

AGENDA

JEFFERSON COUNTY BOARD MEETING

Tuesday, December 14, 2010 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 – OCTOBER 26, 2010 MEETING
6. APPROVAL OF COUNTY BOARD MINUTES – NOVEMBER 9, 2010 MEETING
7. COMMUNICATIONS
 - a. Treasurer's Monthly Report (Addendum to Agenda)
 - b. Petition supporting Dorothy Carnes Park addition (Page 1-8)
 - c. E-mails opposing the Rock River Free Clinic Resolution (Page 9-10)
 - d. Zoning Committee Notice of Public Hearing, December 16, 2010, 7:00 p.m. Rm 205 (Page 11-12)
8. PUBLIC COMMENT
COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
9. PLANNING & ZONING COMMITTEE
 - a. Report – Approval of Petitions (Page 13)
 - b. Ordinance – Amend Zoning Ordinance (Page 14)
 - c. Ordinance – Amend Land Division & Subdivision Ordinance (Page 15-17)
 - d. Ordinance – Ordinance adopting Comprehensive Plan (Page 18)
 - e. Resolution – Adopting Jefferson County Development Plan update and Comprehensive Plan update (with Economic Development Emphasis) approved September 8, 2010, by the Economic Development Consortium and November 29, 2010, by the Planning and Zoning Committee (Page 19-20)
 - f. Resolution – Revising Zoning Department Fee Schedule (Page 21)
10. ADMINISTRATION & RULES COMMITTEE
 - a. Ordinance – Board Rule updates to Law Enforcement/Emergency Management Committee and Lake District sections (Page 22)
 - b. Resolution – Requiring the Rock River Free Clinic to confirm the legal immigration status or American citizenship of adult service recipients as a condition for the Clinic to receive county funding (Page 23)
 - c. Amend and renew employment contract for County Administrator (Page 24)
 - d. Presentation – Jefferson County Government Strategic Plan Executive Summary (Page 25-32)
 - e. Resolution – Approving the Jefferson County Government Strategic Plan (Page 33)

11. FINANCE COMMITTEE
 - a. Resolution – Disallowing the claim of AT&T (Page 34)
 - b. Resolution – Disallowing the claim of AT&T (Page 35)
 - c. Resolution – Authorize execution of amended note for remaining Korth Park balance (Addendum to Agenda)

12. HIGHWAY COMMITTEE
 - a. Report - Truck Bids (Page 36)
 - b. Resolution – Authorizing purchase of tri-axle trucks, truck boxes, plows, wings, sanders and hydraulic control systems with pre-wet tanks and GPS equipment (Page 37-38)
 - c. Resolution – Authorizing purchase of a Crack Seal Unit for Highway Department (Page 39)

13. HUMAN RESOURCES & LAW ENFORCEMENT COMMITTEE
 - a. Ordinance – Repeal and recreation of the Civil Service Ordinance for full-time deputy sheriffs (Page 40-46)
 - b. Ordinance – Amend Personnel Ordinance to reflect trial work schedule for patrol sergeants in the Sheriff's Office (Page 47)

14. HUMAN SERVICES COMMITTEE
 - a. Resolution – Authorizing execution of state human services contracts (Page 48)

15. INFRASTRUCTURE COMMITTEE
 - a. Resolution – Execute a new Workforce Development building occupancy charge agreement with Opportunities, Inc. (Page 49)
 - b. Resolution – Execute an occupancy charge agreement with WI State AFL-CIO LETC at Workforce Development Center (Page 50)

16. APPOINTMENT BY COUNTY ADMINISTRATOR
 - a. David P. Ehlinger – Finance Director (Page 51)

17. ANNOUNCEMENTS

18. ADJOURN

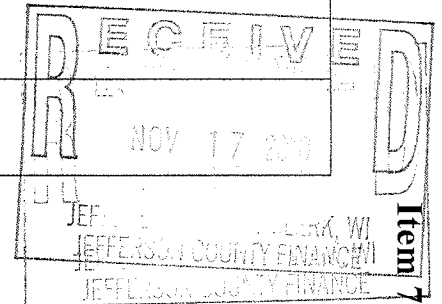
NEXT COUNTY BOARD MEETING, FEBRUARY 8, 2011 7:00 P.M. ROOM 205

Petition supporting Dorothy Carnes Park addition

We, who have signed this petition, support the Jefferson County purchase of the Kemmeter property which will add 120 acres to the north side of Dorothy Carnes Park. We understand that the majority of the cost is covered by federal, state and private funding plus a generous gift from the property owners. We recommend that the Jefferson County Board approve spending of approximately \$30,000 to complete the purchase. We thank the Board for considering this petition.

Date	signature	print name	address	city/state
10/21/10	<i>Leonard E. Bannon</i>	LEONARD E. BANNON	W 7245 Blackhawk Is rd.	FORT ATKINSON, WI
	<i>This is a chance of a lifetime.</i>			
10/21/10	<i>James W Varah</i>	James W Varah	N2575 Homestead Rd	Fort Atkinson WI
10-21-10	<i>Ron Noe</i>	Ron Noe	1304 King St	Janesville, WI
10/21/10	<i>Peter M. Jacobs</i>	Peter Jacobs	W5016 Florine Ln.	Fort Atkinson, WI
10/21/10	<i>Kim Kardow</i>	KIM KARDOW	W6116 STAR SCHOOL	FORT ATKINSON, WI


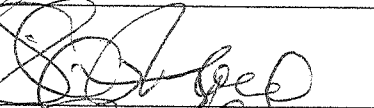

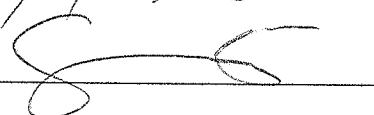
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Item 7b

Petition supporting Dorothy Carnes Park addition

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Date	signature	print name	address	city/state
11/2/2010		JOHN R. BROWER	N4398 COUNTY RD G FORT ATKINSON, WI	TOWN OF JEFFERSON WI.
11/4/2010		SHERIL RAYMOND	423 ROOSEVELT ST FORT	FORT ATKINSON WI 53538
11/4/2010		JAY GROW	N305 Old Hwy 26	FT ATKINSON WI 53538
11/4/2010		CYNTHIA HOLT	813 EAST ST	FORT 53538

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Petition supporting Dorothy Carnes Park addition


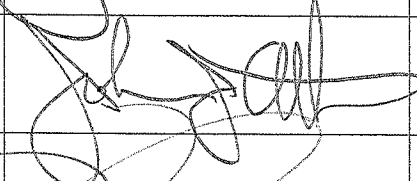

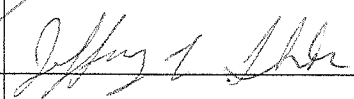

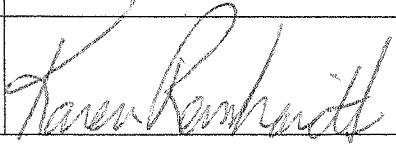
We, who have signed this petition, support the Jefferson County purchase of the Kemmeter property which will add 120 acres to the north side of Dorothy Carnes Park. We understand that the majority of the cost is covered by federal, state and private funding plus a generous gift from the property owners. We recommend that the Jefferson County Board approve spending of approximately \$30,000 to complete the purchase. We thank the Board for considering this petition.

Date	signature	print name	address	city/state
11/2/2010	<i>Scott Johnson</i>	SCOTT JOHNSON	N6656 UPR. Shadewood Mills Rd	LAKE MILLS, WI 53557
11/2/2010	<i>Mary Kedzie</i>	Mary Kedzie	W9426 US Hwy 12 Cambridge WI 53523	
11/2/2010	<i>Laura Payne</i>	Laura Payne	N4377 Begeh Dr Cambridge WI 53523	
11/2/2010	<i>M. Lee Dodge</i>	M. Lee Dodge	N4110 Sleepy Hollow Rd Cambridge, WI 53523	Cambridge, WI 53523
11/2/2010	<i>Laura Christianson</i>	LAURA CHRISTIANSON	411 N. MAIN ST.	FORT ATKINSON, WI 53538
11/2/2010	<i>Liesa Kerler</i>	Liesa Kerler	369 W. Prospect	Lake Mills, WI 53551
11/2/2010	<i>Gloria Salov</i>	Gloria Salov	2103 Pleasant Dr.	Cambridge WI 53523
11/2/2010	<i>Bob Salov</i>	BOB SALOV	2103 PLEASANT DR	Cambridge WI 53523
11/2/10	<i>Ray Kreek</i>	RAY KREEK	457 E LINCOLN	Jefferson WI
11/2/10	<i>Kevin Pickering</i>	KEVIN PICKERING	1320 Chestnut St.	Waterloo, WI 53594

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Date	signature	print name	address	city/state
7-31		Jill B. Ottow	N2447 KUNZ	FT. ATKINSON
7-31		John J. Ottow	"	TOWN OF SUMNER
7-31		Kathy Ihde	309 Grove St.	Fort Atkinson
"		Jett Ihde	"	"
7-31		Beth Gehred	500 N Main St	Fort Atkinson, WI
7-31	Kitty Welch	Kitty Welch	18 S. Water St. W	Fort Atkinson WI
7/31		KAREN REINHARDT	411 N. MAIN ST	FORT, WI

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Date	signature	print name	address	city/state
	[Signature]	[Name]	[Address]	[City/State]
7/31	[Signature]	Dianne Camplin	1349 Erick	Fort
7/31	[Signature]	David Camplin	1349 Erick	Fort
7/31	[Signature]	Faith York	619 Oak	Fort
7/31	[Signature]	KAROL YONKER	615 Short St.	Fort
7/31	[Signature]	ELLIE SCHEMENAUER	311 Sherman Ave.	Fort
7/31	[Signature]	Jeff Herritt	311 Sherman Ave	Fort
7/31	[Signature]	MATT LOUP	61 SHIRLEY	FORT
7/31	[Signature]	Shauna Meyer	61 Shirley	Fort
7/31	[Signature]	Margaret Martin	11020 KINNE HAVA	- -

