

AGENDA

Administration & Rules Committee

Jefferson County Courthouse

320 S. Main Street

Jefferson, WI 53549

February 29, 2012

8:30 a.m. - Room 112

***REVISED 02-27-2012**

Committee Members

Paul Babcock – James Braughler – Greg David - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of January 25, 2012 Administration & Rules Committee meeting minutes
7. Approval of February 14, 2012 County Board minutes
8. Communications
9. Discussion and possible action on County Board committee oversight and establishment of a County ordinance governing use of county acquired flood mitigation parcels
10. Discussion and possible action on a Public Works organizational structure
11. Discussion and possible action on implementing ideas related to the County's governing Assessment Survey report
12. Discussion and recommendation on proposals for County's official newspaper and printing minute books
13. Discussion and possible action on Town of Koshkonong Resolution – "To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a"
14. Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Resolution – "Supporting H.R. 2250 in the U.S. House of Representatives and U.S. Senate Bill 1392 to provide additional time for the administrator of the Environmental Protection Agency to issue achievable standards for industrial, commercial, and institutional boilers, process heaters, and incinerators, and for other purposes"
15. ***Discussion and possible action on County Board rule changes including Human Resource Committee duties**
16. County Administrator's monthly report
17. Discussion and possible action on meeting dates
18. Tentative Future Meeting schedule and Agenda Items

March 28, 2012	April 25, 2012
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19. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

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

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

#6

**January 25, 2012
Administration & Rules Committee
8:30 a.m.**

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, Jim Mode, Greg David, Paul Babcock and John Molinaro.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal; Phil Ristow – Corporation Counsel; Karyn Spory, Reporter – Jefferson Daily Union; Steve Grabow – Community Development Educator; Joe Nehmer – Parks Director.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

No changes. Gary Petre informed the committee that a “communications” item will be added to the next agenda.

5. Public Comment

None

6. Approval of November 30, 2011 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the November 30, 2011 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Correct and approve December 13, 2011 County Board minutes

Motion by Supervisor Mode; Second by Supervisor David to approve the December 13, 2011 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Discussion and possible action on implementing ideas related to the County’s governing Assessment Survey Report

A report - “Trust and Relationship Building” was provided for the committee to review. Steve Grabow explained that this report contained merged results from two workshops conducted with the Administration and Rules Committee and with the Department Heads. He reviewed the ideas in the report. It was suggested that the materials and information that are presented at the County Board Supervisor Orientation should be updated to include some of these issues for both current and newly elected supervisors. The committee suggestions will be shared with the Department Heads at their next meeting. This topic will be placed on future agendas. No action taken.

9. Discussion and possible action on changes to the County Board Rules

Phil reviewed the changes to the County Board Rules. The committee discussed the changes and made some revisions.

Motion made by Supervisor Braughler; Second by Supervisor David to approve changes to the County Board Rules as amended. (Ayes-All) Motion carried.

10. Discussion and possible action on the Law Enforcement/Emergency Management recommendation regarding State of Wisconsin- Assembly Bill 173 and the resolution to oppose legislation AB173.

The Law Enforcement/Emergency Management Committee has not reviewed this resolution. They are waiting for further information before making a decision on this resolution. No action taken.

11. Discussion and possible action on the Human Services Board recommendation – “Support criminalizing violations of the 72 hour no-contact condition for domestic abuse offenders”

The Human Services Board passed a motion to support criminalization. A resolution will be sent to County Board for their consideration.

Motion made by Supervisor Mode; Second by Supervisor Babcock to Support criminalizing violations of the 72 hour no-contact condition for domestic abuse offenders and forward a resolution to the County Board for their consideration. (Ayes-All) Motion carried.

12. Discussion and possible action on Town of Koshkonong Resolution – “To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a”

The Committee considered this resolution. The Town of Koshkonong will be contacted and informed of the committee’s discussions regarding the Fort Atkinson Hwy 12 bypass alternative 7a. No action taken.

13. Discussion and possible action on resolutions, letters or reports from other governmental agencies

Resolution - “Supporting Niagara Escarpment Legislation”

The Committee reviewed and discussed the resolution.

Motion by made by Supervisor Molinaro; Second by Supervisor Babcock to support this resolution and forward it to the County Board for their consideration. (Ayes-4; No-1- Mode) Motion carried.

14. County Administrator’s monthly reports

Gary Petre reviewed his monthly reports and addressed questions from the Committee.

