60	
	COUNTY BOARD OF HEALTH		990.00	133.86	1,123.86	
	ECONOMIC DEVELOPMENT CONS		1,650.00	389.94	2,039.94	
	EMERGENCY MGMT/PARKS		300.00	16.49	316.49	
	FAIR COMMITTEE		4,015.00	482.98	4,497.98	
	FAIR WEEK		385.00	3.88	388.88	
	FARMLAND PRESERVATION COM		5,000.00	670.76	5,670.76	
	FINANCE COMMITTEE		7,037.50	1,010.92	8,048.42	
	HIGHWAY 26 POLICY ADV		275.00	80.03	355.03	
	HIGHWAY COMMITTEE		4,125.00	742.05	4,867.05	
	HOME CONSORTIUM		1,430.00	67.90	1,497.90	
	HS PERSONNEL & FINANCE		1,650.00	236.68	1,886.68	
	HUMAN RESOURCES		3,107.50	394.31	3,501.81	
	HUMAN SERVICES BOARD		5,030.00	1,526.77	6,556.77	
	INFRASTRUCTURE/VETS COMM		3,520.00	608.68	4,128.68	
	INTER-COUNTY COORD COMM		660.00	262.87	922.87	
	JEFFERSON CO LIBRARY CNCL		605.00	110.58	715.58	
	LAKE RIPLEY MGMT DIST		495.00	189.15	684.15	
	LAND & WATER CONSERVATION		1,815.00	382.07	2,197.07	
	LAND PRESERVATION WRKGRP		330.00	36.86	366.86	

LAW ENF/EM MGMT COMM		4,345.00	643.29	4,988.29
LEGISLATION & RULES COMM		1,650.00	224.07	1,874.07
LONG TERM SUPPORT		605.00	231.83	836.83
MEET W/ LOCAL GOVT/ASSOC		55.00	33.47	88.47
MEET WITH DEPARTMENT HEAD		6,185.00	22.72	6,207.72
MEET WITH STATE EMPLOYEE		275.00	76.12	351.12
NUTRITION			101.85	101.85
PARKS COMMITTEE		4,170.00	506.85	4,676.85
RETIREMENT			2,899.73	2,899.73
ROCK RIVER-KOSHKONONG ASSOC		495.00	68.87	563.87
SECURITY & FACILITIES		165.00	0.00	165.00
SEMINAR/CONVENTION		2,840.00	2,024.53	4,864.53
SHERIFF'S CIVIL SERVICE		990.00	153.26	1,143.26
SOLID WASTE/AIR QUALITY		3,545.00	704.52	4,249.52
TRAFFIC SAFETY COMMISSION		1,100.00	121.25	1,221.25
UTILITY TAX COMM		655.00	361.27	1,016.27
UW EXTENSION EDUC COMM		3,100.00	624.68	3,724.68
ZONING & PLANNING COMM		9,830.00	2,266.49	12,096.49
ZONING/BD OF ADJ		2,190.00	627.66	2,817.66
Committee Totals	25,520.00	110,955.00	23,666.67	160,141.67

BABCOCK, PAUL

ADMIN & RULES/ICC		165.00	17.46	182.46
ADMINISTRATIVE		55.00	5.82	60.82
COUNTY BOARD	660.00	605.00	64.02	1,329.02
LAW ENF/EM MGMT COMM		880.00	93.12	973.12
LEGISLATION & RULES		495.00	53.35	548.35
PARKS COMMITTEE		850.00	92.39	942.39

4,036.16

BORLAND, GLEN

COUNTY BOARD	660.00	550.00	58.20	1,268.20
PARKS COMMITTEE		740.00	80.19	820.19

JONES, RICHARD C.					
COUNTY BOARD	660.00	605.00	213.40	1,478.40	
HUMAN SERVICES		110.00	38.80	148.80	
JEFFERSON CO LIBRARY		110.00	36.86	146.86	
LONG TERM SUPPORT		275.00	97.00	372.00	
SEMINAR/CONVENTION		160.00	133.04	293.04	
UW EXTENSION EDUC		685.00	232.80	917.80	
ZONING & PLANNING		1,695.00	570.60	2,265.60	
					5,622.50
KANNARD, JOHN					
COUNTY BOARD	660.00	660.00	180.42	1,500.42	
INFRASTRUCTURE/VETS		660.00	165.39	825.39	
SOLID WASTE/AIR		825.00	225.53	1,050.53	
					3,376.34
KNOX, CAROL					
COUNTY BOARD	192.50	165.00	.00	357.50	
INFRASTRUCTURE/VETS		110.00	.00	110.00	
LAW ENF/EM MGMT COMM		220.00	.00	220.00	
					687.50
KRAMER, AMY					
COUNTY BOARD	495.00	660.00	4.85	1,159.85	
EMERGENCY		55.00	4.85	59.85	
FAIR COMMITTEE		825.00	4.85	829.85	
PARKS COMMITTEE		575.00	4.63	579.63	
SEMINAR/CONVENTION		110.00	201.60	311.60	
					2,940.78
KUHLMAN, RICK					
COUNTY BOARD	660.00	605.00	155.20	1,420.20	
INFRASTRUCTURE/VETS		605.00	170.72	775.72	
LAW ENF/EM MGMT COMM		715.00	201.76	916.76	
PARKS COMMITTEE		605.00	170.72	775.72	
					3,888.40
LAUDENSLAGER, RODNEY					
COUNTY BOARD	660.00	330.00	93.12	1,083.12	
HUMAN RESOURCES		605.00	170.72	775.72	

	HUMAN SERVICES		385.00	108.64	493.64	
	INFRASTRUCTURE/VETS		385.00	108.64	493.64	
						2,846.12
LEHMANN, AUGUST						
	COUNTY BOARD	660.00	660.00	145.50	1,465.50	
	SOLID WASTE/AIR		850.00	205.94	1,055.94	
	ZONING & PLANNING		2,025.00	440.38	2,465.38	
						4,986.82
MACASKILL, GAIL TOWERS						
	COUNTY BOARD	577.50	660.00	165.87	1,403.37	
	ECONOMIC		495.00	128.04	623.04	
	FAIR COMMITTEE		660.00	186.73	846.73	
						2,873.14
MAURER, JIM						
	COUNTY BOARD	82.50	110.00	17.46	200.96	
	HUMAN RESOURCES		165.00	26.19	191.19	
	LAW ENF/EM MGMT COMM		110.00	17.46	127.46	
						528.61
MITCHELL, RANDY						
	COUNTY BOARD	660.00	660.00	174.60	1,494.60	
	ECONOMIC		440.00	124.16	564.16	
	LAW ENF/EM MGMT COMM		715.00	189.15	904.15	
						2,962.91
MODE, JIM						
	ADMIN & RULES/ICC		110.00	19.40	129.40	
	COUNTY BOARD	660.00	660.00	116.40	1,436.40	
	FARMLAND		660.00	106.70	766.70	
	FINANCE COMMITTEE		165.00	29.10	194.10	
	HS PERSONNEL		440.00	77.60	517.60	
	HUMAN SERVICES		1,430.00	872.02	2,302.02	
	LAND PRESERVATION		55.00	9.70	64.70	
	LAW ENF/EM MGMT COMM		825.00	135.80	960.80	
	LONG TERM SUPPORT		330.00	58.20	388.20	
	MEET WITH		55.00	9.70	64.70	
	ROCK RIVER-KOSHKONONG ASSOC		495.00	68.87	563.87	

	SEMINAR/CONVENTION		275.00	455.26	730.26	
						8,118.75
MOLINARO, JOHN						
	AUDIT COMMITTEE		55.00	10.67	65.67	
	COUNTY BOARD	660.00	660.00	128.04	1,448.04	
	EMERGENCY		55.00	10.67	65.67	
	FARMLAND		715.00	138.71	853.71	
	FINANCE COMMITTEE		1,430.00	234.74	1,664.74	
	HIGHWAY COMMITTEE		825.00	138.71	963.71	
	LAND PRESERVATION		55.00	10.67	65.67	
	PARKS COMMITTEE		850.00	164.26	1,014.26	
						6,141.47
MORRIS, DWAYNE						
	COUNTY BOARD	82.50	110.00	31.04	223.54	
						223.54
MUNYON, MARVIN						
	ADMIN & RULES/ICC		55.00	15.52	70.52	
	ADMINISTRATIVE		495.00	124.16	619.16	
	AUDIT COMMITTEE		55.00	15.52	70.52	
	COUNTY BOARD	577.50	550.00	155.20	1,282.70	
	FINANCE COMMITTEE		1,100.00	217.28	1,317.28	
	HIGHWAY COMMITTEE		660.00	155.20	815.20	
	INTER-COUNTY COORD		55.00	15.52	70.52	
	LEGISLATION & RULES		275.00	77.60	352.60	
	SEMINAR/CONVENTION		275.00	48.00	323.00	
						4,921.50
NASS, STEVEN						
	ADMIN & RULES/ICC		220.00	34.92	254.92	
	ADMINISTRATIVE		495.00	104.76	599.76	
	AUDIT COMMITTEE		165.00	34.92	199.92	
	COUNTY BOARD	660.00	715.00	151.32	1,526.32	
	FARMLAND		660.00	104.76	764.76	
	HUMAN RESOURCES		715.00	139.68	854.68	
	INTER-COUNTY COORD		495.00	245.90	740.90	
	LAND PRESERVATION		55.00	10.67	65.67	
	LEGISLATION & RULES		55.00	11.64	66.64	

	ZONING & PLANNING		1,840.00	384.12	2,224.12	
						7,297.69
NELSON, JULIE						
	AUDIT COMMITTEE		55.00	6.31	61.31	
	COUNTRYSIDE – BRD OF		275.00	31.53	306.53	
	COUNTY BOARD	660.00	440.00	50.44	1,150.44	
	COUNTY BOARD OF HEALTH		165.00	18.92	183.92	
	HUMAN RESOURCES		550.00	56.75	606.75	
						2,308.95
POULSON, BLANE						
	AUDIT COMMITTEE		55.00	.00	55.00	
	BLUE SPRING LAKE MGT		330.00	.00	330.00	
	COUNTY BOARD	660.00	550.00	.00	1,210.00	
	FAIR COMMITTEE		880.00	.00	880.00	
	FAIR WEEK		330.00	.00	330.00	
	FARMLAND		440.00	.00	440.00	
	HIGHWAY COMMITTEE		110.00	.00	110.00	
	HUMAN RESOURCES		385.00	.00	385.00	
	LAND PRESERVATION		55.00	.00	55.00	
						3,795.00
REESE, DONALD						
	COUNTY BOARD	660.00	605.00	128.04	1,393.04	
	HIGHWAY 26 POLICY ADV		55.00	11.64	66.64	
	HIGHWAY COMMITTEE		770.00	145.50	915.50	
	PARKS COMMITTEE			-5.34	-5.34	
	SEMINAR/CONVENTION		605.00	226.91	831.91	
	SOLID WASTE/AIR		715.00	151.32	866.32	
	ZONING & PLANNING		2,135.00	438.68	2,573.68	
						6,641.75
ROGERS, PAMELA						
	AUDIT COMMITTEE		55.00	8.25	63.25	
	COUNTRYSIDE – BRD OF		440.00	65.96	505.96	
	COUNTY BOARD	660.00	660.00	98.64	1,418.94	
	FINANCE COMMITTEE		1,485.00	197.88	1,682.88	
	HUMAN SERVICES		850.00	158.60	1,008.60	
	MEET WITH		55.00	8.25	63.25	