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Date	signature	print name	address	city/state
4/07/10	<i>Joanne Moon</i>	Joanne Moon	525 S. 4th St. E.	Fort
11-7-10	<i>Sandra Bernhardt</i>	Sandra Bernhardt	311 So. Water St. E	Fort
11-7-10	<i>Kathy A. Kaufman</i>	Kathy Kauffman	1009 Monroe St	Fort
11.7.10	<i>M. Whisner</i>	M. Whisner	535 Robert St.	ft. atkinson
11-7-10	<i>A. Niehausen</i>	A. Niehausen	431 Clarence St.	FT. AT.
11-7-10	<i>Barbara Teed</i>	B Teed	518 So High	Fort
	<i>Betty Teed</i>	Betty Teed	604 Robert St	Fort
11/7/10	<i>William Reichert</i>	Wm J. Reichert	N7886 CRX	WHA
	<i>Lynn Lambright</i>	Lynn Lambright	N7886 Cornub Hwy X	WHA
11/7/10	<i>Rosemary Langelier</i>	ROSEMARY LANGELLIER	N 2375 CTY RD D FORT	FORT ATKINSON WI

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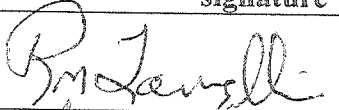

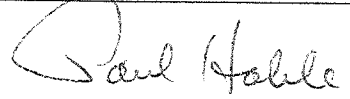
Date	signature	print name	address	city/state
2010-7-31		Roger Mertia	11020 Viane Hlke	Ft Atkinson, WI
7-31-10		Josie Gobel	1108 Miller Ln.	Ft. Atkinson WI
7-31-10		MARGARET Kelly	N6967 South Lane	Johnson Creek
8-8-10		CYNTHIA HART	813 EAST ST	FORT ATKINSON
8-8-10		JIM PICK	315 Nadig Dr	Fort Atkinson
8-9-10		Kathy KAUFFMAN	1009 Monroe St.	Ft. Atkinson
8-9-10		Mary Linton	1009 Monroe St.	Fort Atkinson
8-9-10		Stella J. Kleinschmidt	723 Cloute Street	Fort Atkinson WI
8-9-10		Jeremy Rinc	813 EAST J.	FORT ATKINSON
11/2/10		Carl A. Glassford	N 6781 Showwood Meadows DR	LAKE MILLS

Circulated by:

both gathered

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We, who have signed this petition, support the Jefferson County purchase of the Kemmeter property which will add 120 acres to the north side of Dorothy Carnes Park. We understand that the majority of the cost is covered by federal, state and private funding plus a generous gift from the property owners. We recommend that the Jefferson County Board approve spending of approximately \$30,000 to accomplish the purchase. We thank the Board for considering this petition.

Date	signature	print name	address	city/state
11/8/10		Ron Langelliev	N2375 Hwy D	Fort Atkinson, WI
11/8/10		Laura Rogers	400 Barrie St.	Fort Atkinson, WI
11/8/10		Paul Hable	W5784 Woodlawn Dr.	Fort Atkinson WI 53535

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From: vianey Haas [mailto:green.tinkerbell.fairy@hotmail.com]
Sent: Tuesday, November 30, 2010 1:40 PM
To: Barb Frank
Subject: Rock River Free clinic

Good afternoon,

My name is Vianey Z Haas and I'm part of the ULFC (Uniting Latino Family Community). I also volunteer at the Rock River Free clinic and I believe that this proposal is very wrong. We are suppose to help people that need it the most. When I volunteer is such a rewarding feeling and such a great experience. It is actually amazing how hard all the people that help out give their 100%. Dividing this just does not seem fair. WE CAN'T DENY HEALTH CARE TO NOBODY.

From: Anne Johnson [mailto:anne.johnson2008@yahoo.com]
Sent: Sunday, December 05, 2010 5:36 PM
To: Barb Frank
Subject: Rock River Free Health Clinic

Dear Ms. Frank,

We are writing to voice our strong objection to the initiative to withhold money from the Rock River Free Health Clinic unless individuals using it prove their citizenship. Not only would this be insensitive and inhumane, it doesn't make good sense for the health of our community. It is in the best interest of our county that we see to it all people who are in ill health are treated to help the spread of infectious disease as well as human suffering. Turning people away only forces them to the hospital emergency room where we incur higher costs as a community. We can all contribute a little through our tax dollars to support the wonderful doctors, nurses and other individuals willing to donate their time and expertise to help those less fortunate.

Thank you for registering our opinion with the county board.

Anne and Scott Johnson
N6656 Upper Shorewood Hills Rd
Lake Mills, WI 53551

From: Rae Miller [mailto:raemiller@centurytel.net]
Sent: Monday, December 06, 2010 3:18 PM
To: Barb Frank
Cc: mucho macho
Subject: Immigrants and Free Clinic

I cannot attend the December County Board meeting, but I oppose the resolution that would require the Rock River Free clinic to check the immigration status of all adults who use it, or lose the \$50,000 in county funding they receive.

Not only is such a resolution inhumane, it would place a further burden on hospital emergency room services as well as other health care facilities.

Rae Miller
N158 Tamarack Road
Palmyra, WI 53156-9789
262-495-2091

From: Judy/Dave Gilberts [mailto:mrsspeed@charter.net]
Sent: Wednesday, December 08, 2010 9:49 AM
To: Barb Frank
Subject: Re: County Board Motion

Dear County Board Members. I would like to register my Nay vote on the ill conceived motion to have the good people at the Free Clinic be the county policemen enforcing FEDERAL immigration laws. It's inappropriate, unnecessary, and maybe illegal. Sincerely, David Gilberts, Fort Atkinson.

From: Frank Urban [mailto:furban@centurytel.net]
Sent: Tuesday, December 07, 2010 2:57 PM
To: Barb Frank
Cc: Frank Urban
Subject: Resolution ill advised and not humanitarian.

Barbara Franks
Jefferson County Clerk

I am unable to attend the Dec. 14th meeting, but this letter is against the resolution that would require the Rock County Free Clinic to check the immigration status of all adults who use it, or lose the \$50,000 in county funding.

This resolution could deny health care to needy people in Jefferson County.

This resolution is contrary to all international and national humanitarian efforts to relieve pain and suffering to the needy--world wide.

This resolution does not represent those who provide health care in Jefferson County.

This resolution may be driven by arrogance and chauvinism.

This resolution should be rejected by the full board of supervisors.

Frank E. Urban

Sullivan Township-Jefferson County

W277 Northey Rd.

Dousman, Wi. 53118

(262) 965-4666

NOTICE OF PUBLIC HEARING

JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; Jan Rouu

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

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, December 16, 2010, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the zoning ordinance of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

FROM AGRICULTURAL A-1 TO RESIDENTIAL R-2

3500A-10 – Paul Pelski/Haight Farms and Samuel & Kim Lombardo Properties:

Rezone approximately 0.031 acre of PIN 016-0513-2644-015 (4.92 Acres) owned by Haight Farms LLC and approximately 0.054 acre of PIN 016-0513-2644-007 (0.38 Acre) owned by Samuel & Kim Lombardo for transfer to an adjoining property owner. The properties are in the Town of Koshkonong near **N515 Haight Road**.

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

3501A-10 – Cindy Raether/Joan Buske Trust Property: Modify an earlier approval and create an approximate 2-acre lot on **Rockvale Road** from part of PIN 012-0816-2033-000 (20 Acres) in the Town of Ixonia.

3502A-10 – Merlin Medenwaldt: Rezone approximately one acre of PIN 020-0814-3324-000 (25.920 Acres) to create a building site on **Vandre Road** in the Town of Milford.

CONDITIONAL USE PERMIT APPLICATIONS

CU1641-10 – John Buske/Joan Buske Trust Property: Conditional use to sanction a duplex on a proposed 2.438-acre farm consolidation lot at **W1755 and W1757 CTH P** in the Town of Ixonia. The site is on PIN 012-0816-2041-000 (38 Acres) and is zoned A-1 Agricultural.

CU1642-10 – Mike Harshbarger: Conditional use for an extensive on-site storage structure of 1,152 square feet and 17' 8" in height in a Residential R-2 zone. The site is at **N9045 River Road** in the Town of Watertown, on PIN 032-0815-1142-003 (5.897 Acres)

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 Planning and Zoning Committee, having considered petitions to amend the zoning ordinance of Jefferson County and a petition to amend the Land Division/Subdivision Ordinance, filed for public hearing held on September 16 and November 18, 2010, 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 3498A-10, 3491A-10 AND 3499T-10

DATED THIS 29th DAY OF NOVEMBER

Donald Reese, Secretary

**THE EFFECTIVE DATE OF OCTOBER'S AMENDMENTS, 3490A-10, 3492A-10, 3493A-10, 3494A-10,
3495A-10, 3496A-10 AND 3497A-10 IS OCTOBER 16, 2010**

Amend Zoning Ordinance

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

WHEREAS, Petition 3491A-10 was referred to the Jefferson County Planning and Zoning Committee for public hearing on September 16, 2010, and Petition 3498A-10 was referred for public hearing on November 18, 2010, 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 TO A-3, RURAL RESIDENTIAL

Rezone approximately 6 acres of PIN 008-0715-1433-000 (25 acres) to create two new building sites near N6173 North Helenville Road in the Town of Farmington. These non-prime ag land lot combinations utilize the last available A-3 zones for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for each lot, for receipt by Zoning of a soil test for each lot showing sites for installation of both initial and replacement private sewage systems, upon approval and recording of a final certified survey map with note to show slopes greater than 20% and upon payment of an approximate \$5,508 conversion fee to the State of Wisconsin for rezoning out of the A-1 Agricultural district. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3491A-10 – Ed & Caroline Soleska)

Rezone to create an approximate 2-acre lot around the home at N7682 CTH A in the Town of Milford, part of PIN 020-0814-3512-000 (21.5 acres). This previously prime ag land lot combination utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon approval and recording of a final certified survey map and upon payment of an approximate \$1,812 conversion fee to the State of Wisconsin for rezoning out of the A-1 Agricultural district. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3498A-10 – Robert Zoellick/Howard Zoellick property)

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Ordinance Requested By
Planning and Zoning Committee

12-14-10

Deb Magritz 11-30-10

ORDINANCE NO. 2010-_____

Amend Land Division & Subdivision Ordinance

WHEREAS, 2009 Wisconsin Act 376 mandates changes to local government subdivision ordinances, and

WHEREAS, the Jefferson County Planning & Zoning Committee held a public hearing on November 18, 2010, addressing the ordinance amendments set forth below,

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

Section 1. Amend Sections of the Land Division and Subdivision Ordinance by adding underlined language (underlined), deleting the strikethrough (~~strikethrough~~) sections, creating and renumbering:

15.01(j) Zoning Changes. Any proposed subdivision or Certified Survey Map requiring a zoning change in order to develop as proposed, shall submit these proposed changes to the County Board so that the zoning changes will be approved at the time of final approval. The zoning amendment shall be null & void and of no effect one (1) year from the date of County Board approval unless all applicable conditions have been completed by that date.