15. Discussion and possible action on meeting dates

No action taken

16. Tentative Future Agenda Items and Meeting Dates

- Approval of January 25, 2012 Administration & Rules Committee meeting minutes
- Correction and Approval of February 14, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator’s monthly report
- Communications
- Discussion and possible action on Public Works Committee
- Discussion and possible action on implementing ideas related to the County’s governing Assessment Survey Report

Next meeting dates: February 29, 2012

17. Adjourn

Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 10:37 a.m. (Ayes-All) Motion carried.

**CORRECTIONS TO BE MADE TO
FEBRUARY 14, 2012, JEFFERSON COUNTY BOARD MINUTES**

Page 167:

Line 39 – Underline the last 5 in 4,454,792.25

Page 170:

Line 5 – Insert an n between the e and s in Jeswold to form the word Jenswold

Page 180:

Line 38 – Delete the strikethrough in the word shall

Page 182:

Line 7 – Underline the , after the word Clerk

Page 192:

Line 40 – Enter uppercase letters for the ark in AutoMark so it reads AutoMARK

Page 195:

Line 13 – Put a strikethrough the words be postponed from further and underline the words remain under so that line 13 reads as follows: Jefferson ~~be postponed from further~~ remain under consideration and keep Sites

Line 15 – Put a strikethrough the word the and the word remaining so line 15 reads as follows: ~~the two remaining~~ optional sites for a new Highway Department main facility.

Line 21 – Underline the , after the word Infrastructure; put a strikethrough the word and; and underline after the word Finance, and. Line 21 should read as follows: ings as soon as possible back to the Highway, Infrastrucure, ~~and~~ Finance, ~~and~~

Line 22 – Underline Land & Water Conservation

Page 197:

Lines 3 thru 10 – The words “Allocation” through the word cause should be indented to align with the paragraphs under them. The placement of the letters A. and B. are not to be changed.

Line 5 – Underline the letter B. (should read B.)

Page 201:

Line 41 – Underline the last s in Counsels

Page 203:

Line 4 – Place a strikethrough the (S); should read (~~S~~)

Page 204:

Lines 11 thru 16 – The strikethrough on the words should be removed and those words should be underlined.

Line 12 - Add ly to the word previous to make it read previously

Page 206:

Line 5 – Insert a space between the words the progressive

Page 207:

Lines 47 and 48 – Underline

Page 210:

Lines 8 thru 12 – These words should be italicized.

Federal Emergency Management Agency, DHS

§ 80.19

(2) For acquisition of properties under the Severe Repetitive Loss program under part 79 of this subchapter, the purchase offer is not less than the greatest of the amount in paragraph (c)(1) of this section; the original purchase price paid by the participating property owner holding the flood insurance policy; or the outstanding amount of any loan to the participating property owner, which is secured by a recorded interest in the property at the time of the purchase offer.

(3) The grantee should coordinate with the subgrantee in their determination of whether the valuation should be based on pre-event or current market value. Generally, the same method to determine market value should be used for all participants in the project.

(4) A property owner who did not own the property at the time of the relevant event, or who is not a National of the United States or qualified alien, is not eligible for a purchase offer based on pre-event market value of the property. Subgrantees will ask each participating property owner to certify that they are either a National of the United States or qualified alien before offering pre-event market value for the property.

(5) Certain tenants who must relocate as a result of the project are entitled to relocation benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (such as moving expenses, replacement housing rental payments, and relocation assistance advisory services) in accordance with 49 CFR part 24.

(6) If a purchase offer for a residential property is less than the cost of the homeowner-occupant to purchase a comparable replacement dwelling outside the hazard-prone area in the same community, the subgrantee for funding under the Severe Repetitive Loss program implemented at part 79 of this subchapter shall make available a supplemental payment to the homeowner-occupant to apply to the difference. Subgrantees for other mitigation grant programs may make such a payment available in accordance with criteria determined by the Administrator.

(7) The subgrantee must inform each property owner, in writing, of what it

considers to be the market value of the property, the method of valuation and basis for the purchase offer, and the final offer amount. The offer will also clearly state that the property owner's participation in the project is voluntary.

(d) *Removal of Existing Buildings.* Existing incompatible facilities must be removed by demolition or by relocation outside of the hazard area within 90 days of settlement of the property transaction. The FEMA Regional Administrator may grant an exception to this deadline only for a particular property based upon written justification if extenuating circumstances exist, but shall specify a final date for removal.