4,742.88

SCHMELING, SHARON

ADMIN & RULES/ICC		220.00	.97	220.97
ADMINISTRATIVE		440.00	.00	440.00
AUDIT COMMITTEE		165.00	.00	165.00
COUNTRYSIDE – BRD OF		110.00	1.94	111.94
COUNTY BOARD	6,600.00	2,800.00	394.40	9,794.40
COUNTY BOARD OF HEALTH		55.00	.97	55.97
ECONOMIC		165.00	1.94	166.94
EMERGENCY		190.00	.97	190.97
FAIR COMMITTEE		385.00	12.05	397.05
FARMLAND		765.00	.97	765.97
FINANCE COMMITTEE		1,372.50	6.00	1,378.50
HIGHWAY COMMITTEE		220.00	.97	220.97
HOME CONSORTIUM		495.00	67.90	562.90
HUMAN RESOURCES		687.50	.97	688.47
HUMAN SERVICES		550.00	7.76	557.76
INFRASTRUCTURE/VETS		495.00	.00	495.00
INTER-COUNTY COORD		110.00	1.46	111.46
JEFFERSON CO LIBRARY		55.00	5.34	60.34
LAND & WATER		55.00	.00	55.00
LAND PRESERVATION		55.00	.97	55.97
LAW ENF/EM MGMT COMM		330.00	.00	330.00
LEGISLATION & RULES		440.00	.00	440.00
MEET W/LOCAL		55.00	33.47	88.47
MEET WITH		6,075.00	4.77	6,079.77
MEET WITH STATE		275.00	76.12	351.12
PARKS COMMITTEE		495.00	.00	495.00
RETIREMENT			2,899.73	2,899.73
SECURITY & FACILITIES		165.00	.00	165.00
SEMINAR/CONVENTION		625.00	429.19	1,054.19
SOLID WASTE/AIR		55.00	7.28	62.28
UTILITY TAX CO		325.00	113.43	438.43
UW EXTENSION EDUC		165.00	1.94	166.94
ZONING & PLANNING		220.00	.00	220.00

29,286.41

TORRES, GREGORY M					
	ADMIN & RULES/ICC		165.00	34.92	199.92
	ADMINISTRATIVE		55.00	11.64	66.64
	COUNTY BOARD	660.00	715.00	151.81	1,526.81
	LEGISLATION & RULES		385.00	81.48	466.48
	SEMINAR/CONVENTION		165.00	224.20	389.20
	UTILITY TAX CO		330.00	247.85	577.85
	UW EXTENSION EDUC		465.00	93.12	558.12
					3,785.02
WESTON, REX					
	COUNTY BOARD	495.00	385.00	61.11	941.11
	HIGHWAY COMMITTEE		605.00	87.30	692.30
	HS PERSONNEL & FINANCE		385.00	61.11	446.11
	HUMAN SERVICES		495.00	78.57	573.57
					2,653.09
WIEDENHOET, HOWARD					
	COUNTY BOARD	660.00	605.00	192.06	1,457.06
	FAIR COMMITTEE		770.00	244.44	1,014.44
	LAND & WATER		605.00	192.06	797.06
	UW EXTENSION EDUC		660.00	209.52	869.52
					4,138.08
YACHINICH, ROBERT G					
	COUNTY BOARD	660.00	660.00	151.32	1,471.32
	HIGHWAY COMMITTEE		55.00	12.61	67.61
	INFRASTRUCTURE/VETS		715.00	163.93	878.93
					2,417.86
ZENTNER, CARLTON					
	COUNTY BOARD	660.00	605.00	-4.85	1,260.15
	FARMLAND		550.00	4.85	544.85
	LAND & WATER		550.00	17.46	567.46
	LAND PRESERVATION		55.00	4.85	59.85
	SEMINAR/CONVENTION		215.00	144.35	359.35
	SOLID WASTE/AIR		550.00	17.46	567.46
	UW EXTENSION EDUC		550.00	29.10	579.10
					3,948.22
	COUNTY BOARD MEMBERS' TOTALS	24,942.50	98,975.00	21,116.65	145,034.15
					145,034.15

APPLING, JULIANE K					
JEFFERSON CO LIBRARY		55.00	.00	55.00	55.00
BLAEDOW, ANTHONY					
JEFFERSON CO LIBRARY		55.00	24.25	79.25	79.25
BOCKMANN, HAROLD					
COUNTY BOARD	467.50	440.00	.00	907.50	
HIGHWAY 26 POLICY ADV		220.00	68.39	288.39	
INFRASTRUCTURE/VETS		550.00	.00	550.00	
LAW ENF/EM MGMT COMM		550.00	6.00	556.00	
TRAFFIC SAFETY		220.00	4.85	224.85	
					2,526.74
BURLINGHAM, MARGARET					
COUNTY BOARD		55.00	17.95	72.95	
FARMLAND		605.00	187.70	792.70	
					865.65
CARROLL, DONALD					
ZONING/BD OF ADJ		540.00	197.63	737.63	
					737.63
CHRISTIAN, KAREN					
LAND & WATER		605.00	172.55	777.55	
					777.55
CHRISTIANSON, DOROTHY					
NUTRITION			29.10	29.10	
					29.10
COTE, VIVIAN					
NUTRITION			14.55	14.55	
					14.55
DAHL, CHARLIE					
TRAFFIC SAFETY		220.00	.00	220.00	
					220.00
DE WOLFE, ROBERT					

	COUNTY BOARD OF HEALTH	110.00	.00	110.00	110.00
FENNER, STACEY	ADVISORY COMM ON AGING		77.60	77.60	77.60
FREY, DEAN	ADVISORY COMM ON AGING		29.10	29.10	29.10
GAUGERT, WILLIAM	SHERIFF'S CIVIL SERVICE	110.00	13.58	123.58	123.58
GROSKOPF, KATHLEEN	COUNTY BOARD	110.00	55.00	.00	165.00
	PARKS COMMITTEE		55.00	.00	55.00
	ZONING & PLANNING		165.00	.00	165.00
					385.00
HAPPEL, CHARLES	TRAFFIC SAFETY	220.00	38.80	258.80	258.80
HOEFT, JANET SAYRE	JEFFERSON COUNTY LIBRARY	110.00	32.50	142.50	
	ZONING/BD OF ADJ	675.00	97.73	772.73	915.23
HOLTERMAN, DAPHNE	COUNTY BOARD	55.00	11.64	66.64	
	FARMLAND	385.00	81.48	466.48	
	ZONING/BD OF ADJ	55.00	19.64	74.64	607.76
HOLTERMAN, LLOYD	FARMLAND	220.00	45.59	265.59	
	ZONING/BD OF ADJ	190.00	58.92	248.92	514.51

HYNEK, PAUL	ZONING/BD OF ADJ	55.00	10.67	65.67	65.67
KEISER, DOUGLAS	JEFFERSON CO LIBRARY	55.00	.00	55.00	55.00
MALLACH, GERALD	LONG TERM SUPPORT		18.43	18.43	18.43
MC KENZIE, JOHN	HS PERSONNEL & FINANCE	440.00	54.32	494.32	
	HUMAN SERVICES	660.00	212.92	872.92	1,367.24
MEIER, RICHARD	COUNTRYSIDE – BRD OF	330.00	34.92	364.92	364.92
MELOY, STEVE	SHERIFF'S CIVIL SERVICE	220.00	23.28	243.28	243.28
MORAN, MARIAN	ADVISORY COMM ON AGING		72.75	72.75	
	LONG TERM SUPPORT		58.20	58.20	130.95
NATROP, BARBARA	NUTRITION		22.31	22.31	22.31
NEUPERT, JOHN	SHERIFF'S CIVIL SERVICE	220.00	38.80	258.80	
	TRAFFIC SAFETY	220.00	38.80	258.80	517.60

OVERTURF, JOE	HUMAN SERVICES	55.00	.00	55.00	55.00
POWERS, MARTIN	HS PERSONNEL & FINANCE	275.00	14.55	289.55	
	HUMAN SERVICES	385.00	20.37	405.37	694.90
REMMEL, AUDREY	NUTRITION		26.19	26.19	26.19
SCHROEDER, PHIL	TRAFFIC SAFETY	220.00	38.80	258.80	258.80
SCHULTZ, JAMES	HS PERSONNEL & FINANCE	110.00	29.10	139.10	
	HUMAN SERVICES	110.00	29.10	139.10	278.20
SHORT, JOHN	SHERIFF'S CIVIL SERVICE	220.00	38.80	258.80	258.80
SPANGLER, CHRISTINE	SHERIFF'S CIVIL SERVICE	220.00	38.80	258.80	258.80
SPEERLESS, MARIEN	ADVISORY COMM ON AGING		75.66	75.66	75.66
STEPPEKE, MARYANN	ADVISORY COMM ON AGING		54.32	54.32	54.32
STOFFEL, ELIZABETH	JEFFERSON CO LIBRARY	55.00	11.64	66.64	

					66.64
TUCKER, BEVERLY	JEFFERSON CO LIBRARY	110.00	.00	110.00	110.00
VAN LIESHOUT, BARB	COUNTRYSIDE – BRD OF	385.00	.00	385.00	385.00
WEIS, DALE	ZONING & PLANNING	55.00	17.70	72.70	
	ZONING/BD OF ADJ	55.00	18.43	73.43	146.13
WILLIAMS, DONALD	COUNTY BOARD OF HEALTH	165.00	17.46	182.46	182.46
ZASTROW, LLOYD	COUNTY BOARD OF HEALTH	220.00	69.84	289.84	
	ZONING/BD OF ADJ	620.00	224.64	844.64	1,134.48
ZILISCH, DALE	NUTRITION		9.70	9.70	9.70
	NON BOARD MEMBERS' TOTALS	577.50	11,980.00	2,550.02	15,107.52
	GRAND TOTALS	25,520.00	110,955.00	23,666.67	160,141.67

RESOLUTION NO.