15.03(b)2. Provisions of Chapter 236, Wisconsin Statutes, the state platting law and 2009 Wisconsin Acts 376 and 399.

15.05(e)2. The Planning Agency shall, within ~~thirty (30)~~ sixty (60) days of the date of filing of the Final Plat, recommend approval, conditional approval or rejection of the Plat and shall transmit the Final Plat and application along with its recommendations to the governing body.

Renumber existing 15.05(e)5, 6 and 7 to 15.05(e)7, 8 and 9 respectively.

Create 15.05(e)5 as follows: A professional engineer, planner or other person designated to review plats for a local unit of government shall determine if a final plat "substantially conforms" to the preliminary plat. This determination shall be given to the unit of government along with a recommendation for approval/denial of the final plat. The conclusion and recommendation are not required to be in writing but must be made part of the public record at the proceeding where the final plat is being considered.

Create 15.05(e)6 as follows: Preliminary plats or final plats, if no preliminary plat was submitted for that development, must comply with the local ordinance which was in effect when

the plat was submitted. If an ordinance is revised while the plat is moving through the review process, the new requirements cannot be applied to the plat.

15.05(e)8, as renumbered: Recordation. After the Final Plat has been approved by the governing body and required improvements either installed or a contract and sureties according to 236.13(2)(a) insuring their installation is filed, the Planning Agency shall cause the certificate inscribed upon the Plat attesting to such approval to be duly executed and the Plat returned to the subdivider for recording with the County Register of Deeds. The Register of Deeds shall not record the Plat unless it is offered within the time specified in Section 236.25 of the Wisconsin Statutes.

Section 2. Portions of Appendix C are amended as follows:

APPENDIX C

Chapter 236, Wisconsin Statutes:

To aid in the understanding of the Jefferson County Land Division Ordinance, certain sections of Chapter 236, the state platting code, are explained below.

NOTE: This is not a quotation of Chapter 236, nor does it include the complete provisions of the statute. It is offered only as a guide to some of the important points of the particular section. For complete and exact wording, please consult the Wisconsin Statutes.

Submission of Plats for Approval (from 236.11)

A preliminary plat may be required by an approving authority. Upon submission of a preliminary plat, the approving authority has ~~forty (40)~~ ninety (90) days to approve, approve conditionally, or reject the plat, unless the time is extended by agreement with the subdivider. Failure to act shall constitute approval.

An approving authority may refuse to approve the final plat if it is not submitted within six (6) months of the last required approval of the preliminary plat. The final plat may constitute only a portion of the approved preliminary plat. Final plats must be submitted within thirty-six (36) months following preliminary plat approval. A local unit of government may extend the time for submission of the final plat.

The approving authorities shall approve or reject the final plat within sixty (60) days of its submission, unless the time is extended by agreement with the subdivider. Failure to act shall constitute an approval.

Delegation of Power (from 236.45)

Any municipality, town, or county which has established a planning agency may adopt ordinances governing the subdivision or other division of land. Such ordinances ~~to~~ do not apply to:

1. Transfers of interests in land by will or pursuant to court order.
2. Leases for a term not to exceed ten (10) years, mortgages or easements.
3. The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by applicable ordinances.
4. Such other divisions exempted by such ordinances.

Local ordinances may not have more restrictive time limits, deadlines, notice requirements or be more restrictive in other provisions of Ch. 236, Wis. Stats. which provide protections for the subdivider. Any provision of this ordinance that conflicts with 2009 Wisconsin Acts 376 or 399 is unenforceable and of no further force or effect.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Ordinance Requested By
Planning and Zoning Committee

12-14-10

Deb Magritz: 11-30-10; Philip Ristow: 12-08-10

Item 9d

ORDINANCE NO. 2010-_____

Ordinance adopting Comprehensive Plan

WHEREAS, the Planning and Zoning Committee adopted a Public Participation Plan in 2007 to guide the process of updating the Jefferson County Agricultural Preservation and Land Use Plan, and

WHEREAS, the historical development of the Comprehensive Plan is described in Resolution 2010-_____, and

WHEREAS, a duly noticed public hearing on the proposed updated plan was held on November 18, 2010, and

WHEREAS, the Planning and Zoning Committee recommends adoption of the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis) dated September 8, 2010,

NOW, THEREFORE, BE IT ORDAINED that pursuant to Wis. Stat. s. 66.1001, the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis) dated September 8, 2010, is hereby adopted and shall be referred to as the Comprehensive Plan.

Fiscal Note: No direct fiscal impact.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Planning & Zoning Committee

12-14-10

Philip C. Ristow: 11-18-10; 12-03-10

RESOLUTION NO. 2010-_____

**Resolution adopting Jefferson County Development Plan update
and Comprehensive Plan update (with Economic Development Emphasis)
approved September 8, 2010, by the Economic Development Consortium and
November 29, 2010, by the Planning and Zoning Committee**

WHEREAS, Jefferson County has a development plan and a comprehensive plan titled the Jefferson County Agricultural Preservation and Land Use Plan, originally adopted in October 1999 and refined thereafter by numerous plans and reports, and

WHEREAS, Wis. Stats. ss. 66.1001 and 59.69(3) require periodic updates to insure the comprehensive plan contains relevant and reliable information and approved planning guidance for the future, and

WHEREAS, the Economic Development element of the Agricultural Preservation & Land Use Plan was in need of updating, and

WHEREAS, the Economic Development Consortium retained Vandewalle & Associates, a regional planning and economic development consulting firm, to assist the Jefferson County Economic Development Consortium (JCEDC) to prepare a recommended comprehensive plan update (with economic development emphasis), and

WHEREAS, the Jefferson County Economic Development Consortium followed and expanded on the plan's process to engage county elected and appointed officials, community leaders, businesses and residents to enrich the economic development element and develop an economic development vision for the 21st century, and

WHEREAS, a Public Participation Plan was adopted by the Jefferson County Planning and Zoning Committee in October 2007, the Jefferson County Economic Development Consortium in November of 2007, and then by the Jefferson County Board of Supervisors in December 2007, which described generally the process for public involvement and timelines for approvals, and

WHEREAS, the process included establishing of a core group which included JCEDC Board members, JCEDC staff, UW Extension resources and County Zoning staff which reviewed, by consensus agreement, all work products and outputs throughout the plan process, and

WHEREAS, in addition to public participation the process utilized a Steering Committee and the JCEDC Board of Directors to provide ongoing oversight, with the Steering Committee subsequently approving in principle the "Jefferson County Economic Development Vision," and

WHEREAS, in addition to various other forums and activities a major component of the Public Participation Plan included convening a Community Forum (April 2009) which included

unveiling of the “Jefferson County Economic Development Vision” and the release of the Economic Vision and Positioning Initiative document, and

WHEREAS, the Economic Development element of the comprehensive plan update included an extensive process to assess the Jefferson County Agricultural Preservation and Land Use Plan by Jefferson County’s Planning and Zoning Committee and staff, and town government representatives, and

WHEREAS, this comprehensive plan update also reaffirms and refines the Jefferson County Agricultural Preservation and Land Use Plan, and

WHEREAS, the Jefferson County Agricultural Preservation and Land Use Plan (and the Zoning Ordinance) are also in the process of being updated in order to comply with June 2009 changes to Chapter 91, the Farmland Preservation statute, with the expected completion date of December 2011, and

WHEREAS, Chapter 4 of the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis) has a detailed plan for implementation which will integrate the changes described above to comply with revised Chapter 91, and

WHEREAS, Chapter 5 of the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis) includes the protocol for plan review, adoption, monitoring and future plan amendments, and

WHEREAS, the Jefferson County Planning and Zoning Committee and the Jefferson County Economic Development Consortium Board of Directors have approved and recommend adoption of the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis), dated September 8, 2010,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board that it adopts the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis) dated September 8, 2010 (including the plans and reports listed on pages 82-83) as its development and comprehensive plan.

Fiscal Note: There is no fiscal impact associated with this resolution.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Planning & Zoning Committee/Economic Development Consortium

12-14-10

Philip Ristow: 10-28-10; 11-17-10

RESOLUTION NO. 2010-_____

Revising Zoning Department Fee Schedule

WHEREAS, the Jefferson County Zoning Department is reviewing current fees to better reflect staff time expended to provide farmland tax credit information or assist in completing necessary forms, and

WHEREAS, the Zoning Department fee schedule should be changed accordingly, and

WHEREAS, the Jefferson County Planning and Zoning Committee recommends these fee schedule changes,

NOW, THEREFORE, BE IT RESOLVED that a \$20 fee be established to process a Farmland Agreement Application or an FC Qualifying Acreage Schedule, with such fees reflected in the Jefferson County Zoning Department Fee Schedule.