(e) *Deed Restriction.* The subgrantee, upon settlement of the property transaction, shall record with the deed of the subject property notice of applicable land use restrictions and related procedures described in this part, consistent with FEMA model deed restriction language.

§ 80.19 Land use and oversight.

This section applies to acquisitions for open space projects to address flood hazards. If the Administrator determines to mitigate in other circumstances, he/she will adapt the provisions of this section as appropriate.

(a) *Open space requirements.* The property shall be dedicated and maintained in perpetuity as open space for the conservation of natural floodplain functions.

(1) These uses may include: Parks for outdoor recreational activities; wetlands management; nature reserves; cultivation; grazing; camping (except where adequate warning time is not available to allow evacuation); unimproved, unpaved parking lots; buffer zones; and other uses FEMA determines compatible with this part.

(i) Allowable uses generally do not include: Walled buildings, levees, dikes, or floodwalls, paved roads, highways, bridges, cemeteries, landfills, storage of any hazardous or toxic materials, above or below ground pumping and switching stations, above or below ground storage tanks, paved parking, off-site fill or other uses that obstruct

the natural and beneficial functions of the floodplain.

(ii) In the rare circumstances where the Administrator has determined competing Federal interests were unavoidable and has analyzed floodplain impacts for compliance with § 60.3 of this subchapter or higher standards, the Administrator may find only USACE projects recognized by FEMA in 2000 and improvements to pre-existing Federal-aid transportation systems to be allowable uses.

(2) No new structures or improvements will be built on the property except as indicated below:

(i) A public facility that is open on all sides and functionally related to a designated open space or recreational use;

(ii) A public restroom; or

(iii) A structure that is compatible with open space and conserves the natural function of the floodplain, which the Administrator approves in writing before the construction of the structure begins.

(3) Any improvements on the property shall be in accordance with proper floodplain management policies and practices. Structures built on the property according to paragraph (a)(2) of this section shall be floodproofed or elevated to at least the base flood level plus 1 foot of freeboard, or greater, if required by FEMA, or if required by any State or local ordinance, and in accordance with criteria established by the Administrator.

(4) After the date of property settlement, no Federal entity or source may provide disaster assistance for any purpose with respect to the property, nor may any application for such assistance be made to any Federal entity or source.

(5) The property is not eligible for coverage under the NFIP for damage to structures on the property occurring after the date of the property settlement, except for pre-existing structures being relocated off the property as a result of the project.

(b) *Subsequent transfer.* After acquiring the property interest, the subgrantee, including successors in interest, shall convey any interest in the property only if the Regional Administrator, through the State, gives prior

written approval of the transferee in accordance with this paragraph.

(1) The request by the subgrantee, through the State, to the Regional Administrator must include a signed statement from the proposed transferee that it acknowledges and agrees to be bound by the terms of this section, and documentation of its status as a qualified conservation organization if applicable.

(2) The subgrantee may convey a property interest only to a public entity or to a qualified conservation organization. However, the subgrantee may convey an easement or lease to a private individual or entity for purposes compatible with the uses described in paragraph (a), of this section, with the prior approval of the Regional Administrator, and so long as the conveyance does not include authority to control and enforce the terms and conditions of this section.

(3) If title to the property is transferred to a public entity other than one with a conservation mission, it must be conveyed subject to a conservation easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth in this section, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:

(i) The subgrantee shall convey, in accordance with this paragraph, a conservation easement to an entity other than the title holder, which shall be recorded with the deed, or

(ii) At the time of title transfer, the subgrantee shall retain such conservation easement, and record it with the deed.

(4) Conveyance of any property interest must reference and incorporate the original deed restrictions providing notice of the conditions in this section and must incorporate a provision for the property interest to revert to the subgrantee or grantee in the event that the transferee ceases to exist or loses its eligible status under this section.