Resolution Approving the Realignment of the County's Finance Function from the County Clerk to the County Administrator

WHEREAS, the firm of Virchow Krause was hired by the County to conduct an operational audit of the County's administrative functions, including the offices of the County Administrator, Human Resources Director, County Clerk and County Treasurer, and

WHEREAS, the purpose of the audit was to analyze the organizational structure and operational processes for the delivery of services to other County departments and the public, and

WHEREAS, the audit report contained 58 recommendations which were presented to the County Board of Supervisors at its October 9, 2007 meeting, and

WHEREAS, the County Board referred the audit report to the Administration and Rules Committee to oversee implementation of the audit recommendations, and

WHEREAS, two of the audit recommendations related to the realignment of the County's finance function from the County Clerk's Office to the County Administrator's Office, and

WHEREAS, the Committee has worked with the County Clerk and County Administrator to jointly develop an implementation plan and timetable for the successful realignment of the finance functions, and

WHEREAS, the Committee, at its February 27, 2008 meeting unanimously passed a motion to recommend the completion of the realignment plan by September 1, 2008 and incorporate the implementation of the realignment effective January 1, 2009, as part of the 2009 Budget.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors approves the recommendations of the Administration and Rules Committee, and

BE IT FURTHER RESOLVED that the County Clerk and County Administrator, with the assistance and under the oversight of the Administration and Rules Committee, are hereby directed to proceed with the realignment of the finance functions as recommended, and

BE IT FURTHER RESOLVED that costs of position changes and implementation of the recommended realignment be proposed in the 2009 Budget.

Fiscal Note: Adoption of this Resolution will require the expenditure of staff and Committee time. Some costs, which are budgeted in the Human Resources Department 2008 budget, may be incurred for the outside review of updated staff job descriptions and job classifications related to the realignment. Any other costs related to the realignment are anticipated to be included in the 2009 Budget.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____
VACANT _____

Resolution Requested by
Administration and Rules Committee

Gary R. Petre: 2-28-2008

March 11, 2008



JEFFERSON COUNTY
OFFICE OF THE
COUNTY ADMINISTRATOR

GARY R. PETRE
County Administrator

TAMMIE J. JAEGER
Administrative Assistant
Confidential

PAULA SUMPTER
Management Analyst

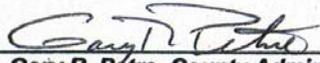
To: Administration and Rules Committee Members
From: Gary Petre, County Administrator
Barbara Frank, County Clerk
Date: February 22, 2008
Subject: Financial Function Realignment

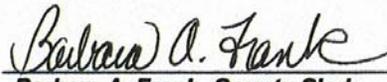
In response to the Committee's request at the 2/4/2008 meeting, we have formed a working group that has accepted the responsibility to plan and implement the recommendation of the Administrative Services Operation Audit Report to realign the finance function under Administration. We are pleased to report that through scheduled strategy meetings and informal discussion, the group has reached a consensus regarding an approach and timeline that will provide opportunity to perform appropriate analysis, create necessary documentation, accommodate workload related to the 2008 election calendar, work within the established budget cycle, and plan in accordance with County policies and procedures, thereby ensuring the smoothest possible transition.

Attached please find three documents for your consideration.

1. **Audit Report Excerpt:** This two-page excerpt describes the auditor's recommendations to reassign responsibility and create a transition plan in their entirety.
2. **Project Charter:** The creation of a charter is standard practice in project management. This executive-level summary, created at the earliest stage of a project, is a first step that serves to define and document the associated goals, scope, benefits and risks prior to executive/governance approval to proceed. It further outlines the composition and roles of the project team, establishes a high-level schedule of major milestones, and defines necessary financial commitments. Finally, and perhaps most importantly, it is a **consensus document**. The signatures of the Process Owners indicate that parties are in agreement with regard to key project elements and have made a commitment to its successful completion. The approval of the Executive Sponsor (Administration and Rules Committee) will indicate that the policy oversight body concurs with the Project Charter.
3. **Timeline:** This graphic representation, in the form of a Gantt chart, illustrates the phases of the project, major tasks associated with each phase, and the block of time dedicated to each task. Notes outlined on page two are associated by line number to the tasks listed on the chart. The timeline outlines an estimated completion date for the Comprehensive Implementation Plan of 9/1/2008 with full implementation to be included in the 2009 budget effective 1/1/2009.

We hope you will find these documents useful. Team members will be present at the 2/27/2008 meeting to answer your questions and receive your comments. Please also feel free to contact us prior to the meeting if you have questions. Thank you for your consideration.


Gary R. Petre, County Administrator


Barbara A. Frank, County Clerk

cc: Finance Committee Members, Terri Palm, Phil Ristow, Paula Sumpter

Project Charter: Financial Function Realignment

Project Name Financial Function Realignment	Project Number N/A	Start Date 2/8/2008	End Date 1/30/2009
Executive Sponsor Administration and Rules Committee	Process Owners Barbara Frank - County Clerk Gary Petre - County Admin.	Project Manager Paula Sumpter - Admin.	
Planning Period 1Q08 - 1Q09	Est. Operating \$TBD (2009)	Est. Capital \$TBD (2009)	

Goal

Realign management responsibility for County financial functions to the County Administrator while preserving service and coverage levels in all affected areas.

Statement of Need

The report of the Administrative Services Operational Audit included a recommendation to "realign accounting and financial functions under the direction of the County Administrator to establish clearer lines of authority and accountability." The report indicated the priority of this item as "High."

Financial functions are currently aligned under the direction of the elected County Clerk. Concern was expressed that the potential exists for the election of a future County Clerk who may not possess the necessary financial acumen and experience, whereas the County Administrator is appointed by the County Board of Supervisors who can ensure the necessary skill set is present prior to hiring.

Stakeholders

The people of Jefferson County, all elected officials, and all County employees. Primary participants include Administration, County Clerk's Office and Human Resources.

Definition of Terms

Audit: Refers to the 2007 Administrative Services Operational Audit conducted by Virchow & Krause Company resulting in their report dated 10/1/2007

Financial Function: Includes all internal and external accounting, budget, financial audit, forecasting, payroll, Accounts Payable, and Chief Financial Officer functions.

Metrics

Metrics will not be defined for this project, however a change management process will be outlined in the Comprehensive Implementation Plan for the purpose of enabling a smooth transition during and after implementation.

Scope

1. Develop a project proposal
2. Define project roles and organization
3. Define and analyze tasks performed by County Clerk and Finance personnel
4. Perform HR analysis of tasks and update position descriptions
5. Prepare a Comprehensive Implementation Plan
6. Organizationally establish a Finance Department
7. Define a training plan and provide instruction/certification
8. Establish/update procedures for Finance Department and Clerk's Office

Benefits

1. Improve efficiencies by consolidating Financial and County Clerk functions in designated departments
2. Eliminate potential risk of a poorly qualified elected CFO
3. Establish a clear line of financial accountability

Risks

1. Reallocation of project resources to other priorities may cause delays
2. An ideal space solution may not be practical
3. Training may not be immediately available

Deliverables

1. Initial Proposal/General Timeline
2. Comprehensive Implementation Plan
3. Functional Organizational Charts
4. Space Needs Analysis
5. 2009 Budget Request

Assumptions

1. Team members will be available to attend meetings and provide input
2. Space issues can be resolved within the current courthouse floor plan
3. Funding will be available

Team Roster

Team Member	Role	Department	Company
Gary Petre	Administrative Process Owner	Administration	Jefferson County
Barb Frank	Clerk Process Owner	County Clerk	Jefferson County
Dave Ehlinger	Accounting Representative	County Clerk	Jefferson County
Mark Miller	Space Needs	Central Services	Jefferson County
Terri Palm	HR Representative	Human Resources	Jefferson County
Phil Ristow	Statute Interpretation	Corporation Counsel	Jefferson County
Paula Sumpter	Facilitator/Project Manager	Administration	Jefferson County

Schedule

Milestone	Estimated Date
Proposal & Timeline Complete/Charter Signed	2/22/2008
Administration and Rules Committee Approval of Proposal	2/27/2008
County Board of Supervisors Approval of Proposal	3/11/2008
Research and Analysis Completed	8/01/2008
Space Analysis Completed	8/15/2008
Comprehensive Implementation Plan Completed	9/01/2008
Propose 2009 Budget – Define Fiscal Impact	10/14/2008
Obtain County Board of Supervisors 2009 Budget Approval	11/10/2008
Implement Staff Reassignment	1/02/2009

Budget Estimate

Item/Service	Cost Estimate	Funding Source
2008 Fiscal Impact	\$0	N/A
2009 Fiscal Impact	TBD	TBD

Approval

Process Owner	Date	Process Owner	Date
<i>Barbara A. Frank</i>	2/20/08	<i>Gary R. Petre</i>	2-20-08
Barbara A. Frank – County Clerk		Gary R. Petre – County Administrator	



ORDINANCE NO. 2007-34

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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 01-31-08

ORDINANCE NO. 2007-35

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. (First reading held on February 12, 2008.)

Requested by Chairman Sharon Schmeling &
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-36

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. (First reading held on February 12, 2008.)

Requested by Chairman Sharon Schmeling &
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02/07/08

ORDINANCE NO. 2007-37

**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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Phillip C. Ristow: 02-07-08

ORDINANCE NO. 2007-38

**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. (First reading held on February 12, 2008.)

PROPOSED AMENDMENT

WHEREAS, Ordinance No. 2007-38 as originally proposed eliminated the following phrase: “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]”, and

WHEREAS, the Administration & Rules Committee, in response to comments received from the Infrastructure Committee, believes the Board will be better served by leaving said clause in the rule,

NOW, THEREFORE, Ordinance No. 2007-38 is hereby amended to leave “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]” as part of the rule.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

ORDINANCE NO. 2007-38
(w/proposed amendment)

**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 _____

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08; 03-03-08

ORDINANCE NO. 2007-39

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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-40

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~~ make 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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-41

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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

NOTE: In response to comments from various parties including the Economic Development Consortium, the Administration & Rules Committee will move to withdraw this proposed rule change.

ORDINANCE NO. 2007-42

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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-43

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. (First reading held on February 12, 2008.)