Fiscal Note: There are approximately 850 people currently in the programs affected. An estimate of approximately 200 utilizing the Zoning Department for this service would generate approximately \$4,000 in additional department revenue in 2011.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Resolution Requested By
Planning and Zoning Committee

12-14-10

Philip Ristow: 12-03-10; 12-08-10

Board Rule updates to Law Enforcement /Emergency Management Committee and Lake District sections

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

Section 1. Section 3.05(2)(h) of the Board of Supervisors Rules of Order – 2010-2012 is amended as follows:

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE - Five members. This Committee shall consist of five members and shall have jurisdiction over issues affecting the Jefferson County Sheriff's ~~Department Office~~. This Committee shall handle grievances arising under the Sheriff's ~~Department Office~~ labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. ~~466.03(4)~~ 323.14(1)(3), Wis. Stats., the County Board Chairperson shall designate a member of the Committee to act as chairperson when this Committee is convened as an Emergency Management Committee. [Amended 02/08/05, Ord. No. 2004-31; amended 03/14/06, Ord. No. 2005-48g]

This Committee shall work with the District Attorney and Coroner 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. [am. 03/11/08, Ord. 2007-37]

Section 2. Section 3.06(1)(j) of the Board of Supervisors Rules of Order – 2010-2012 is amended as follows:

(j) LAKE RIPLEY MANAGEMENT DISTRICT – One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Created 03/14/06, Ord. No. 2005-49g, effective 04/18/06; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02]

Section 3. Section 3.06(1)(m) thru (q) of the Board of Supervisors Rules of Order – 2010-2012 are renumbered to (n) thru (r).

Section 4. Section 3.06(1)(m) of the Board of Supervisors Rules of Order – 2010-2012 is created as follows:

(m) LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT – One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on August 12, 1980 (Resolution No. 80-51).

Section 5. This ordinance shall be effective after passage and publication as provided by law.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

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, unless the Board waives laying it over by unanimous vote.

Requested by
Administration & Rules Committee

12-14-10

Philip C. Ristow: 09-17-10; 11-30-10

RESOLUTION NO. 2010-71

Resolution requiring the Rock River Free Clinic to confirm the legal immigration status or American citizenship of adult service recipients as a condition for the Clinic to receive county funding

WHEREAS, the proposed 2011 Jefferson County Budget includes \$50,000 for the Rock River Free Clinic, and

WHEREAS, the Rock River Free Clinic currently does not check the immigration/legal status of the people it serves, and

WHEREAS, county taxpayers should not be providing non-emergency medical care for people not legally in the country, and

WHEREAS, checking immigration or legal status can be done simply and at a minimal cost just as employers must do,

NOW, THEREFORE, BE IT RESOLVED that no money be transferred from Jefferson County to the Rock River Free Clinic until the Jefferson County Board approves an agreement with the Rock River Free Clinic requiring that the immigration/legal status of all adults receiving services at the Clinic be checked, with those who are unable to prove legal status being denied services.

Fiscal Note: No fiscal impact.

Procedural Note: Under Board Rule 3.03(8), this resolution was referred to the Administration & Rules Committee on November 9, 2010. The Committee discussed it on November 22, 2010, at which time the Committee recommended it be placed on the next County Board agenda for consideration by the full Board. The Committee voted unanimously to recommend against passage of this resolution by the Board.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Supervisors Torres and Peterson
Reported back by Administration & Rules Committee

12-14-10

Supervisor Torres: 11-02-10; Philip Ristow: 11-03-10; 12-01-10

Item 10c

RESOLUTION NO. 2010-_____

Amend and renew employment contract for County Administrator

WHEREAS, on September 8, 2009, the County Board approved a new contract to continue employment of Gary Petre as County Administrator for a term commencing December 31, 2009, and ending March 31, 2011, subject to other terms and conditions of the contract, and

WHEREAS, Section 2 of said contract provides that if no resolution to renew the contract for a two year period on the same terms and conditions was brought before the Board before December 15, 2010, the contract would be automatically renewed for one subsequent twelve (12) month period on the same terms and conditions subject to salary and benefit increases, and

WHEREAS, the Administration & Rules Committee has met with the Administrator and has reached a proposed agreement for a new two (2) year contract (copy supplied with this resolution), with the following substantive changes:

- (a) Section 2 changes the term of the contract to extend through March 31, 2013.
- (b) A subsequent twelve (12) month roll over provision is included in Section 2 if an extension is neither approved nor rejected by December 11, 2012. The contract will roll over for only one, twelve (12) month term, and would end March 31, 2014.
- (c) Section 3 of the contract clarifies language providing for annual wage adjustments the same as those given to non-represented exempt employees.
- (d) Section 5 of the contract increases allocated vacation time by five (5) days per year and now specifies that the Administrator's use of vacation days are not to exceed ten (10) consecutive days without the approval of the Administration and Rules Committee, and

WHEREAS, the Administration & Rules Committee recommends this contract for the Board's approval.

NOW, THEREFORE, BE IT RESOLVED that the County Board Chair is authorized to execute the subject employment contract for the term of April 1, 2011, through March 31, 2013, on the terms and conditions contained therein.

Fiscal Note: The Administrator position is assigned at Pay Grade 23 (\$94,249 to \$121,204). This is the same pay grade as the previous administrator. The current administrator is at the top of the pay range and does not take county health insurance, which is a savings to the county of approximately \$16,100 per year. There are sufficient funds in the 2011 Budget to cover the cost of this position. If the contract expires, is not renewed, the employee resigns or retires, or is terminated without cause, there will be a payout of accumulated but unused vacation time and 65% of unused sick leave, which are the same benefit payouts, as defined in the Personnel Ordinance, that are provided to other non-represented exempt employees. This amount could range from zero to a total of approximately \$34,790.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Administration & Rules Committee

12-14-10

Gary Petre/Philip Ristow: 11-18-10

AGREEMENT

This agreement made and entered into this 15th day of December 2010, by and between the County of Jefferson, State of Wisconsin, a municipal corporation (hereinafter "Employer"), and Gary R. Petre, County Administrator (hereinafter "Employee").

In consideration of the mutual covenants and promises contained in this agreement, Employer and Employee agree as follows:

Section 1. DUTIES. Employer hereby agrees to employ Employee as County Administrator for Jefferson County pursuant to § 59.18, Wis. Stats., to perform the functions and duties as specified in said section and to perform other legally permissible and proper duties and functions as the County Board shall from time to time assign, either directly or through the Administration and Rules Committee. Employee shall further perform the duties described in the County Administrator job description dated January, 2009, a copy of which is attached hereto and made a part hereof by reference.

The Employee agrees to perform at a professional level of competence the functions and duties of the position. Employee agrees to and shall be required to use his best efforts at all times to coordinate, streamline and make efficient county operations. To that end, it shall be the Employee's responsibility to take the initiative in investigating other areas where the operations may be coordinated, streamlined or made more efficient and Employee shall make recommendations in these areas. The Employee understands and agrees that an average level of performance is not acceptable under this contract and Employee must consistently exhibit above average skill, diligence and initiative in exercising the duties of this position.

The Employee agrees to devote the time necessary to complete the duties and responsibilities normally expected of the position during the term of this contract. The Employee shall not engage in non-Employer connected business without the prior approval of the Administration and Rules Committee. Otherwise, the Administrator may engage in any pursuit that does not interfere with the proper discharge of such duties and responsibilities.

Section 2. TERM: The term of this contract shall commence April 1, 2011, and terminate March 31, 2013, except as provided herein. A resolution shall be submitted to the Jefferson County Board by December 11, 2012 on whether to renew this contract for two (2) additional years (April 1, 2013 through March 31, 2015) on the same terms and conditions except salary and benefit increases. If the resolution is defeated by December 11, 2012, then Employee will be terminated March 31, 2013. If the resolution is submitted by December 11, 2012, but neither approved nor defeated by December 11, 2012, or if no resolution on renewal of this contract is submitted to the County Board by December 11, 2012, this contract will automatically be renewed for one subsequent twelve (12) month period under the same terms and conditions, subject to salary and benefit increases.

However, it is expressly agreed and understood by the parties hereto that the Employee is an at-will employee of the Employer. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, by a majority vote, with or without cause, subject only to Employer providing ninety days (90) days written notice to Employee of the intent to terminate the services of Employee if it is done

without cause. Nonrenewal through inaction shall be the equivalent of giving 90 days written notice of termination to the employee, effective as of the date of expiration previously set forth. In case of either expiration or termination without cause, the employee shall be paid out any accumulated and unused sick leave and vacation in accordance with the applicable provisions of the Personnel Ordinance. If the termination is based on cause, the Employee may be terminated forthwith by County Board action, and the Employee will be paid the equivalent of the number of work days in the subsequent 90 day calendar period. The Employer's obligation to pay the equivalent number of work days in the subsequent 90 day calendar period to the Employee shall be conditioned upon Employee executing and delivering to the Employer a full, final, and complete release of any and all claims that Employee may claim the Employee has against the Employer, including but not limited to, any claims of wrongful discharge, discrimination or other employment related claims. The release shall be in a form and shall contain such terms as shall be required by Counsel for the Employer. Employee shall not be required to release any pending Worker's Compensation claim nor shall Employee be required to release any claim that Employee may have as to entitlement for unemployment compensation benefits arising out of Employee's termination. The Employer may reject the release and is not obligated to pay out the 90 day payment or any accumulated and unused vacation or sick leave if the termination for cause is based in whole or in part on the commission of an unlawful act. It is further understood and agreed by the parties hereto that the Employee shall have no property right or vested interest in a renewal contract and no promise to renew shall be binding unless reduced to writing, approved by the County Board and signed by the parties.

Further, nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign or retire at any time subject only to Employee providing ninety (90) days written notice of his or her intent to resign or retire.