(c) *Inspection.* FEMA, its representatives and assigns, including the grantee shall have the right to enter upon the property, at reasonable times and with reasonable notice, for the purpose of

"Trust and Relationship Building"

***Jefferson County* Administration and Rules Committee**

**Exercise-October 26, 2011 and Observations-January 25, 2012
and
Department Heads Exercise
January 11, 2012**

<u>Participants</u>	
Jefferson County Administration and Rules Committee: John Molinaro Jim Mode Greg David Paul Babcock James Braugher and Gary Petre, County Administrator Barb Frank, County Clerk	Jefferson County Department Heads: Kathy Eisemann Dennis Heling Stacie Hoffman Stacey Jensen Rob Klotz Terri Palm Kostroski Tonia Mindemann Joe Nehmer Jeff Parker Gary Petre John Rageth Phil Ristow Rhonda Rohloff Carla Robinson Gail Scott Mark Watkins

Facilitated and Compiled By:
 Steve Grabow, Professor and Community Development Agent
 University of Wisconsin-Extension, Jefferson County Office

February 15, 2012 Draft

Trust and Relationship Building

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**Jefferson County
Administration and Rules Committee
October 26, 2011**

**AGENDA
(Facilitated as part of the committee's monthly meeting)**

**Jefferson County
Administration and Rules Committee
January 25, 2012**

**AGENDA
(Facilitated as part of the committee's monthly meeting)**

and

**Jefferson County
Department Heads Workshop
January 11, 2012**

AGENDA

- Review handout on "Trust" (1 minute)
- Review Executive Summary: "Governing Assessment Report" (3 minutes)
- Exercise: See Question
- Review handout of Administration and Rules Committee Exercise (1 minute)
- Follow-Up
- Adjourn Exercise/Workshop

Section 1
Trust and Relationship Building Ideas:
By the Jefferson County Administration and Rules Committee
And
Jefferson County Department Heads

This "Proceedings Report" documents the ideas for addressing the issue of trust and relationship building in County government from two separate, facilitated workshops. The first workshop was convened with the Administration and Rules Committee with input by the County Clerk. The second workshop was comprised of County Department Heads at one of their monthly meetings convened by the County Administrator.

The Jefferson County Government Strategic Plan (Approved 2010) identified the topic of communication/education/trust as the most strategic issue facing Jefferson County Government. A follow-up on-line survey and report entitled, "Jefferson County Governance Report" by the UW-River Falls Survey Research Center concluded that "...overall results from this survey suggest a need for on-going efforts to improve communications and trust on the County Board and throughout the government structure."

The County Board Chair and County Administrator have supported this workshop series as a way of beginning the dialogue around ideas and options for addressing the issue of trust and relationship building.

This report organizes the ideas from the two workshops by themes or categories. The report also indicates whether the idea was generated by the Administration and Rules Committee (AR) workshop or Department Heads (DH) workshop. For each workshop, the same discussion question, shown below, guided the idea generating exercise. This report does not indicate the extent to which there was agreement or disagreement with each idea. Similarly, there has not been any dialogue around the relative importance or priority of these ideas.

Discussion Question: What are some ways to address the issues and needs of "trust" and "relationship building" in Jefferson County government?

Visit of Departments/Orientation/Training/Education

- a. Consider a "Mentor Program" for new supervisors (make it more formal). (AR)
- b. Encourage (via Administration and Rules Committee) new supervisors to visit County departments for 15 to 30-minute visits. (AR)
- c. Continue formal orientation program for new supervisors. (AR)
- d. Work with the department heads to design an on-site visitation/orientation program for new and existing supervisors. (AR)
- e. Suggest training for our "leaders" on civic responsibility and the public interest. (DH)
- f. Educate the public about the role of County Government through things like Youth Government Day; Park tours/walks; etc. (DH)

- g. Encourage all Supervisors to attend the "orientation" every two years. (DH)
- h. Educate/emphasize that Supervisors represent the whole County. (DH)
- i. Orientation Ideas: Video clips giving synopsis of Departments. (DH)
- j. Department Heads should explore new ways to educate Supervisors. (DH)
- k. Develop video program on all 23 Departments (use service from County board meetings or UW-Whitewater students) or supplement those videos produced for Youth Government Day. Needs to be short clips! (DH)

Outreach Programs/Groups/Citizen Involvement

- a. Implement the "Speaker's Bureau" notion of making others aware of County government. (Seek interest from other supervisors/department heads to participate in this.)
 - Template presentation (AR)
- b. Determine the "list" of potential groups with whom we need better communication and relationships. (AR)
- c. Determine mechanism to "retain" input by public at committees (supplemental information).(AR)
- d. Supervisors avoid bad behavior to citizens at public meetings. (DH)
- e. Motivate citizens to "contact" their Supervisors. (DH)
- f. Recognize those dedicated Supervisors who do a good job of reaching out to the citizenry. (DH)
- g. Give Supervisors ideas on how to reach out to citizens. (DH)
- h. Follow meeting protocol to respect citizen input (example: Rock River Clinic hearing at Finance/Human Resources). (DH)