Requested by
Administration & Rules Committee

03-11-08

Philip C. Ristow: 02-07-08

ORDINANCE NO. 2007-_____

**Update Human Services Board rule concerning statutory references
and the ADRC Advisory Committee**

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

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

(f) HUMAN SERVICES BOARD - Seven members. This is the governing and policymaking board of directors of the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a chairperson and vice chairperson who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. Pursuant to s. 46.23(5)(d)(8) (5m)(a), the Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee which shall also be assigned the duties established by ~~and~~ Resolution No. 42 adopted June 12, 1979, for the Human Services Board shall appoint a County Advisory Committee on Aging. Pursuant to s. 46.23(5)(d)(8)(5m)(a), the Human Services Board shall appoint the Nutrition Project Council, number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. The Human Services Board may create a subcommittee known as the Human Services Personnel & Finance Committee, members of which shall be eligible for meeting fees and mileage. [Amended 03/09/04, Ord. No. 2003-39]

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

03-11-08

Philip C. Ristow: 02-20-08; 03-04-08

RESOLUTION NO. 2007-_____

Act on year end budget amendments

WHEREAS, due to circumstances arising since the 2007 budget was formulated, the following transfer of funds and departmental budgetary amendments are necessary as indicated below:

Entry	To/ From	Bus Unit	Account Number	Sub Acct	Account Description	Amount
A	To	9801	621100		General Fund--Residual equity transfer in	649,143.66
	From	4700	621101		Health Dept--Residual equity transfer out	(127,168.74)
	From	5200	621101		Human Services--Residual equity transfer out	(521,974.92)
					Prior year correction--Return vested vacation benefits designations to General Fund	

B	To	9801	621100		General Fund--Residual equity transfer in	322,995.45
	From	4700	621101		Health Dept--Residual equity transfer out	(102,421.13)
	From	5200	621101		Human Services--Residual equity transfer out	(220,574.32)
					Prior year correction--Return vested sick pay benefits designations to General Fund	

C	To	4700	611101		Health Dept--Transfer from General Fund	17,029.61
	To	5200	611101		Human Services--Transfer from General Fund	53,864.54
	From	9801	611101		General Fund--Transfer from General Fund	(70,894.15)
					Prior year correction--Double posted current year vacation adjustment	

D	To	4700	611101		Health Dept--Transfer from General Fund	12,478.95
	To	5200	611101		Human Services--Transfer from General Fund	54,020.34
	From	9801	611101		General Fund--Transfer from General Fund	(66,499.29)
					Prior year correction--Double posted current year sick pay adjustment	

E	To	5200	611101		Human Services--Transfer from General Fund	3.00
	From	9801	611101		General Fund--Transfer from General Fund	(3.00)
					Prior year correction—Un-reconciled variance	

F(1)	To	11	512144		Health insurance--County Board	1,492.92
	To	31	512144		Health insurance--Economic Development	Zero
	To	41	512144		Health insurance--Human Resources	4,273.14
	To	51	512144		Health insurance--Emergency Management	982.03
	To	52	512144		Health insurance--EPCRA	1,132.04
	To	61	512144		Health insurance--Family Court Commissioner	4,530.98
	To	63	512144		Health insurance--Family Court Counseling	3,059.60
	To	71	512144		Health insurance--Register in Probate	2,169.73
	To	81	512144		Health insurance--County Administrator	1,526.83
	To	9001	512144		Health insurance--Central Duplication	1,529.80
	To	1001	512144		Health insurance--Register of Deeds	6,022.99
	To	1101	512144		Health insurance--Surveyor	1,526.83
	To	1201	512144		Health insurance--County Clerk	9,172.86
	To	1301	512144		Health insurance--Land Information	5,316.23
	To	1401	512144		Health insurance--County Treasurer	2,998.31
	To	1601	512144		Health insurance--District Attorney	12,589.40
	To	1602	512144		Health insurance--Victim Witness	2,235.61
	To	1603	512144		Health insurance--First Offender Program	1,529.80
	To	1701	512144		Health insurance--Corporation Counsel	4,580.50
	To	1801	512144		Health insurance--Parks	9,282.51
	To	1801	512144		Health insurance--Dog Park	23.52
	To	1840	512144		Health insurance--Grounds keeping	256.45
	To	1901	512144		Health insurance--Central Services	8,901.07
	To	2001	512144		Health insurance--Sheriff	78,239.66
	To	2001	512144	101	Health insurance--Sheriff	4,377.71
	To	2001	512144	102	Health insurance--Sheriff	493.98
	To	2001	512144	103	Health insurance--Sheriff	429.98
	To	2004	512144		Health insurance--Support Services	11,878.23
	To	2005	512144		Health insurance--Courthouse Security	4,397.77
	To	2006	512144		Health insurance--Dispatch & Communications	8,782.42
	To	2151	512144		Health insurance--Water Safety	39.64
	To	2152	512144		Health insurance--Snowmobile Law	35.24
	To	2201	512144		Health insurance--Jail	49,356.63
	To	2201	512144	602	Health insurance--Jail nurses	2,532.91
	To	2202	512144		Health insurance--Jail Kitchen	9,175.83
	To	2301	512144		Health insurance--Child Support	18,859.86
	To	2401	512144		Health insurance--Clerk of Courts	17,532.18
	To	2402	512144		Health insurance--Judicial Support	5,430.22
	To	2501	512144		Health insurance--Coroner	1,526.83
	To	5301	512144		Health insurance--Veterans Services	1,806.46
	To	6801	512144		Health insurance--UW Extension	3,663.26
	To	6901	512144		Health insurance--Fair Park	4,429.06
	To	6902	512144		Health insurance--Fair Week	794.79
	To	7001	512144		Health insurance--Land Conservation	6,199.03
	To	7101	512144		Health insurance--Zoning	9,192.80
	To	7104	512144		Health insurance--Air Quality	131.94
	To	7109	512144		Health insurance--Solid Waste	Zero
	To	9902	512144		Health insurance--Library Council	Zero
	From	9801	611107		Health Deficit Transfer	(324,439.58)

Provide funds to departments for health insurance deficit allocation

F(2)	To	Mult	512144		Health insurance--Health Department	Zero
	From	9801	611107		Health Deficit Transfer	Zero

Provide funds to departments for health insurance deficit allocation

F(3)	To	Mult	512144		Health insurance--Human Services	177,573.78
	To	Mult	512144	Mult	Health insurance--Countryside Home	180,660.61
	To	53211	512144		Health insurance--Highway	86,981.74
	To	Mult	512144		Health insurance--MIS	8,275.05
	From	9801	611107		Health Deficit Transfer	(453,491.18)

Provide funds to departments for health insurance deficit allocation

G(1)	From	9801	611107		Health Deficit Transfer	35,638.89
	To	11	512173		Dental insurance--County Board	(156.87)
	To	31	512173		Dental insurance--Economic Development	Zero
	To	41	512173		Dental insurance--Human Resources	(459.13)
	To	51	512173		Dental insurance--Emergency Management	(108.90)
	To	52	512173		Dental insurance--EPCRA	(114.14)
	To	61	512173		Dental insurance--Family Court Commissioner	(489.67)
	To	63	512173		Dental insurance--Family Court Counseling	(326.70)
	To	71	512173		Dental insurance--Register in Probate	(237.15)
	To	81	512173		Dental insurance--County Administrator	(326.70)
	To	9001	512173		Dental insurance--Central Duplication	(163.35)
	To	1001	512173		Dental insurance--Register of Deeds	(643.25)
	To	1101	512173		Dental insurance--Surveyor	(163.35)
	To	1201	512173		Dental insurance--County Clerk	(980.11)
	To	1301	512173		Dental insurance--Land Information	(573.05)
	To	1401	512173		Dental insurance--County Treasurer	(326.96)
	To	1601	512173		Dental insurance--District Attorney	(1,349.99)
	To	1602	512173		Dental insurance--Victim Witness	(234.12)
	To	1603	512173		Dental insurance--First Offender Program	(163.35)
	To	1701	512173		Dental insurance--Corporation Counsel	(490.06)
	To	1801	512173		Dental insurance--Parks	(1,057.06)
	To	1801	512173		Dental insurance--Dog Park	(2.39)
	To	1840	512173		Dental insurance--Grounds keeping	(45.29)
	To	1901	512173		Dental insurance--Central Services	(974.07)
	To	2001	512173		Dental insurance--Sheriff	(8,571.37)
	To	2001	512173	101	Dental insurance--Sheriff	(449.10)
	To	2001	512173	102	Dental insurance--Sheriff	(50.22)
	To	2001	512173	103	Dental insurance--Sheriff	(43.71)

To	2004	512173		Dental insurance--Support Services	(1,275.76)
To	2005	512173		Dental insurance--Courthouse Security	(468.61)
To	2006	512173		Dental insurance--Dispatch & Communications	(1,153.45)
To	2151	512173		Dental insurance--Water Safety	(4.03)
To	2152	512173		Dental insurance--Snowmobile Law	(3.61)
To	2201	512173		Dental insurance--Jail	(5,351.21)
To	2201	512173	602	Dental insurance--Jail nurses	(265.08)
To	2202	512173		Dental insurance--Jail Kitchen	(980.11)
To	2301	512173		Dental insurance--Child Support	(2,025.99)
To	2401	512173		Dental insurance--Clerk of Courts	(1,938.08)
To	2402	512173		Dental insurance--Judicial Support	(576.20)
To	2501	512173		Dental insurance--Coroner	(163.35)
To	5301	512173		Dental insurance--Veterans Services	(196.21)
To	6801	512173		Dental insurance--UW Extension	(402.94)
To	6901	512173		Dental insurance--Fair Park	(477.34)
To	6902	512173		Dental insurance--Fair Week	(80.78)
To	7001	512173		Dental insurance--Land Conservation	(698.77)
To	7101	512173		Dental insurance--Zoning	(1,064.06)
To	7104	512173		Dental insurance--Air Quality	(13.25)
To	7109	512173		Dental insurance--Solid Waste	Zero
To	9902	512173		Dental insurance--Library Council	Zero
Remove funds from departments for dental insurance surplus allocation					

G(2)	To	9801	611107	Health Deficit Transfer	Zero
	From	Mult	512173	Dental insurance--Health Department	Zero
Remove funds from departments for dental insurance surplus allocation					

G(3)	To	9801	611107	Health Deficit Transfer	49,674.50
	From	Mult	512173	Dental insurance--Human Services	(19,607.79)
	From	Mult	512173	Mult Dental insurance--Countryside Home	(19,668.14)
	From	53211	512173	Dental insurance--Highway	(9,337.89)
	From	Mult	512173	Dental insurance--MIS	(1,060.68)
Remove funds from departments for dental insurance surplus allocation					

H	To	9801	611103	Operating Transfer In--General Fund	2,438.43
	From	8145	611104	Operating Transfer Out--Capital Projects	(2,438.43)

Transfer remaining 911 center remodeling funds to General Fund

I	To	9801	611103	Operating Transfer In--General Fund	58,545.63
	From	3001	611104	Operating Transfer Out--Countryside Home	(58,545.63)
				Transfer remaining departmental surplus to General Fund	

J	To	1812	611103	Operating Transfer In--Carnes Park	8,411.25
	From	1806	611104	Operating Transfer Out--Carol Liddle Estate	(8,411.25)
				Additional funding needed for Elk Farm purchase	

K	To	9801	611103	Operating Transfer In--General Fund	315,656.21
	From	5200	611104	Operating Transfer Out--Human Services	(315,656.21)
				Transfer remaining departmental surplus to General Fund	

NOW, THEREFORE, BE IT RESOLVED that the above transfers and budget amendments to the 2007 budget be approved.

Fiscal Note (summary):

A. Prior year correction—Return vested vacation benefits designations to the General Fund for a total of \$649,144.

B. Prior year correction—Return vested sick pay benefits designations to the General Fund for a total of \$322,995.

C. Prior year correction—Transfer funds related to double posting of 2006 vacation adjustments for a total of \$70,894.

D. Prior year correction—Transfer funds related to double posting of 2006 sick pay adjustments for a total of \$66,499.

E. Prior year correction—Transfer funds related to un-reconciled variance in Human Service fund balance for a total of \$3.

F(1). Provide funds to departments within the General Fund for the health insurance deficit allocation for a total of \$324,440.

F(2). Provide funds to the Health Department for the health insurance deficit allocation for a total of zero.

F(3). Provide funds to Human Services, Countryside, Highway, and MIS departments for the health insurance deficit allocation for a total of \$453,491.