Section 3. SALARY. In consideration for the services rendered the Employer will pay Employee an initial annual base salary equivalent to the top step of Non-Represented Pay Grade 23 and paid in the same manner as salaries of other county employees with annual step increases and annual wage adjustment for non-represented exempt employees as provided by the Personnel Ordinance and policies established by the County Board. Salary or benefits shall not be reduced during the term of this contract to a greater extent than for all other exempt employees.

Section 4. PERFORMANCE EVALUATION. The Administration and Rules Committee, with input from the County Board, shall review and evaluate the performance of Employee by October 25th each year. Annually the Administration Committee and the Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the county. A review and evaluation of the Employee shall be based on specific criteria as the Administration and Rules Committee and the County Board may from time to time determine, which criteria shall be communicated to the County Administrator.

Section 5. BENEFITS. Employee shall be entitled to such benefits as provided in the Personnel Ordinance and as otherwise established by the County Board for exempt employees, except for the following:

For calendar years 2011 and 2012: Employee shall be allocated twenty (20) days of vacation for each year, non-cumulative, effective January 1st of each year. For 2013, Employee shall be allocated ten (10) days of vacation effective January 1st. Any additional vacation days

in 2013 will be included as part of a new or extended employment contract, effective April 1, 2013. Use of vacation days not to exceed ten (10) consecutive days without the approval of the Administration and Rules Committee.

Random days will be prorated, according to policy, and then rounded up to the next whole day, for two days for 2013. Three (3) additional Random Days in 2013 will be allocated in accordance with Personnel Ordinances, as part of a new or extended employment contract, effective April 1, 2013.

Family health and dental coverage as currently provided to non-represented employees shall be available to the Employee at any time during the term of this contract, in accordance with Personnel Ordinances and State Health Care Plan rules and regulations.

Section 6. PROFESSIONAL DEVELOPMENT. The county shall budget and pay for the professional dues and subscriptions of Employee necessary for continuance and full participation in state, regional and national associations and organizations necessary and desirable for continued professional participation, growth and advancement, and for the good of the county, as approved in the annual budget.

Employee shall be entitled to travel expenses according to the Personnel Ordinance and policies established by the County Board.

Section 7. RESIDENCY. Employee shall not be required to maintain Residency within Jefferson County during the period of this contract.

Section 8. PERSONNEL ORDINANCE. All provisions of this contract that are contrary to the Personnel Ordinance shall apply to this Employee and shall take precedence over the Personnel Ordinance.

Section 9. GENERAL PROVISIONS. The text herein shall constitute the entire agreement between the parties and may be amended or modified only by further written agreement between the parties.

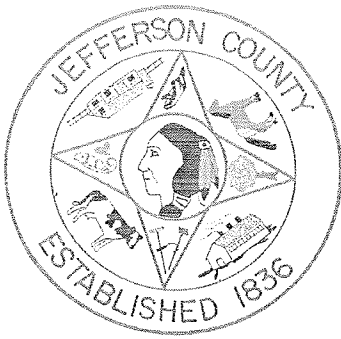
If any provisions or any portions of this agreement are held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

JEFFERSON COUNTY

By

John Molinaro
County Board Chair
Dated: _____

Gary R. Petre
Employee
Dated: _____



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

GARY R. PETRE
County Administrator

TAMMIE J. JAEGER
Administrative Assistant
Confidential

320 S. Main Street Room 111
Jefferson, WI 53549
Telephone (920) 674-7101

“Jefferson County: Responsible government advancing quality of life.”

TO: Jefferson County Board of Supervisors
Administration and Rules Committee Members

FROM: Strategic Plan Steering Committee

DATE: October 15, 2010

SUBJECT: Jefferson County Strategic Plan

On March 10, 2009, the County Board adopted a resolution (No. 2008-92) stating that it was in the County’s best interest to proceed with the development of a Strategic Plan for Jefferson County government. The resolution further authorized the Administration and Rules Committee to proceed with the Strategic Planning process. The Committee has functioned as the Board’s oversight committee to the planning process.

The County Board authorized the creation of a Strategic Plan Steering Committee comprised of seven County Board members and eight County Department Heads, all representing diverse areas of County government functions. In addition, the County Administrator was designated as the Project Manager and the UW Extension’s Community Development Educator was the Project Facilitator. The Committee guided the Strategic planning process and developed the Plan content. Strategic planning is defined as “a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it.”

Over the course of a 17 month period, beginning in May, 2009, the Steering Committee held 14 Workshops (approximately 35 hours) in developing the Strategic Plan, including identifying the County’s mission/purpose, stakeholder’s needs, core values, consensus vision statements, key issues facing the County and a set of major strategy initiatives to address three strategic issues. The Workshops were all conducted as public meetings and all County Board members, County Department Heads and the general public who were not appointed to the Steering Committee, were encouraged to attend and participate in the planning process. Many of them attended various Workshop sessions. In addition to the actual Workshop sessions, the Committee members worked countless hours reading Workshop materials, responding to Committee surveys and requests for comments/suggestions to the planning documents developed during the Workshops. The Committee also had three of its County Board Supervisor members and the Project Manager and Project Facilitator function as the Plan Coordinating Workgroup. The Workgroup met on numerous occasions to organize the Committee meetings and agendas, prepare materials and make sure that the Committee produced the work products necessary to complete the Plan.

During the course of the planning process, the Committee presented two status reports to the full County Board. The Committee also proactively sought public input through the issuance of a formal and statistically reliable Citizen Survey. The Survey provided the Committee with valuable input on County residents' understanding of County government's functions and services and their opinions on service priorities. This Survey was completed in August, 2010 and since then has been prominently posted on the home page of the County's web site.

The Steering Committee presents this Strategic Plan to the Jefferson County Board of Supervisors as a "guide" for the Board to follow in addressing the County's mission and core values, citizen's needs, key strategic issues facing County government and the strategies for addressing all of these. Specific implementation steps will be presented to the County Board through the appropriate Board Committees. Implementation of Plan strategies will be monitored by the Administration and Rules Committee, with periodic reports to the full County Board.

Because this Plan is to be considered as a "guide" for the County, there will be value in updating this Plan in two to three years. An updated Plan would not likely be as rigorous or extensive as was the development of this plan. However, a formal reassessment of how the strategies are working would be the foundation of a future strategic plan process.

In conclusion, the Steering Committee entrusts the County Board to encourage many to use and live this Strategic Plan.

Sincerely,

The Strategic Plan Steering Committee

cc: County Department Heads

Jefferson County Government Strategic Plan

EXECUTIVE SUMMARY

Strategic planning is defined as “a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it.” The strategic planning process is a powerful approach for helping organizations figure out what is really important and what they should do about it. The strategic planning process helps organizations look at “the big picture”, but also leads to specific, targeted actions.

A strategic plan focuses on organizational dynamics, and typically identifies two to four strategic issues (or fundamental challenges to organizational effectiveness). A strategic plan provides a strategy or action framework to address the specific strategic issues.

The strategic planning process used for the Jefferson County Government Strategic Plan is based on the approach developed by the University of Wisconsin-Extension Strategic Planning Team. The process includes these specific steps:

- Planning the process and stakeholder analysis (Section 1)
- Assessing formal and informal mandates (Section 2)
- Determining core values and the mission of the organization (Section 3)
- Assessing the internal and external environment of the organization (Section 4)
- Identifying strategic issues and the vision of success for the organization (Section 5)
- Formulating strategies and an action agenda (Section 6)
- Reviewing and adopting the strategic plan, implementation activity and reassessment of the plan (Section 7- plan management steps)

Section 1- Stakeholder Analysis

The Steering Committee performed a Stakeholder Analysis in which those individuals or groups that are affected by or affect County government were identified. Over 50 external stakeholders (outside of the County government) were identified. The Steering Committee identified 12 internal stakeholders. These stakeholder groups were organized by “primary stakeholders” and “secondary stakeholders” to help figure out which stakeholders might warrant extra attention for this cycle of planning.

Primary stakeholders groups identified by the Steering Committee include:

- ❖ Employees and Union-Internal
- ❖ Clients of our Departments/Customers of Our Services-Internal and External
- ❖ Future Generations-External
- ❖ Businesses (Present and Future)-External
- ❖ People of the County-Internal and External

The Steering Committee then developed performance criteria for these stakeholder groups. This exercise helped the planning team think about the criteria that stakeholders might use to judge the performance of County government.

Section 2- Formal and Informal Mandates

The Steering Committee identified, generalized and characterized important “formal” or codified mandates. These “organizational musts” were organized around County departments or

functions. The Committee used their experience to note these required activities. The Steering Committee also identified “informal” mandates which are those County activities that, over time, have become expected from stakeholders. The Steering Committee then shared perspectives on how they viewed the implications of formal and informal mandates for future County direction.

Section 3- Values and Mission Statement

Core Values:

The Steering Committee generated a list of 37 “core values” in responding to these questions:

- What do we really care about in relating to key stakeholders?
- What is our philosophy as to how we would like to be viewed?
- What are the values that we should have that help indicate how Jefferson County wants to operate?

The Steering Committee identified three broad value categories and seven individual values that they would like to emphasize. These County government values are:

Service:

Respect: We respect others and people we come in contact with (including future generations); the “Golden Rule” extended over time.

Transparency: We need to abide by open meetings laws, welcome public input and be as open as possible.

Honesty: We will assess cost and value accurately, holistically and honestly

Responsibility: We have equal and binding responsibility for our many rights. We are responsible for ourselves, our nation, our world and future generations.

Stewardship:

Trust and Stewardship: We need to be wise stewards of what has been entrusted to us. (financial, timeliness, people resources, natural resources, etc.). We are stewards of things that are entrusted to us (such as buildings, facilities, equipment, land, vehicles, etc.)

Accountability: We have to be accountable for what we are striving to do; we should have explanations but not excuses.

Skills:

Competence: Exercise responsibility in doing my job and having the necessary skill-set.

Professionalism and Efficiency: When we deal with the public we handle it in both a professional and quick manner. We will get the answer right away or get them to the right place.