Committees/Relationships/Department Head Interaction with Supervisors

- a. Expand opportunities with for County committee chair meetings to address relationship building. (AR)
- b. Design a dialogue among department heads and committee chairs on meeting and agenda setting. (AR)
- c. Use the Committee Chairs Committee to bring together Department Heads and Committee Chairs. (DH)

- d. Encourage County Supervisors to speak to Department Heads on important issues (create a bridge for Supervisors to meet with Department Heads). (DH)
- e. Encourage Supervisors to talk to Department Heads on "budget amendments" that have big impacts on Department operations (become familiar; get it out in the open; etc.). (DH)
- f. Supervisors avoid attacks on Department Heads in an inappropriate manner. (DH)
- g. Have the Department Heads come up with many ways to reach out/communicate with our Supervisors. (DH)

Resource Materials/Preparation/Background Information

- a. Supervisors show respect of work done at the Committee level (and do homework on the reasons). Note: Some Supervisors do! (DH)
- b. Have Supervisors bring the "resource materials" provided by the Department to the meetings. (DH)
- c. Help Supervisors change their attitude so that they are prepared for meetings. (DH)
- d. Department Heads should look at ways that we can do a better job of providing key rationale for resolutions/recommendations (short bullet points). (DH)
- e. Department Heads should provide better background information on issues that go before Committees – more "guest speakers". (DH)

Getting To Know Each Other/Interview

- a. Provide opportunities for County Board members to know each other on a personal level. (AR)
- b. Interview new individual supervisors (by Board Chair) to get know them. (AR)

Strategic Plan (SP)

- a. Identify our "successes" in implementing parts of our Strategic Plan. (Determine who and how to keep track of our successes.) (AR)

Workforce/Relationships

- a. Figure out ways to improve relationships between County Board members and the general employees/workforce.
 - Determine ways that provide opportunities for workforce individuals to feel "comfortable" approaching and engaging County supervisors
 - Speak directly to/have conversational opportunities with workforce and supervisors (informal conversations, attend staff meetings, etc.) (AR)

Section 2

Observations and Next Steps

Observations after Department Head Workshop

- ❖ We came up with many of the same ideas as Administration and Rules Committee.
- ❖ Personal relationships: on both lists

Follow-Up

Administration and Rules Committee Workshop:

- ❖ After the Administration and Rules Committee workshop, the Committee along with the County Administrator agreed that a similar workshop should be conducted at a County department head meeting. This workshop would provide opportunities to receive input on other ways to address the issue of trust and relationship building. The Administration and Rules Committee and the County Administrator will further review the collective ideas.

Department Head Workshop:

- ❖ Type up and share with Administration and Rules Committee

Administration and Rules Committee January 25th meeting:

- ❖ See follow-up suggestion in Section 3 related to taking back to Department Heads and the need to determine preferred actions.

Section 3
Notes and Analysis from
the January 25th Meeting of the Administration and Rules Committee

After reviewing the Proceedings Report from the two previous workshops, the five members of the Administration and Rules Committee and County Administrator reinforced many of the ideas. Based on the frequency of ideas, it would appear they would place extra importance on suggested strategies in four areas with most interest in enhanced orientation and education:

- ❖ ***Orientation/Visit of Departments/Training/Education***
- ❖ ***Outreach Programs/Groups/Citizen Involvement***
- ❖ ***Committees/Relationships/Department Head Interaction with Supervisors***
- ❖ ***Resource Materials/Preparation/Background Information***

Their observations at their January 25th meeting are presented below for each of these four areas in this section. There was not a selection process to determine preferences or commitments to action on this pool of comments.

Orientation/Visit of Departments/Training/Education

Orientation

- ❖ Orientation: Revamp
- ❖ Orientation for returning Supervisors
- ❖ Get all Supervisors at orientation meetings
- ❖ Always gets something out of the orientation
- ❖ Liked orientation
- ❖ Orientation: Really need to get us “up to speed” on big issues
- ❖ Went to a training: focused on “orientation”- WCA (Andy Phillips) and UW Extension’s LGC (Probst)
 - Mission
 - Strategic Plan
 - Issues
 - May take two sessions or a two-day
 - Roles: Department Head vs. County Supervisor (Policy)
 - Expand orientation
- ❖ Too much in one orientation – need a series with 2 or 3 separate sessions
- ❖ Two sessions were proposed such as:
 - 3-5 p.m.
 - Dinner
 - 6-8 p.m.
- ❖ Include this report in an orientation
- ❖ Give overview of departments as part of the orientation (or department videos)
- ❖ Like idea on department videos

Department Visits

- ❖ Figure out logistics of visiting departments; need structure to this
- ❖ Need structure for department visits
- ❖ On infrastructure: Toured several facilities; continue this and invite other Supervisors to these tours.