G(1). Remove funds from departments within the General Fund for the dental insurance surplus allocation for a total of \$35,639.

G(2). Remove funds from the Health Department for the dental insurance surplus allocation for a total of zero.

G(3). Remove funds from Human Services, Countryside, Highway, and MIS departments for the dental insurance surplus allocation for a total of \$49,675.

H. Transfer remaining 911 center remodeling funds to the General Fund as per the Fund Balance Policy for a total of \$2,438

I. Transfer remaining Countryside Home operating surplus to the General Fund as per the Fund Balance Policy for a total of \$58,546.

J. Transfer addition funds from the Carol Liddle Estate proceeds for the Elk Farm purchase for a total of \$8,411.

K. Transfer remaining Human Services operating surplus to the General Fund as per the Fund Balance Policy for a total of \$315,656.

Fiscal Note (expanded):

A. Our former audit firm (Virnig and Associates) treated vested vacation benefits as a liability, with the liability held within each respective fund. Our current audit firm (Clifton Gunderson) treats vested vacation wages as a fund balance reservation. Based upon the Fund Balance Policy, these fund balance reservations should be held within the General Fund. When Clifton Gunderson re-stated the 2005 and 2006 financial statements, they retained the fund balance reservation within each respective fund. This entry returns the reserved fund balance for vested vacation benefits to the General Fund as per the Fund Balance Policy.

B. These entries relate to vested sick pay benefits. The same explanation as the above fiscal note (A) is applicable.

C. Our former audit firm treated the adjustment of current year vacation benefits as an expense recognized on the modified accrual statements (or the "traditional" statements that have appeared in the County's financial statements for years). Our current audit firm only recognizes the current year adjustment of vacation benefits as an expense on the full accrual statements (for which the tax levy is not applicable). The restatement of the 2005 financial statements by Clifton Gunderson in this regard was done correctly. However, the adjusting entries by Clifton Gunderson for 2006 recognized the accrued vacation benefits adjustment on the modified accrual statements in error. As the general ledger was adjusted at year end 2006 to reflect the audited financial statement balances, a transfer from the General Fund in 2007 was necessary to erase the negative fund balances within the Health and Human Services funds related to these balances.

D. These entries relate to vested sick pay benefits. The same explanation as the above fiscal note (C) is applicable.

E. In adjusting the Human Services fund balances to reflect the re-stated financial statements for 2005 and 2006 resulting from fiscal notes A,B,C & D, an un-reconciled variance of \$3 resulted. Due to the minimal amount, it was deemed immaterial enough to attempt to reconcile, and a transfer was made from the General Fund to have the Human Services fund balance equal the audited financial statements.

F. Under the County's self insured plan for health insurance, departments are charged a "premium" for employee health insurance, and actual costs are applied against these premiums. On a life-to-date basis, the County had a surplus (i.e. more premiums charged versus actual

costs) at year end 2006 of approximately \$218,000. [This figure is the net of the employee surplus and retiree deficits combined together.] During calendar year 2007, health insurance costs exceeded premiums charged by \$1,035,000. Thus, the County now has a life-to-date health insurance deficit of \$818,000. The County Board set aside approximately \$1.8 million under Resolution 2005-97, dated 3/14/06, for the purpose of establishing a health insurance reserve policy. This \$1.8 million came from unrestricted General Fund balance.

This life-to-date deficit was charged to each department on a pro-rata basis based upon current year health insurance charges. For the majority of departments, the budget was increased by the same dollar amount, so that the net effect on the department's actual operations was zero. Listed below is more detail by fund.

F(1). For the General Fund, Economic Development (\$1526.83) and Solid Waste (\$765.80) business units did not receive funding for these extra charges as they are not supported by the tax levy. The Library Council (\$2.98) did not receive funding as they are a non-countywide levy.

F(2). The Health Department was charged \$37,607.29 for their portion of the pro-rata allocation of the life-to-date deficit. However, no funds were transferred to the Health Department. Because the Health Department is a non-countywide tax levy, and the \$1.8 million reserve came from county-wide operations, the County cannot transfer any funds to the Health Department for this purpose.

F(3). For all other funds, all business units within each fund that was allocated health insurance charges received a funding transfer in the same amount.

G. Under the County's self-insured plan for dental insurance, departments are charged a "premium" for employee dental insurance, and actual costs are applied against these premiums. On a life-to-date basis, the County had a surplus (i.e. more premiums charged versus actual costs) at year end 2007 of approximately \$90,000. Clifton Gunderson requested that account balance be allocated to the various departments in 2007 under modified accrual accounting rules. This credit to each department was allocated on a pro-rata basis based upon current year dental insurance charges. For the majority of departments, the budget was then decreased by the same amount, so that the net effect on the department's actual operations was zero. Listed below is more detail by fund.

G(1). For the General Fund, Economic Development (\$163.35) and Solid Waste (\$77.37) business units did not have their budget reduced for these extra credits as they are not supported by the tax levy. The Library Council (\$0.30) did not have their budget reduced as they are a non-countywide levy.

G(2). The Health Department received a credit of \$4,195.61 for their portion of the pro-rata allocation of the life-to-date surplus. However, no funds were transferred back to the General Fund from the Health Department. Because the Health Department did not receive a transfer for the health insurance deficit, it was deemed fair that they should not have to transfer funds back for the dental insurance deficit.

G(3). For all other funds, all business units within each fund that was allocated dental insurance credits had their budget reduced in the same amount.

H. With the passage of the 2007 budget in November 2006, the County Board designated \$699,254 for the purpose of the 911 center remodeling project. The Board approved \$44,000 under Resolution 2006-65 and \$516,550 under Resolution 2007-16 for this project, for a total project budget of \$560,550. [The variance between the fund designation and project budget was re-allocated to other projects during the creation and adoption of the 2008 budget passed in November 2007.] The actual project expenditures totaled \$558,111.57, leaving a surplus of \$2,438.43. This amount was returned to the General Fund as per the Fund Balance Policy.

I. After adjusting the fund balance restrictions for prepaid items and fixed assets, Countryside Home had a surplus from operations of \$61,045.63 available to transfer back to the General Fund. Countryside Home is requesting \$2,500 be retained within their department to complete the project of purchasing wood chips for the building edges. Thus, a total of \$58,545.63 is being returned to the General Fund as per the Fund Balance Policy.

J. The County Board approved buying property adjacent to Carnes Park (formerly known as the Elk Farm) under Resolution 2004-86 dated 12/14/04, indicating that necessary funds for the purchase come from the Carol Liddle estate funds, not to exceed \$185,000. Although the purchase was completed in 2005, the applicable grants could not be closed out until April 2007, when the available relocation period for the prior owner expired. In reconciling the payment from the State, it was discovered that receivable entries set up in 2005 related to one of the parcels of land was not applicable under the grant. Thus, an additional \$8,411.25 was needed to be transferred from the Carol Liddle Estate funds. The total net expenditures by the County for the purchase were \$129,058.49, so the maximum stipulated under Resolution 2004-86 was not exceeded.

K. The Human Services Department had an operating surplus for 2007 of \$355,656.21. From this amount, they requested to carry forward \$40,000 for the Windows Vista upgrade project and the remaining balance to offset either the projected deficit in 2008 due to Family Care implementation or the projected increase in tax levy for 2009 due to Family Care implementation. The Finance Committee is recommending that the remaining funds of \$315,656.21 be transferred back to the General Fund and designated for Family Care implementation. This will allow a better comparison between budget years 2008 and 2009 for the effects of Family Care on the tax levy.

As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Finance Committee

03-11-08

David P. Ehlinger: 2-21-08, 2-29-08

RESOLUTION NO. 2007-_____

Fund year-end departmental deficits

WHEREAS, due to circumstances arising after the 2007 budget was formulated, the following transfers of funds are necessary to be made from the contingency appropriation account as indicated:

Bus Unit	Account Number	Department	Business Unit	Amount	Dept Budget	Percent Budget
61	599999	Family Court	Commissioner	1,412	391,196	0.4%
9001	599999	Central Duplicating	Central Duplicating	664	85,876	0.8%
1001	599999	Register of Deeds	Register of Deeds	20,066	(215,978)	-9.3%
1301	599999	Land Information	Real Estate Description	5,732	291,014	2.0%
1603	599999	District Attorney	First Offender Program	32,721	738,047	4.4%
1801	599999	Parks	Parks	16,768	1,681,249	1.0%
2001	599999	Sheriff	Sheriff Courts	64,236	10,781,401	0.6%
2410	599999	Clerk of Courts	Reimbursement	5,983	1,033,050	0.6%
2501	599999	Coroner	Coroner	8,729	74,994	11.6%
7101	599999	Zoning	Zoning	<u>34,328</u>	309,723	11.1%
Total transfer from Contingency Fund				<u>190,639</u>		

and

WHEREAS the Finance Committee recommends that these departmental deficits to be funded in conjunction with the 2007 departmental non-lapsing requests,

THEREFORE, BE IT RESOLVED that the aforementioned transfers of funds are hereby approved.

Fiscal Notes: The following is a brief explanation of major factors causing the departmental deficits that exceed 3% of amended departmental budgets.

Register of Deeds—Total revenues were down by 9.8% compared to budget, or \$55,759. This was primarily due to the slowdown in the housing industry, in both new construction and sales of existing structures.

District Attorney - The revenue within the First Offender Program was down over 67% compared to budget, or \$50,203. This was primarily due to a change in accounting method in regard to receivables.

Coroner - Larger accounts with deficits include:

- Coroner reports revenue down \$3,330 or 10.4% compared to budget*
- Autopsy costs up \$3,673 or 16.0% compared to budget*
- MIS allocation up \$1,682 or 49.9% compared to budget. [The MIS allocation increased due to the number of additional computers provided to the department.]*

Zoning - Revenues were down \$119,404 or 31.3% as compared to budget. The slowdown of the housing industry is the single largest contributing factor to this decrease.

As a budget amendment, 20 affirmative votes are required for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Finance Committee

3-11-08

David P. Ehlinger: 2-21-08, 2-29-08

RESOLUTION NO. 2007-_____

Act on year-end requests to carry over funds

WHEREAS, at the close of each fiscal year, it may be desirable to carry over some accounts so they can be used in the next budget year, and

WHEREAS, the County Administrator and Finance Committee have reviewed the requests of all departments to carry over \$3,141,813.19 in various accounts as indicated in the detail with the Finance Committee meeting minutes of February 28, 2008, and

WHEREAS the Finance Committee recommends various accounts be designated as non-lapsing or reserved for fiscal year 2008 in the amount of \$2,826,156.98, and

WHEREAS the Finance Committee recommends that the difference in the above amounts of \$315,656.21 be indicated as a fund balance designation within the General Fund for Family Care implementation for the fiscal period of September 2008 through December 2009,

NOW, THEREFORE, BE IT RESOLVED that the funds in the accounts identified in the Finance Committee minutes of February 28, 2008, totaling \$2,826,156.98 are designated as non-lapsing or reserved in the 2008 budget year, and

BE IT FURTHER RESOLVED that a General Fund designation for Family Care implementation be created in the amount of \$315,656.21.