Innovation: We are willing to approach things differently than they have been done before; get beyond “that’s the way we have always done it.”

Mission Statement:

The Steering Committee also was asked to respond to these questions about County government’s purpose or mission:

- ❖ What is our fundamental purpose as a County government organization?
- ❖ What are we here to do?
- ❖ What are the basic social and community needs that we address?

This resulted in 17 potential Mission Statements. The Steering Committee went through several sessions and multiple exercises to refine its Mission Statement. Subsequently, a Mission Statement for Jefferson County government was approved.

Jefferson County Mission Statement:

“To fulfill County government’s responsibilities to its citizens and advance the quality of life in Jefferson County.”

There was interest in developing a shorter version of the mission for use in various County communication pieces. A Motto for Jefferson County government was approved.

Jefferson County Motto:

“Jefferson County: Responsible government advancing quality of life.”

Section 4- Strengths, Weakness, Opportunities and Challenges (S.W.O.C.) Analysis

The participants responded to these four elements to help clarify the condition of the organization (Jefferson County government). The strengths and weakness look at the past and present, and are assessments of the internal organization. The challenges and opportunities/hopes look into the future. The S.W.O.C. analysis supplies an overall systems view of the organization, and it brings to the surface clues for identifying key strategic issues and the contours of effective strategies. The opportunities and hopes exercise provides an early foundation for Jefferson County vision statements, and were grouped by “physical ideas” (those described for the physical setting of the County) and by “organizational ideas” (those relating to County government as an organization).

The input was further organized into theme or possible preliminary issue areas. The Steering Committee identified many strengths in the operation of Jefferson County government. The assessment also revealed an honest effort at identifying weaknesses. External challenges or outside factors that could negatively affect the County were also listed. There were varying degrees of agreement and disagreement from the strengths, weaknesses and challenges assessment. Since the “Opportunities and Hopes” section was intended to prompt the future “vision of success” for both the setting of Jefferson County and County government, there was an effort to gauge consensus among the members of the Steering Committee.

The significant assessment work in Section 4 significantly informed the development of possible issues in Section 5. In addition, the results from the “Opportunities and Hopes” became the basis for the Consensus Vision Statements in Section 5.

Section 5- Issues and Vision

The Steering Committee generated a list of 16 issues based on what they believed were some of the fundamental challenges facing Jefferson County. They initiated extensive dialogue sessions to help characterize the essence of the issue or dilemma. The Steering Committee members also provided “explanations” as to why they thought each issue was important to address. Subsequently, each issue was framed as an open-ended question with many ways of responding. Through consensus, the list of potential issues was narrowed to seven issues facing Jefferson County government.

Issues:

Issue A. Education and Communication: How can County government educate both the public and its own internal stakeholders about its mission and services?

Issue B. Financial/Internal: What are the appropriate levels of spending and sources of revenue in County Government?

Issue C. Partnerships/Cooperation: How can we foster cooperation with other governmental bodies and groups, and promote public and private philanthropy?

Issue D. Environmental/Economic/Cultural: How do we protect and preserve our environmental and cultural heritage, and become energy secure while encouraging and supporting sustainable economic activity?

Issue E. Public Services/Quality: How do we decide what services we should provide and at what level while responding to quality, quantity and return on investment?

Issue F. Decision Making/Techniques: How can we make educated decisions about programs and services based on best practice models, methods and techniques?

Issue G. Organizational Structure: How can we restructure County government to meet the service needs/priorities of County residents within public funding levels?

Determining the Strategic Issues:

The Steering Committee selected three strategic issues (representing the most important or fundamental of issues) based on a review of the results from a Decision Matrix tool, findings from a citizen opinion survey, and dialogue around the impacts of issues on the future of County government.

The Committee observed that addressing these three strategic issues would also help make progress on the other four issues because of interrelationships. The Committee did not want to rank these strategic issues separately but instead rated all three as the strategic issues to further address in the strategy formulation phase.

Strategic Issue 1. Education and Communication: How can County government educate both the public and its own internal stakeholders about its mission and services?

Strategic Issue 2. Environmental/Economic/Cultural: How do we protect and preserve our environmental and cultural heritage, and become energy secure while encouraging and supporting sustainable economic activity?

Strategic Issue 3. Public Services/Quality: How do we decide what services we should provide and at what level while responding to quality, quantity and return on investment?

Vision:

The consensus vision statements are based on the identification of opportunities and hopes for the future. A vision statement is a “description of a desired end-state” or a “description of what is desired to be in place at a future point in time”. The Final Plan contains a detailed vision of

success for Jefferson County government. Shown below is a selection of five prominent vision statements that were tested in the citizen survey.

Jefferson County will:

- Be known for its strong agricultural economy and farmland preservation.
- Attract new businesses and grow existing businesses because it becomes known as a place with a high quality of life, attractive business sectors and high functioning County government.
- Be our “home place” of nice small towns with proximity to urban areas, but retain our rich and diverse base of assets.
- Maintain and improve our environment that supports a healthy lifestyle and healthy living.
- Become the center of the Glacial Heritage Area and be known for its recreational opportunities.

Section 6- Strategy Formulation

The purpose of this step is to create a set of strategies to address the three priority strategic issues that have been selected. A strategy is defined as a pattern of purposes, policies, programs, projects, or actions initiated by the organization. Strategies respond to the challenges and open-ended question from each strategic issue.

Strategic Issue 1. Education and Communication: How can County government educate both the public and its own internal stakeholders about its mission and services?

MAJOR STRATEGY INITIATIVES FOR EDUCATION AND COMMUNICATION:

1. Staff/Resources - Commit staff and resources to education and communication about County Government.
2. Education/Schools - Integrate County Government matters into existing school curriculum.
3. County Government Strategic Plan - Communicate and educate about the content and direction of County Government based on the County Strategic Plan.
4. Best Practice and Marketing Research - Use expertise of UW Whitewater faculty and/or others in developing a communication system that is based in sound practice and methods.
5. Media - Package a variety of multi-media communication methods such as films, videos, technology assisted mechanisms, web-site updates, print and other innovative methods.

Strategic Issue 2. Environmental/Economic/Cultural: How do we protect and preserve our environmental and cultural heritage, and become energy secure while encouraging and supporting sustainable economic activity?

MAJOR STRATEGY INITIATIVES FOR ENVIRONMENTAL, ECONOMIC, CULTURAL:

1. County and Community Projects - Integrate real County (and community projects) into implementation programs in order to demonstrate County commitment to this issue.
2. Sustainability Task Force - Use the “charge” of the Sustainability Task Force as a way to move forward individual projects (see Major Strategy Initiative 1. above) and other ideas -- including the development of a “County Energy Plan”.

3. Partnerships and Relationships - Build on relationships with our large employers and other communities/municipalities to advance this issue (including Trek, Fort Health Care, Standard Process, Custom Shop, Nestle's, Cities of Jefferson, Watertown, Waterloo, others) .

4. Other Vision Documents, Plans and Transportation Planning - Use the vision ideas from the Jefferson County Comprehensive Plan Update (with Economic Development Emphasis), and follow-up with a rigorous transportation plan.

5. Cultural Heritage - Build on our established cultural heritage and long term values.

Strategic Issue 3. Public Services/Quality: How do we decide what services we should provide and at what level while responding to quality, quantity and return on investment?

MAJOR STRATEGY INITIATIVES FOR PUBLIC SERVICES/QUALITY:

1. Understanding about County Government - Determine and develop the foundational understanding about the importance and role of County government.

2. Mandates Interpretation and Public Good - Determine County services that are essential for quality of life, environmental stewardship, economic development and the public good, but are not necessarily formally mandated.

3. County Department and County Committees - Advance the response to service provision and quality through the work of individual County departments and policy committees.

Section 7- Plan Management

The Steering Committee concluded the strategic planning process by acting on the important plan management steps as they transitioned from “planning” to “management of the plan”. The Committee identified the desired protocol for plan review in order for Jefferson County to reach the organizational approvals necessary to proceed with the plan. The Steering Committee approved this Jefferson County Strategic Plan unanimously.

This section also includes the Steering Committee’s guidance for the “Plan Implementation Step”. The plan implementation process step provides the direction as to how the adopted strategic plan will be incorporated into relevant County government organizational systems. The Committee chose to empower various implementation bodies to provide additional detail on the specific actions beyond those major strategy initiatives developed in the strategy formulation section. The Steering Committee identified those key implementation bodies, including County policy committees and departments that will be critical leaders of plan implementation.

And finally, this section describes the Steering Committee’s direction for the last step of a strategic planning process which is “Plan Reassessment”. The purpose of this step is to periodically reassess the effectiveness of the strategies as they are being implemented. This involves periodic monitoring and oversight of the plan, strategy evaluation and consideration of timing for doing a new round of strategic planning. The County’s Administration and Rules Committee will provide plan oversight and a plan update should be considered in two or three years.

A resolution approving the Jefferson County Government Strategic Plan

WHEREAS, a Strategic Plan is a disciplined effort to produce fundamental decisions and actions that shape and guide an organization and what it does, and

WHEREAS, a Strategic Plan for Jefferson County would serve as a guide for county government to follow in order to ensure that it provides the programs and services that its citizens need, and

WHEREAS, since May 2008 the Administration and Rules Committee has discussed the need for the County to develop a Strategic Plan and a report on Strategic Planning was presented to the County Board at its February 10, 2009 meeting, and

WHEREAS, on March 10, 2009, the County Board adopted Resolution No. 2008-92 that authorized the Administration and Rules Committee to proceed with the strategic planning process as described in the report to the County Board, and

WHEREAS, the report to the County Board provided for the creation of a Strategic Plan Steering Committee comprised of seven County Board members; eight County Department Heads; the County Administrator as Project Manager; and the U.W. Extension Community Development Educator as Project Facilitator, and

WHEREAS, the Steering Committee was charged with the responsibility for the development of a Strategic Plan for Jefferson County government, and

WHEREAS, the Steering Committee began the planning process in May 2009 and held 14 public planning workshops over a 17 month period to develop the Strategic Plan and invited and encouraged all County Board members and Department Heads to attend and participate in the planning process, and

WHEREAS, the Steering Committee proactively sought public input in the planning process through a formal and statistically representative Citizen Survey, and

WHEREAS, the Steering Committee presented two status reports to the full County Board and reported its progress to the Administration and Rules Committee on a regular basis during the planning process, and

WHEREAS, the Jefferson County Board of Supervisors believes that it is in the County's best interest to adopt a Strategic Plan for Jefferson County government,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the Jefferson County Government Strategic Plan dated October 14, 2010 as developed by the Strategic Plan Steering Committee and recommended by the County Board's Administration and Rules Committee, and

BE IT FURTHER RESOLVED that the Administration and Rules Committee monitor implementation of the Plan and periodically provide the County Board with status reports, and

BE IT FURTHER RESOLVED that implementation of the Plan be coordinated with the appropriate County Board Committees.

Fiscal Note: Adoption of this resolution will not result in any additional cost to the County. Future implementation of Plan strategies will be brought back to the County Board if additional resources are required.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Resolution requested by:
Administration and Rules Committee
Strategic Plan Steering Committee

12-14-10

Gary R. Petre: 10-20-10

Item 11a

RESOLUTION NO. 2010-_____

Resolution disallowing the claim of AT&T

WHEREAS, on October 21, 2010, Jefferson County received a claim from AT&T in the amount of \$2,540.70 for damage done to an AT&T pedestal and cable located at or near W6995 USH 18, Jefferson, Wisconsin, said damages allegedly the result, in part, of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, the County's insurer recommends disallowance of the claim, on the basis that the County has no liability for this claim,

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

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

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Finance Committee

12-14-10

Philip C. Ristow: 11-15-10

RESOLUTION NO. 2010-__

Resolution disallowing the claim of AT&T

WHEREAS, on October 4, 2010, Jefferson County received a claim from AT&T in the amount of \$6,194.54 for damage done to an AT&T pedestal and buried cable located at or near Rock River Road and Highway 106, Fort Atkinson, Wisconsin, said damages allegedly the result, in part, of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, the County's insurer recommends disallowance of the claim, on the basis that the County has no liability for this claim,

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

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

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Finance Committee

12-14-10

Philip C. Ristow: 11-15-10

Item 12a

Jefferson County Highway Department Truck Bid Report – 2010

*December, 2010
County Board*

Summary

Truck Bid – Four (4) tri-axle trucks with winter maintenance equipment
Truck Trade – Four (4) new trucks to replace four (4) existing trucks
Bid Opening – December 1, 2010
Highway Committee Approval – December 7, 2010

The Highway Department developed an equipment turnover plan several years ago. All equipment groups in the turnover plan were identified with a unique turnover cycle, after a review of the existing equipment life-cycle cost data. As part of the turnover plan, the Highway Department identified the single axle and tri-axle plow truck fleets for a 10-year turnover cycle. The plow truck fleet is used year round for both summer maintenance/construction and winter maintenance. The average age of the four existing trucks when removed from service will be over 11 years old.

Truck Fleet Information

The Highway Department large truck inventory:

- Single Axle Plow Trucks – 17
- Tandem Axle Plow Trucks – 2
- Tri-Axle Plow Trucks - 13
- Quad Axle Plow Trucks – 2
- Other Single, Tandem, Tri Axle Trucks – 10

* Based on the size of the current fleet, the Highway Department anticipates turning over approximately 4 to 5 large trucks per year.

December, 2010 Bid Information

Trade the following four (4) trucks:

#58	2001	Tri-axle Sterling
#59	2000	Quad Axle Sterling
#60	2000	Quad Axle Sterling
#61	2002	Tri-Axle Sterling

* We anticipate the new trucks will not be in-service until late 2011, when the traded trucks will average over 11 years old. The four existing trucks will average approximately 240,000 miles when taken out of service.

William Kern: 12-07-10

RESOLUTION NO. 2010-_____

Resolution authorizing purchase of tri-axle trucks, truck boxes, plows, wings, sanders and hydraulic control systems with pre-wet tanks and GPS equipment

WHEREAS, the Jefferson County Highway Department is updating winter maintenance and summer maintenance trucks and equipment, and

WHEREAS, bids were solicited for four (4) 2011 Model tri-axle trucks, dump boxes, plow equipment, and hydraulic control systems, and such bids were received and opened on December 1, 2010, with the following results:

Truck Vendors

Company: Capital City International
 Make & Model: 2012 International 7600 SBA
 Net Bid (4 Trucks): \$396,772.00

Company: Madison Volvo/Mack
 Make & Model: 2012 Mack GU 813
 Net Bid (4 Trucks): \$443,800.00

Company: Wisconsin Kenworth
 Make & Model: 2011 Kenworth T800
 Net Bid (4 Trucks): \$525,060.00

Truck Equipment Vendors*Truck Box, Plow, Wing, Sander*

Equipment Company: Monroe Truck Equipment
 Make & Model: Truck Box, Plow, Wing, Sander
 Net Bid (4): \$144,600.00

Equipment Company: Madison Truck and Equipment
 Make & Model: Truck Box, Plow, Wing, Sander
 Net Bid (4): \$148,512.00

Equipment Company: Casper Truck Equipment
 Make & Model: Truck Box, Plow, Wing, Sander
 Net Bid (4): \$156,892.00

Equipment Company: Burke Truck Equipment
 Make & Model: Truck Box, Plow, Wing, Sander
 Net Bid (4): \$78,000 *Bid Incomplete (No Box)

Hydraulic Control System, Pre-wet Tank, GPS

Equipment Company: Force America
Make & Model: Hydraulic Control System, Pre-wet Tank, GPS
Net Bid (4): \$89,132

Equipment Company: Burke Truck Equipment
Make & Model: Hydraulic Control System, Pre-wet Tank, GPS
Net Bid (4): \$95,728

Equipment Company: Caspers Truck Equipment
Make & Model: Hydraulic Control System, Pre-wet Tank, GPS
Net Bid (4): \$92,076

Equipment Company: Madison Truck Equipment
Make & Model: Hydraulic Control System, Pre-wet Tank, GPS
Net Bid (4): \$92,868

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, maintenance, and set-up costs, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase four (4) 2012 model International 7600 tri-axle trucks from Capital City International from Madison, Wisconsin, for the net bid price of \$396,772.00, four (4) truck boxes, plows, wings and sanders from Monroe Truck Equipment for the net bid price of \$144,600.00, and four (4) Force America hydraulic control systems with pre-wet tanks and GPS equipment from Force America for the net bid price of \$89,132.

Fiscal Note: Money to come from the Highway Department Equipment Operations Cost Center 53241.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Highway Department

William Kern: 12-07-10

12-14-10

RESOLUTION NO. 2010-_____

Resolution authorizing purchase of a Crack Seal Unit for Highway Department

WHEREAS, the Jefferson County Highway Department is updating highway maintenance equipment, and

WHEREAS, bids were solicited for one (1) 2011 model Crack Seal Unit to replace an existing 1995 CrafcO Unit, and such bids were received and opened on December 1, 2010, with the following results:

Equipment Vendors

Company: Sherwin Industries [Milwaukee, WI]
Make & Model: 2011 CrafcO EZ Series 2, Model 1500
Net Bid: \$65,755.00 {Includes \$3,000 trade of existing unit}

Company: Clayco Midwest [Granite City, IL]
Make & Model: No Bid
Net Bid: No Bid

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations to purchase the 2011 CrafcO EZ Series 2 Crack Seal Unit based on the review of the net bids, specifications, vendor qualifications, and maintenance, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase one (1) 2011 model CrafcO EZ Series 2, Model 1500 Crack Seal Unit from Sherwin Industries located in Milwaukee, Wisconsin, for the net bid price of \$65,755.00.

Fiscal Note: The crack seal equipment unit is very unique, with only a few models available in the Midwest. The Highway Department staff pursued additional vendors to bid on the CrafcO unit, but the department did not receive any bids except from the major Wisconsin vendor of crack seal equipment - Sherwin Industries. Highway Department staff reviewed the sole bid and recommends the purchase of the unit. Money to come from the Highway Department Equipment Operations Cost Center 53241.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Highway Committee

12-14-10

William Kern: 12-07-10

ORDINANCE NO. 2010-_____

Repeal and recreation of the Civil Service Ordinance for full-time deputy sheriffs

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

The Civil Service Ordinance (Ordinance No. 2000-18) is hereby repealed and recreated as follows:

SECTION 1. PURPOSE. This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

SECTION 2. COMMISSION. (a) There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.

(b) Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.

(c) The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:

- (1) Death of the incumbent.
- (2) Resignation of the incumbent in writing.
- (3) Removal of the incumbent by the County Board.
- (4) Ceasing to be a resident of Jefferson County.

(d) In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.

(e) Each member of the Commission shall take and file the official oath.

(f) Each member of the Commission shall receive such compensation as the County Board shall determine.

(g) The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.

(h) Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

SECTION 3. DUTIES OF THE COMMISSION. It shall be the duty of the Commission:

(a) To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.

(b) To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

SECTION 4. APPLICATIONS. (a) All candidates for full-time positions in the classifications of Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department upon forms designated. Vacancies in classifications other than those set forth hereinabove shall be filled pursuant to the Jefferson County Personnel Ordinance and shall not be covered by this ordinance.

(b) No person shall be eligible to apply for or be appointed to the positions covered by this ordinance after November 1, 2010, unless:

(1) The applicant is a citizen of the United States.

(2) The applicant has a minimum of sixty (60) college credits or has three (3) years experience as a paid full-time law enforcement officer (civilian or military).

(3) The applicant is at least eighteen (18) years of age.

(4) There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position.

(5) The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.

(6) Visual acuity must be corrected to 20/20.

(7) The applicant must possess a valid Wisconsin driver's license at the time of appointment.