Fiscal Note: Below is a summary of the non-lapsing requests by fund to carry over unspent funds into the 2008 budget. Detail is included with the Finance Committee meeting minutes of February 28, 2008. Also shown in addition to the above amount are items which do not lapse either as a result of current accounting practices (such as fixed assets, inventory, and prepaid items) or items that do not lapse because they are committed to pay for approved contracts, statutory restrictions, restricted donations, or capital projects in progress as per the Fund Balance Policy approved October 23, 2007, by Resolution 2007-62.

As a budget amendment, 20 affirmative votes are required for passage.

Fund	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Fund Total
General Fund	151,377	400,232	551,609	1,394,012	1,945,621
Health Department	-	-	-	232,458	232,458
Human Services	40,000	-	40,000	-	40,000
Debt Service	-	-	-	1	1
Capital Projects Countryside Home	2,500	-	2,500	4,729,980	4,732,480
Highway	2,169,347	-	2,169,347	7,958,206	10,127,553
MIS	62,701	-	62,701	35,000	97,701
Totals	2,425,925	400,232	2,826,157	14,349,657	17,175,814

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Finance Committee

03-11-08

David P. Ehlinger: 2/21/08
David P. Ehlinger and Philip C. Ristow: 2/22/08
David P. Ehlinger: 2/29/08

**JEFFERSON COUNTY
FINAL NON-LAPSING REQUESTS
FOR THE YEAR ENDED DECEMBER 31, 2007**

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
General Revenues	9805	699994	Life to date Revolving Loan Funds received	61,757.46				61,757.46	61,757.46
Economic Develop.	31	699994	Fiduciary fund balance for the JCEDC (Jefferson Co. Economic Development Consortium)				75,034.00		
Economic Develop.	32	699994	Fiduciary fund balance for the Home Consortium				2,421.00		
Economic Develop.	33	531326	Fiduciary fund balance for the Entrepreneur Program				1,000.00	78,455.00	78,455.00
Human Resources	41	521219	Ability to contract for employee and supervisor training		7,641.00				
Human Resources	41	521226	Proactively conduct ergonomic evaluations to prevent injuries		298.00				
Human Resources	41	521228	Assistance for seven (7) possible contract interest arbitrations		10,000.00				
Human Resources	41	521229	Enhance recruitment/retention efforts		966.00				
Human Resources	41	529162	Use of volunteer recognition funds to be reviewed by new Volunteer Services Coordinator position	800.00					
Human Resources	41	531303	Windows Vista upgrade on three (3) computers		800.00				
Human Resources	41	531303	Kronos software for employee/manager entry		3,550.00				
Human Resources	41	532325	Ability to send staff for Human Resources training		1,000.00			25,055.00	25,055.00

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Emergency Mgmt.	53	531303	Windows Vista upgrade for one (1) computer	400.00					
Emergency Mgmt.	53	699994	Remaining departmental surplus applied against flood mitigation program		139,505.00			139,905.00	139,905.00
County Administrator	81	531243	Office furnishings for new Management Analyst position	1,000.00					
County Administrator	81	531303	Windows Vista upgrade for two (2) computers	800.00					
County Administrator	83	531313	Printing of county maps (to be completed in 2008)	8,581.00				10,381.00	10,381.00
Register of Deeds	1001	521295	Vendor for data conversion project does not anticipate completing project before year end				29,685.60		
Register of Deeds	1001	531303	Windows Vista upgrade for nine (9) computers	3,600.00				33,285.60	33,285.60
County Clerk	1201	531303	Windows Vista upgrade for nine (9) computers	4,400.00					
County Clerk	1202	535242	Vendor invoices regarding elections being disputed	9,651.50				14,051.50	14,051.50
Land Information	1303	699994	Land records modernization funds restricted by state statute				(22.00)	(22.00)	(22.00)
County Treasurer	1401	531303	Windows Vista upgrade for four (4) computers	1,600.00				1,600.00	1,600.00
Special Projects	1501	594829	County Clerk service counter remodeling delayed due to administrative audit	7,023.00					

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Special Projects	1501	699994	County Clerk service counter remodeling delayed due to administrative audit		7,000.00				
Special Projects	1512	594822	Scheduling and vendor availability problems for Sheriff roofing project	34,200.00					
Special Projects	1513	594822	Scheduling and vendor availability problems for Family Court/Probate remodeling (phase 2)	3,613.00					
Special Projects	1513	699994	Scheduling and vendor availability problems for Family Court/Probate remodeling (phase 2)		25,000.00			78,836.00	78,836.00
District Attorney	1601	521219	Invoice for clerk intern used in 2007 not being issued until 2008	1,500.00				1,500.00	1,500.00
Corp. Counsel	1701	529299	Contractor completion of codification project expected in 2008				10,165.00		
Corp. Counsel	1701	531303	Windows Vista upgrade on two (2) computers	800.00				10,965.00	10,965.00
Parks	1801	531303	Windows Vista upgrade on two (2) computers and replace one computer	1,600.00					
Parks	1801	699994	Theo Garman donation for Garman Nature Preserve				20,000.00		
Parks	1806	699994	Balance of Carol Liddle estate funds received for park development and expansion				199,745.19		
Parks	1809	699994	Remaining interest earnings from Carlin Weld Park certificate of deposit				118.00		
Parks	1811	699994	Remaining tax levy for Korth Park shelter construction & general						

Department	Business Unit	Account Number	park development Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	320,717.00 Required Items	Dept. Requests	Finance Recommend
Parks	1812	699994	Wally Miller Memorial donation for Carnes Park				1,305.00		
Parks	1824	699994	Donation from Jefferson County Bike Club for paving bike trail south of Fort Atkinson				7,000.00		
Parks	1824	699994	Remaining tax levy from 2006 and 2007 for Old Hwy. 26 & Farmco-Groehler Bike trails		69,478.00				
Parks	1826	699994	Remaining surplus to be used for development of Terri Tinsley Dog Exercise Area		47,186.00			667,149.19	667,149.19
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Central Services	1901	535354	Vendor scheduling problem for painting Child Support office	3,385.00				3,385.00	3,385.00
<hr/>									
Sheriff	2001	531303	Window Vista upgrade for twenty (20) computers	8,000.00					
Sheriff	2001	699994	Restricted donations received to be used for community programs				728.00		
Sheriff	2001	699994	Restricted donations received to be used for honor guard programs				1,120.50		
Sheriff	2004	531303	Windows Vista upgrade for four (4) computers	1,600.00					
Sheriff	2006	531303	Windows Vista upgrade for four (4) computers	1,600.00					
Sheriff	2010	699994	Steering committee controlled-- Funds must be spent on drug education expenses				9,023.00		
Sheriff	2011	699994	Steering committee controlled-- Funds must be spent on drug enforcement vehicles maintenance				5,004.00		
Sheriff	2102	699994	Steering committee controlled-- Funds must be spent on drug task force operations				2,459.00		

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Sheriff	2104	699994	Steering committee controlled-- Federal forfeiture funds must be spent on drug related expenses				244,458.00		
Sheriff	2105	699994	Steering committee controlled-- Funds must be spent on marijuana eradication				2,342.00		
Sheriff	2108	699994	Steering committee controlled-- State forfeiture funds must be spent on drug related expenses				12,977.00		
Sheriff	2201	531303	Windows Vista upgrade for twelve (12) computers	4,800.00					
Sheriff	2203	699994	Jail assessment funds restricted by state statute				256,625.00	550,736.50	550,736.50
Child Support	2301	699994	Excess funds due to amended 2008 state contract payments in 2007				45,163.00	45,163.00	45,163.00
Clerk of Courts	2401	594812	Furniture ordered in 2007 but to be shipped and invoiced in 2008	15,109.86					
Clerk of Courts	2421	531303	Windows Vista upgrade for three (3) computers in the Commissioner's office	1,200.00					
Clerk of Courts	2421	594819	To purchase "For the Record" video recording system for the Family Court Commissioner hearing room	6,000.00					
Clerk of Courts	2422	531303	Windows Vista upgrade for two (2) computers in the Counseling office	800.00				23,109.86	23,109.86
Veterans Services	5301	531303	Windows Vista upgrade for one (1) computer	400.00					
Veterans Services	5301	593716	Donations from American Legion and other service organizations to offset transportation costs in 2008				1,550.00		

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Veterans Services	5302	593719	Greater need emerging for indigent Veterans Relief	1,114.00					
Veterans Services	5303	531365	Grave marker purchases combined with 2008 order to reduce postage costs	61.00					
Veterans Service	5303	531366	Grave setting purchases combined with 2008 order to reduce postage costs	150.00				3,275.00	3,275.00
UW Extension	6801	531303	Random Access Memory (RAM) not installed yet per MIS Depart.	200.00					
UW Extension	6801	531348	Educational supplies for the Downtown Vitality Community Place Making Project	1,500.00					
UW Extension	6803	699994	UW Educational activities net operating surplus	15,231.75				16,931.75	16,931.75
Fair Park	6901	531303	Windows Vista upgrade for one (1) computer	400.00					
Fair Park	6906	531314	Hog pens re-ordered in 2008	3,857.00					
Fair Park	6906	699994	Remaining Fair Park expansion donations				8,748.00	13,005.00	13,005.00
Land Conservation	7001	531303	Windows Vista upgrade for nine (9) computers	3,600.00					
Land Conservation	7008	593701	Cost share payments delayed due to contractor availability		26,050.80			29,650.80	29,650.80
Zoning	7101	531303	Windows Vista upgrade for seven (7) computers	2,800.00					
Zoning	7109	531303	Windows Vista upgrade for one (1) computer				400.00		
Zoning	7109	699994	Remaining tipping fees and grant funding for Solid Waste Program, restricted by contract				134,295.00	137,495.00	137,495.00

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Library System	9902	699994	Remaining fund balance as 2007 tax levy was not county-wide				1,950.79	1,950.79	1,950.79
GENERAL FUND TOTALS				151,377.11	400,232.26	551,609.37	1,394,012.08	1,945,621.45	1,945,621.45
Health Department	4635	531303	Grant funded--Windows Vista upgrade for nineteen (19) computers				11,600.00		
Health Department	4635	531314	Grant funded--Purchase cots for Countryside Home for possible evacuation				3,584.00		
Health Department	4635	531314	Grant funded--Purchase multiple medical sleds for Fire & EMS services within Jefferson County				5,400.00		
Health Department	4635	531314	Grant funded--Purchase BlackBerry phone with MYCAST for weather access				300.00		
Health Department	4635	531314	Grant funded--Purchase ACU-2000 for inter-operability for Jefferson County mutual aid				20,110.58		
Health Department	4635	535355	Grant funded--electrical work for satellite phone system at UW Extension				1,288.00		
Health Department	4700	699994	Fund balance for Health Department restricted because levy is not county-wide				190,175.57	232,458.15	232,458.15
Human Services		5200	531303	Windows Vista upgrade for sixteen (16) computers	40,000.00				
Human Services		5200	699994	Net operational surplus for 2007 retained to offset transfer of funds to CMO for Family Care	315,656.21*			355,656.21	40,000.00

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
<p>*Finance recommends lapsing the \$315,656.21 to the General Fund with a corresponding designation of funds to offset the estimated deficit in 2008 and/or estimated tax increase in 2009 resulting from implementing Family Care in September 2008.</p>									
Debt Service Fund	8002	699994	Debt service funds restricted by statute--Parks Building				.50		
Debt Service Fund	8045	699994	Debt service funds restricted by statute--Countryside Home				.96	1.46	1.46
Countryside Home	3551	***	Partially completed project: Purchase wood chips for building edges (A/C 3551.531658.755158)	2,500.00					
Countryside Home	600	341240	Reservation of fund balance for prepaid assets equity				932.90		
Countryside Home	600	341250	Reservation of fund balance for fixed asset equity				4,729,046.69	4,732,479.59	4,732,479.59
Highway Department	53312	699994	Construction project for CTH G not completed	595,000.00					
Highway Department	53312	699994	Resurfacing project for CTH X not completed	41,338.84					
Highway Department	53313	699994	Carryover all remaining funds to help fund unusual and extreme 2007-2008 winter season	24,117.81					
Highway Department	700	314002	Reservation of fund balance for state contributed capital--salt shed				240,039.00		

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
Highway Department	700	339010	Over-recovered fringe benefit pool to be applied against 2008 fringe benefit rates	108,936.32					
Highway Department	700	339011	Under-recovered small tools pool to be applied against 2008 small tools rates	(1,922.74)					
Highway Department	700	341210	Reservation of fund balance for inventory equity				1,894,928.69		
Highway Department	700	341211	Negative funds from inventory increased to retain at 2006 levels. Should be offset when gravel inv sold	(207,447.14)					
Highway Department	700	341230	Vested sick pay benefits				110,472.25		
Highway Department	700	341235	Vested vacation pay benefits				257,218.53		
Highway Department	700	341250	Reservation of fund balance for fixed asset equity				5,455,547.68		
Highway Department	700	341251	Net funds from fixed assets maintained to replace equipment	1,609,323.69					
								10,127,552.93	10,127,552.93
MIS Dept--PC Group	8501	511240	LTE staff while employee on FMLA leave	4,607.52					
MIS Dept--PC Group	8501	512141	Social security taxes on LTE staff	352.48					
MIS Dept--PC Group	8501	521220	Windows Vista consultant work not complete				35,000.00		
MIS Dept--PC Group	8501	531303	Windows Vista RAM and software work not complete	1,691.10					
MIS Dept--PC Group	8501	531303	Backup tapes purchase	2,300.00					
MIS Dept--PC Group	8501	532350	Training materials (waiting for new version of Office course offerings)	8,668.00					

Department	Business Unit	Account Number	Explanation	Discretionary Items	As per 2008 Budget	Subtotal Discretionary Items	Required Items	Dept. Requests	Finance Recommend
MIS Dept--PC Group	8501	535242	Pro-rata allocation of installation of Uninterrupted Power Supply (UPS)	613.80					
MIS Dept--PC Group	8501	535355	Electrical/HVAC relating to wiring closet work	4,000.00					
MIS Dept--PC Group	8501	594819	Wiring panel for additional air conditioner at primary data center	5,000.00					
MIS Dept--PC Group	8501	594819	Floor air conditioner for server room and secondary data center	10,000.00					
MIS Dept--ISIS Group	8502	531303	Purchase Adobe Premium	3,200.00					
MIS Dept--ISIS Group	8502	531303	Windows Vista upgrade for three (3) computers	1,200.00					
MIS Dept--ISIS Group	8502	535242	Pro-rata allocation of installation of Uninterrupted Power Supply (UPS)	111.60					
MIS Dept--ISIS Group	8502	535242	Server installation by JSO Technologies	2,000.00					
MIS Dept--Overhead	8510	529299	Cost increases due to prior vendor going out of business	2,631.00					
MIS Dept--Overhead	8510	594820	Carpeting both floors of MIS building	8,070.00					
MIS Dept--Overhead	8510	594820	Moving company during carpet installation	3,000.00					
MIS--IP Telephony	8520	521296	Remaining business unit surplus to be applied against subsequent year's equipment maintenance	5,199.53					
MIS--IP Telephony	8520	535242	Pro-rata allocation of installation of Uninterrupted Power Supply (UPS)	55.80				97,700.83	97,700.83
Countywide Totals				2,741,580.93	400,232.26	3,141,813.19	14,349,657.43	17,491,470.62	17,175,814.41

ORDINANCE NO. 2007-_____

**Amend Personnel Ordinance definition of “continuous service”,
and create authority to extend vacation carryover**

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

Section 1. Section HR0110, Definition of Terms, of the Personnel Ordinance is amended
as follows:

HR0110

DEFINITION OF TERMS.

- F. “Continuous service” means employment with the County without break or interruption. In computing continuous service for the purpose of this ordinance neither vacation leave; sick leave, including absence for injury for which worker’s compensation is paid; military leaves; ~~or~~ approved leaves of absence, whether with or without pay, or regular seasonal/annual layoffs shall be construed as a break in employment or service. Unexcused absences totaling 2 consecutive work days, layoffs other than seasonal/annual and terminations or resignation of an employee shall be construed as breaking “continuous service”. (Am. Ord. 85-10, 7-9-85, 12-14-04)

Section 2. Section HR0690, Vacation with pay, of the Personnel Ordinance is amended
as follows:

HR0690

VACATION WITH PAY

- G. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. The use of vacation time in small units shall be discouraged. An employee may, with department head approval, carry over a maximum of 40 hours vacation time from one year to the next. Requests for approval to carry over any additional days of vacation must be made to the Human Resources Department no later than December 15 and approved by the County Administrator. If approved, additional days must be used by March 1 of the succeeding year, unless an extension is approved by the County Administrator or designee. A report summarizing approved requests shall be made to the Human Resources Committee.

Section 3. This ordinance shall be effective after passage and publication.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Requested by
Human Resources Committee

03-11-08

Terri Palm: 02-27-08; Philip Ristow: 03-03-08

RESOLUTION NO. 2007-____

Establish salary for the position of County Clerk for 2009-2012

WHEREAS, salaries for county officials elected in November 2008 need to be established in advance of June 1, 2008, which is the earliest date for taking out nomination papers, and

WHEREAS, current state law requires establishment of salaries for the entire four-year term, and

WHEREAS, the Human Resources Committee recommends a salary increase of 2.5% for the year 2009, a 2.5% increase for 2010, a 2% increase for 2011, and a 2% increase for 2012 as shown:

County Clerk – 2008 salary \$63,021.54

2009	\$64,597.08
2010	\$66,212.01
2011	\$67,536.25
2012	\$68,886.97

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Human Resources Committee for the Clerk's salary for the upcoming term which salary shall take effect with the commencement of the term in January 2009.

BE IT FURTHER RESOLVED that the Clerk shall be provided the option of taking health, dental and life insurance effective at the beginning of the term at the same terms as available to non-represented employees, as such terms and required contributions may change from time to time.

BE IT FURTHER RESOLVED that the Clerk shall be required to pay the same percentage of the employee's share of retirement contribution required of non-represented employees as of May 31, 2008.

Fiscal Note: The total cumulative cost of the salary increase, including Wisconsin Retirement System contributions and FICA contributions is \$18,046.63 over the four-year term.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Requested by
Human Resources Committee

03-11-08

Philip C. Ristow: 02-19-08

RESOLUTION NO. 2007-____

Establish salary for the position of Register of Deeds for 2009-2012

WHEREAS, salaries for county officials elected in November 2008 need to be established in advance of June 1, 2008, which is the earliest date for taking out nomination papers, and

WHEREAS, current state law requires establishment of salaries for the entire four-year term, and

WHEREAS, the Human Resources Committee recommends a salary increase of 2.5% for the year 2009, a 2.5% increase for 2010, a 2% increase for 2011, and a 2% increase for 2012 as shown:

Register of Deeds – 2008 salary \$50,091.27

2009	\$51,343.55
2010	\$52,627.14
2011	\$53,679.68
2012	\$54,753.28

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Human Resources Committee for the Register of Deeds' salary for the upcoming term which salary shall take effect with the commencement of the term in January 2009.

BE IT FURTHER RESOLVED that the Register of Deeds shall be provided the option of taking health, dental and life insurance effective at the beginning of the term at the same terms as available to non-represented employees, as such terms and required contributions may change from time to time.

BE IT FURTHER RESOLVED that the Register of Deeds shall be required to pay the same percentage of the employee's share of retirement contribution required of non-represented employees as of May 31, 2008.

Fiscal Note: The total cumulative cost of the salary increase, including Wisconsin Retirement System contributions and FICA contributions is \$14,343.96 over the four-year term.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Requested by
Human Resources Committee

03-11-08

Philip C. Ristow: 02-19-08

RESOLUTION NO. 2007-____

Establish salary for the position of Treasurer for 2009-2012

WHEREAS, salaries for county officials elected in November 2008 need to be established in advance of June 1, 2008, which is the earliest date for taking out nomination papers, and

WHEREAS, current state law requires establishment of salaries for the entire four-year term, and

WHEREAS, the Human Resources Committee recommends a salary increase of 2.5% for the year 2009, a 2.5% increase for 2010, a 2% increase for 2011, and a 2% increase for 2012 as shown:

Treasurer – 2008 salary \$54,152.78

2009	\$55,506.60
2010	\$56,894.26
2011	\$58,032.15
2012	\$59,192.79

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Human Resources Committee for the Treasurer’s salary for the upcoming term which salary shall take effect with the commencement of the term in January 2009.

BE IT FURTHER RESOLVED that the Treasurer shall be provided the option of taking health, dental and life insurance effective at the beginning of the term at the same terms as available to non-represented employees, as such terms and required contributions may change from time to time.

BE IT FURTHER RESOLVED that the Treasurer shall be required to pay the same percentage of the employee’s share of retirement contribution required of non-represented employees as of May 31, 2008.

Fiscal Note: The total cumulative cost of the salary increase, including Wisconsin Retirement System contributions and FICA contributions is \$15,507.00 over the four-year term.