SECTION 5. EXAMINATION. (a) The Commission shall conduct competitive examinations, written and oral, for candidates who apply for positions covered by this ordinance, including persons who are currently deputy sheriffs but who wish to compete for higher classification. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.

(b) The first stage of the testing procedure will be a written examination, administered and proctored by the Commission or its designee. The test used shall be the current test certified for use by the Commission or its designee. The tests used must be validated and job-related.

(c) The Sheriff's Office shall, upon request of the Commission, conduct a background investigation and to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau for new hire applicants.

(d) The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.

(e) The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.

(f) Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (b). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.

(g) Every candidate on the eligibility list must, prior to appointment, submit to and pass a medical and physical test to be conducted by such physician or physicians as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties of the position to which he seeks appointment. Cost of such examination shall be borne by Jefferson County. The Commission may implement a physical abilities test for prospective new hires.

(h) Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in a newspaper of county-wide circulation. Such notice shall also be given to schools within this state which confer police science degrees.

SECTION 6. PROMOTIONS. (a) Promotions and divisional reassignment shall be made according to this ordinance.

(b) The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of Chief Deputy, Captain, Sergeant and Detective will be scored as follows. The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire." The Jefferson County Human Resources Department will score the objective questionnaire according to pre-determined guidelines. A member of the Sheriff's Office Administration will be present during this scoring to answer any questions that Human Resources staff may have.

(c) Written examinations for the position of Sergeant will be specific for the patrol, detective, support services, and jail divisions. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.

(d) Written test scores will be valid for a period of 6 months. Test scores kept on file during this time period are division specific (patrol, detective, support services and jail). If a Sergeant's position becomes available in another division, an existing Sergeant must take the written test for that specific division.

(e) Written test scores and the scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews. The Commission shall notify applicants of their respective scores by mail.

(f) Promotion Eligibility. Those eligible for promotion shall be limited as follows:

(1) Chief Deputy. To take the examination for promotion to Chief Deputy, the candidate must have not less than ten (10) years of service with the Sheriff's Office, and not less than five (5) years supervisory experience therein. The candidate must have a Bachelor's degree or the equivalency of 120 college credits.

(2) Captain. To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Sheriff's Office and not less than three (3) years supervisory experience therein.

(3) Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Sheriff's Office.

(4) Detective. To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3-1/2) years of service with the Sheriff's Office.

(g) Education – Experience Credit. (1) An Associate's degree from an accredited college/university shall be deemed the equivalent of six (6) months of service.

(2) A Bachelor's degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.

(3) These equivalents may be used for a successful promotion to a position enumerated in (1), (2) or (3) of Section (d). Only one equivalent may be used on a one time basis only.

(h) At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice on the bulletin board, which notice shall identify the supervisory and/or administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

SECTION 7. APPOINTMENTS. (a) Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make his selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligibles.

(b) The Sheriff, in his or her discretion, may employ an assessment center process as an additional tool for evaluation of the top candidates as certified by the Commission.

(c) Appointments by the Sheriff shall be made within twenty (20) days after receipt of the certified list from the Commission.

(d) Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.

(e) All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification.

(f) The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.

(g) Appointments made pursuant to this ordinance shall be probationary for a period of twelve (12) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period.

SECTION 8. DISCIPLINARY PROVISIONS. (a) Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.

(b) The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

SECTION 9. GENERAL PROVISIONS. (a) No person holding the position of Deputy Sheriff under this ordinance shall, during the hours when he is on duty, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor shall he engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.

(b) In the event a Deputy Sheriff is elected Jefferson County Sheriff, his appointment as a Deputy Sheriff shall terminate upon his executing and filing the official bond and official oath as Sheriff, unless prior thereto, he requests in writing from the Commission a leave of absence during his term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in the classification of Deputy Sheriff upon his completion of his duties as Sheriff.

(c) Policies, rules, regulations and duties of the personnel in the Department shall be established by the Sheriff and incorporated in the Department's policy manual.

(d) The Sheriff shall prepare Department rules for the general administration and efficient operation of the Department. Such rules shall be known as the "Department Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.

(e) The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff.

(f) No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

(g) The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.

(h) Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

(i) Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Wisconsin Law Enforcement Standards Board.

SECTION 10. SEVERABILITY. The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

SECTION 11. All other ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. The pay range previously applicable to the position of Lieutenant shall be applicable to the position of Captain.

SECTION 13. EFFECTIVE DATE. This ordinance shall be effective after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee/Law Enforcement Committee

12-14-10

Philip C. Ristow, Chief Deputy Jeff Parker: 10-1-10; 11-1-10

ORDINANCE NO. 2010-_____

Amend Personnel Ordinance to reflect trial work schedule for patrol sergeants in the Sheriff's Office

WHEREAS, an experimental schedule for patrol sergeants may conflict with various other provisions of this ordinance, and

WHEREAS, it is desired to try the experimental schedule for one year and have patrol sergeants treated as much the same as possible as they would have been on the current work schedule, but for the change in work shifts and pay cycle,

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

Section 1. Current HR0120 of the Personnel Ordinance shall be re-lettered HR0120 A.

Section 2. HR0120 B. of the Personnel Ordinance shall be created to read as follows:

B. Notwithstanding any other provision for this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. Unless extended, this provision expires December 31, 2011.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Cost savings are anticipated from reduced overtime, but will not be known until the trial is completed.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee/Law Enforcement Committee

12-14-10

Philip C. Ristow: 12-01-10; 12-08-10

Item 14a

RESOLUTION NO. 2010-_____

Resolution authorizing execution of state human services contracts

WHEREAS, the Jefferson County Human Services Department contracts with several different state agencies in fulfillment of its statutory duties, and

WHEREAS, the Social Services & Community Programs contracts with the Department of Health Services and the Department of Children and Families, and the Youth Aids Program contract with the Department of Corrections must be authorized by the County Board, and

WHEREAS, the Human Services Board recommends approval of the Social Services & Community Programs contracts with the Department of Health Services in the anticipated amount of \$3,351,463, the Department of Children and Families in the anticipated amount of \$988,628, the AAA Older American Programs in the anticipated amount of \$301,692, the Department of Transportation in the anticipated amount of \$177,386, the State of Wisconsin with the division of Long Term Care, of the Department of Health Services in the anticipated amount of \$499,756 with anticipated federal funds of \$194,349 for the Aging and Disability Resource Center Grant, Wisconsin Home Energy Assistance Program with the anticipated amount \$157,123 and the Youth Aids contract with the Department of Corrections in the anticipated amount of \$671,873.

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director is authorized to execute the contracts set forth above.

BE IT FURTHER RESOLVED that the Human Services Director and Administrative Services Manager are authorized to sign addendums or revisions to said contracts during the course of the year as necessary.

BE IT FURTHER RESOLVED that the Director or Administrative Services Manager are authorized to sign all other contracts with state agencies as approved by the Human Services Board.

Fiscal Note: The various contracts are in the amounts as set forth in the material provided with the agenda. The contracts have not been reproduced because they total in excess of 100 pages. The contracts are standard state forms which are not subject to negotiation.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Services Board

12-14-10

Philip C. Ristow: 12-01-10; 12-08-10

RESOLUTION NO. 2010-_____

Execute a new Workforce Development building occupancy charge agreement with Opportunities, Inc.

WHEREAS, the Infrastructure Committee is delegated responsibility to review leases for county buildings, and

WHEREAS, Opportunities, Inc., an original tenant at the Workforce Development Center, has decreased its occupancy from 1,362 square feet in 2010 to 385.10 square feet for 2011, and

WHEREAS, review of current charges based on allocated costs indicate that Opportunities, Inc.'s rent should be \$1,272.22 per month for the 385 square feet currently occupied plus a prorated share of the costs for common space, and

WHEREAS, phone charges for three phones total \$32.25 per month, and

WHEREAS, the County will now charge for maintenance of three computers used by Opportunities, Inc. in the total amount of \$248.83 per month, and

WHEREAS, the Infrastructure Committee recommends the total rent of \$1,553.30 per month effective January 1, 2011, through December 31, 2011, at which time a new agreement will be negotiated,

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director or her designee is authorized to execute a new Workforce Development Center occupancy charge agreement for Opportunities, Inc. at the rate of \$1,553.30 per month effective January 1, 2011, through December 31, 2011.

Fiscal Note: Rent per square foot was increased by 2% for 2011. The phone and computer charges are new for 2011.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

Requested by
Infrastructure Committee

12-14-10

Philip C. Ristow: 12-01-10; 12-03-10

Item 15b

RESOLUTION NO. 2010-_____

**Execute an occupancy charge agreement with WI State AFL-CIO LETC
at Workforce Development Center**

WHEREAS, the Infrastructure Committee is delegated responsibility to review leases for county buildings, and

WHEREAS, the WI State AFL-CIO LETC has a contract with the State of Wisconsin Department of Workforce Development to provide employment services for county youth, and needed to rent one cube at the Workforce Development Center and a phone line, and

WHEREAS, review of current charges based on space indicate that the rent for 91 square feet would be \$300.64 per month plus one phone line at \$5.40 per month for a total of \$306.04 per month, and

WHEREAS, the Infrastructure Committee recommends this rental effective August 1, 2010, through July 31, 2011, at which time a new agreement will be negotiated,

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director or her designee is authorized to execute a Workforce Development Center occupancy charge agreement with WI State AFL-CIO LETC at the rate of \$306.04 per month effective August 1, 2010, through July 31, 2011.

Fiscal Note: Total yearly rent will be \$3,672.48.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Infrastructure Committee

12-14-10

Philip C. Ristow: 10-25-10; 12-01-10; 12-03-10

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

a. Finance Director

By virtue of the authority vested in me by Section 59.18 (2)(b) of the Wisconsin Statutes, I do hereby appoint David P. Ehlinger to serve as Jefferson County Finance Director effective January 1, 2011. I respectfully request confirmation of this appointment.

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____