AYES _____
NOES _____
ABSENT _____
ABSTAIN _____

Requested by
Human Resources Committee

03-11-08

Philip C. Ristow: 02-19-08

Actual 2007 comparisons						
Position	Grade Placement	Current Min	Current Midpoint	Current Wage	Average Comparable County	Average Population County
Treasurer	11	Grades 11/12	Grades 9/10	\$25.40	\$26.13	\$25.33
Register of Deeds	10	Grades 10/11	Grades 8/9	\$23.495	\$25.89	\$25.12
County Clerk	17					Bachelor's Degree and 8-9 years of experience.
County Clerk	12	Grades 14/15	Grades 11/12	\$29.079	\$27.11	\$25.99

Comparable Counties used include:

Chippewa
Columbia
Dodge
Fond du Lac
Manitowoc
Portage
Sauk
Walworth
Waupaca

Comparable Counties by Population:

Barron
Calumet
Chippewa
Clark
Columbia
Dodge
Door
Dunn
Fond du Lac
Grant
Juneau
LaCrosse
Manitowoc
Marinette
Monroe
Oconto
Portage
Sauk
Shawano
Sheboygan
Walworth
Washington
Waupaca

Jefferson County
2007 Non-Represented Pay Structure **EFFECTIVE 7/08/07**

Grade	0	1	2	3	4	5	6	7	8	9	10
26	45.642	46.954	48.253	49.554	50.865	52.164	53.466	54.775	56.077	57.377	58.688
25	44.248	45.513	46.778	48.044	49.307	50.572	51.836	53.102	54.369	55.632	56.897
24	42.842	44.073	45.289	46.521	47.740	48.969	50.198	51.416	52.644	53.864	55.092
23	41.448	42.643	43.827	45.010	46.192	47.375	48.558	49.739	50.924	52.118	53.301
22	40.056	41.192	42.339	43.488	44.623	45.772	46.918	48.055	49.201	50.350	51.497
21	38.662	39.761	40.864	41.964	43.075	44.176	45.277	46.391	47.491	48.592	49.706
20	37.255	38.320	39.375	40.442	41.507	42.574	43.638	44.705	45.772	46.837	47.889
19	35.862	36.881	37.911	38.930	39.962	40.981	41.999	43.030	44.048	45.077	46.099
18	34.457	35.441	36.425	37.408	38.390	39.375	40.360	41.344	42.327	43.311	44.296
17	33.051	34.001	34.937	35.885	36.823	37.771	38.721	39.657	40.604	41.553	42.491
16	31.657	32.559	33.462	34.373	35.276	36.178	37.080	37.982	38.895	39.797	40.699
15	30.252	31.119	31.985	32.841	33.707	34.572	35.441	36.307	37.161	38.028	38.895
14	28.858	29.677	30.510	31.328	32.161	32.982	33.800	34.633	35.452	36.283	37.104
13	27.453	28.237	29.022	29.807	30.591	31.377	32.161	32.947	33.731	34.515	35.300
12	26.059	26.808	27.546	28.295	29.034	29.783	30.531	31.272	32.021	32.758	33.506
11	24.655	25.356	26.070	26.773	27.476	28.180	28.882	29.584	30.287	31.001	31.705
10	23.259	23.928	24.594	25.261	25.919	26.586	27.254	27.920	28.578	29.246	29.912
9	21.854	22.488	23.108	23.728	24.360	24.983	25.602	26.234	26.856	27.476	28.108
8	20.461	21.035	21.621	22.205	22.790	23.378	23.962	24.549	25.135	25.720	26.305
7	19.067	19.604	20.156	20.695	21.244	21.785	22.335	22.873	23.424	23.962	24.515
6	17.663	18.166	18.668	19.172	19.677	20.180	20.684	21.187	21.690	22.193	22.698
5	16.268	16.726	17.194	17.663	18.117	18.587	19.055	19.513	19.981	20.448	20.907
4	14.863	15.285	15.706	16.139	16.559	16.982	17.403	17.837	18.259	18.681	19.103
3	13.468	13.855	14.229	14.616	15.003	15.390	15.775	16.163	16.549	16.925	17.308
2	12.063	12.404	12.754	13.094	13.445	13.784	14.125	14.477	14.816	15.166	15.507
1	10.659	10.964	11.267	11.572	11.877	12.181	12.485	12.790	13.094	13.398	13.704

RESOLUTION NO. 2007-_____

Resolution authorizing grant application for Rome Mill Pond study

WHEREAS, Rome Mill Pond is an important resource used by the public for recreation and enjoyment of natural beauty, and

WHEREAS, a study and examination of the lake will lead to better understanding and promote the public health, comfort, convenience, necessity and public welfare, and

WHEREAS, the Jefferson County Board adopted the Lake Enhancement Report (Resolution No. 2003-57) which includes recommendations to increase monitoring on lakes in the County, and to educate the public on the prevention and control of invasive species, and

WHEREAS, the Jefferson County Board recognizes the need for responsible and holistic long-range planning to better manage the lake, its watershed, and its use, and

WHEREAS, the Jefferson County Board recognizes the need to provide information or education on the use of lakes or natural lake ecosystems, and on the quality of natural lake ecosystems, and

WHEREAS, the Jefferson County Board previously passed Resolution 2007-85 to apply for a lake planning grant for the Rome Mill Pond study and the Department of Natural Resources has since advised the County to instead apply for an aquatic invasive species grant because of availability of funds, and

WHEREAS, Jefferson County is qualified to carry out the responsibilities of an aquatic invasive species project,

NOW, THEREFORE, BE IT RESOLVED that Jefferson County requests grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and hereby authorizes the Water Resources Management Specialist of the Land and Water Conservation Department to act on behalf of Jefferson County to:

- Submit an application to the State of Wisconsin for financial aid for aquatic invasive species research purposes;
- Sign documents;
- Take necessary action to undertake, direct, and complete an approved aquatic invasive species grant; and
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED that Jefferson County will meet the obligations of the planning project including timely publication of the results and meet the financial obligations under the aquatic invasive species grant including the prompt payment of the grantee's 25% commitment to project costs.

Fiscal Note: Jefferson County will be reimbursed the cost of the project (not to exceed \$5,000) from the Wisconsin Department of Natural Resources. Required matching fund contribution from Jefferson County will be LWCD staff time (25% of the project costs) dedicated to the project.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Land & Water Conservation

03-11-08

Patricia Cicero: 01-30-08

RESOLUTION NO. 2007-____

Resolution commending county employees

WHEREAS, the winter of 2007-2008 has presented extraordinary challenges, and

WHEREAS, events such as the blizzard of February 6, 2008, have resulted in significantly greater numbers of calls for assistance from the public, and

WHEREAS, the Jefferson County Law Enforcement/Emergency Management Committee believes it appropriate to commend the Sheriff's deputies and dispatchers for rising to the occasion in performing their jobs well in the face of the demand presented,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby commends the Sheriff's deputies, dispatchers, and all other county employees, for doing their best to meet the needs of the public during the extreme weather conditions, and offers them appreciation and thanks for "just doing their jobs".

Fiscal Note: No fiscal impact.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Law Enforcement/Emergency Management Committee

03-11-08

Philip C. Ristow: 03-05-08

RESOLUTION NO. 2007-____

Transfer funds for parks amenities and playgrounds

WHEREAS, the 2008 budget has \$50,000 designated in the General Fund for recreational improvements in county parks, and

WHEREAS, the Parks Department has proposed improvements to several parks including four playgrounds, picnic tables, grills and other improvements, and

WHEREAS, the Parks Committee recommends the improvements and the Finance Committee recommends transferring the designated funds to pay for them,

NOW, THEREFORE, BE IT RESOLVED that the sum of up to \$50,000 be transferred from Designated Parks/Recreational Improvement A/C 100.342127 to Capital Improvements-Other A/C 1801.594829 for the purpose of funding the park improvements.

Fiscal Note: Transfer of the funds will allow installation of playground equipment at Lower Rock Lake Park, Upper Rock Lake Park, Rock River Park and Carlin Weld Park. In addition, 29 new picnic tables will be purchased along with trash cans, grills and other park amenities. Twenty affirmative votes are necessary for passage.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Parks Committee

03-11-08

Philip C. Ristow: 03-04-08

RESOLUTION NO. 2007-__

Authorization to accept bids for Korth Park Shelter

WHEREAS, the County award adopted Resolution No. 2007-79 accepting the bid of Ray Stadler Construction for concrete work for the Korth Park Shelter, and

WHEREAS, the Parks Committee has bid the remaining work including carpentry, plumbing, electrical, etc. so that construction may proceed this spring, and

WHEREAS, after elimination of bids containing errors, nonconformities, or rejecting bids that were not deemed favorable, the Parks Committee recommends awarding the following low bids:

Electrical	Carroll Electric, Jefferson	\$ 11,300.00
Carpentry	Al's Country Contracting, Neosho	112,500.00
Roofing	Al's Country Contracting, Neosho	9,450.00
Masonry	Glass Pool Masonry, Sullivan	59,500.00
Plumbing	Hachtel Plumbing, Fort	23,471.00,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract with the above-named contractors in the amounts set forth for the separate components of construction of the Korth Park Shelter.

Fiscal Note: The above bids, base concrete bid previously awarded of \$34,690 plus earth work of \$20,000 to be performed by the Highway Department together with architectural, printing, advertising and temporary electric costs total \$302,232.00. The sum of \$333,144 was available for this project at the time of adoption of Resolution 2007-79. It is estimated that it will cost about \$15,000 to move the utilities; \$6,500 for a well; and an estimate of \$12,500 for staining, generating a project total of \$346,558 excluding the optional concrete work previously bid. The available amount will not be exceeded without additional authorization. All bid documents can be reviewed at the Parks Department office.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Parks Committee

Addendum to Agenda 03-11-08

Philip C. Ristow: 03-11-08

RESOLUTION NO. 2007-107

WHEREAS, Howard Wiedenhoeft, served as Supervisor for District 15 from April 2000 until April 15, 2008, and

WHEREAS, as a County Board Supervisor, Howard Wiedenhoeft, served as Second Vice Chair, served on the Administrative, Finance, Fair, Board of Health, Land and Water Conservation, University Extension, Countryside Board of Trustees, and Reapportionment Committees, and

WHEREAS, Supervisor Wiedenhoeft will be remembered for his passion for “fair” government, for being a leader for change to “rock ‘n roll”, and for his business and insurance expertise, and

WHEREAS, it is fitting for him to be recognized by the Jefferson County Board of Supervisors for his great honesty, integrity and dedication to serving the public, and

NOW, THEREFORE, BE IT RESOLVED that we, the Jefferson County Board of Supervisors meeting this 11th day of March, 2008, do hereby honor Howard Wiedenhoeft, and wish him happiness and good health in the years ahead.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Resolution Requested by
Jefferson County Board of Supervisors

March 11, 2008

RESOLUTION NO. 2007-108

WHEREAS, Rodney Laudenslager, served as Supervisor for District 5 from April 2000 until April 15, 2008 and

WHEREAS, as a County Board Supervisor, Rodney Laudenslager, served on the Board of Health, Countryside Board of Trustees, Human Resources, Economic Development, Human Services, Fair, Management Information Systems, and Infrastructure/Veterans Committees and

WHEREAS, Supervisor Laudenslager will be remembered for his passion for good government, being a leader for change, his strong work ethic, and willingness to compromise, and

WHEREAS, it is fitting for him to be recognized by the Jefferson County Board of Supervisors for his great honesty, integrity and dedication to serving the public, and

NOW, THEREFORE, BE IT RESOLVED that we, the Jefferson County Board of Supervisors meeting this 11th day of March, 2008, do hereby honor Rodney Laudenslager, and wish him happiness and good health in the years ahead.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Resolution Requested by
Jefferson County Board of Supervisors

March 11, 2008