Topics of Interest for Additional Education and Training

- ❖ Need education on: “How to bring new ideas forward”
- ❖ Big County issues
- ❖ Really need to get us “up to speed” on big issues
- ❖ Role definition
- ❖ What is the role of Committee chairs?”
- ❖ Dealing with issues such as role of County Administrator and role of County Board Chair
- ❖ Perceptions: Micromanagement is a tenuous line – “help” to “interference”
- ❖ Difference in management vs. policy
- ❖ How do we blend “working Supervisors as volunteers”, which is a blend of policy. This is a fine line.
- ❖ Define difference between trust and disagreement
- ❖ Forum about o.k. to disagree
- ❖ Training on “Civic Responsibility” and expectations
- ❖ Obligations to serve public

Outreach Programs/Groups/Citizen Involvement

- ❖ Many ideas to work on: Speakers Bureau is underway – draft script

Committees/Relationships/Department Head Interaction with Supervisors

- ❖ Joint meeting with Department Heads and Committee Chairs

Resource Materials/Preparation/Background Information

- ❖ Like ideas on “resource materials” – have Department Heads tell Supervisors what to bring
- ❖ Encourage Supervisors to do their “homework”

Other Ideas for Process Follow-up:

- ❖ Bring back the Administration and Rules Committee observations to the Department Heads for them to do a similar process.
- ❖ Identify and make decisions on which specific areas and actions to pursue

Section 4

Notes and Analysis from the February 22nd Department Head Meeting

The Department Heads reviewed the Proceedings Report from the three previous workshops. The Department Heads placed emphasis on three areas with the most interest in enhanced orientation and education:

- ❖ ***Orientation/Visit of Departments/Training/Education***
- ❖ ***Committees/Relationships/Department Head Interaction with Supervisors***
- ❖ ***Workforce/Relationships***

Their observations at their February 22nd meeting are presented below for each of these three areas in this section. There appeared to be general agreement on moving forward with this short-list of strategy ideas.

Orientation/Visit of Departments/Training/Education

Orientation

- ❖ Orientation Team: Gary, Phil, Barb and Steve G. will look into what we could do this year to be responsive to ideas. Mission Review/Strategic Plan Summary/ Major Issues in the County.
- ❖ Touch on education pieces suggested.

Department Visits

- ❖ Stress the importance of individual appointments with departments.
- ❖ Each department should provide a one or two-page summary of what it does.
- ❖ The handout being worked on by John and the intern is a good start (summary of each department). Gary to send out a draft of these department summaries.

Committees/Relationships/Depart Head Interaction with Supervisors

Department Head Interaction with Supervisors

- ❖ Invite Department Heads to orientation training. This will provide (interaction) opportunities among County Board and Department Heads.
- ❖ Other Ideas: After election (wait for now). Suggest a “Committee Chair-Department Heads Joint Meeting”. This would be a “forum” for Department Head questions and dialogue with Committee Chairs.

Workforce/Relationships

- ❖ Council on “giving voice”/“new mechanism” is being discussed at UW as a way to provide input by the “workforce”. Something like this could be adapted for Jefferson County.

Ideas for Process Follow-up:

- ❖ Process: Will bring orientation ideas to Department Head meeting.

Appendix

- Trust (One-page summary of key concepts)
- Executive Summary: Governing Assessment Report, 2011 (Excerpt)

Trust

Why do people make jokes about used car salesmen? What made you decide on your choice of a family doctor? What distinguished your insurance agent from all others? Why do you (or don't you) enjoy working for your organization?

Diverse questions, to be sure, with many answers. But one commonality always shows up, in however diverse forms, as people answer those questions. The commonality is trust, or lack of it.

It's expressed in different ways.

"He seemed genuinely interested in helping". "He was there when I needed him". "She's the kind of person you can count on". "Around here, they make you feel like part of a team". "If he says he'll do it, it's as good as done".

Or the opposite.

"He only seemed interested in what he'd get out of it". "I got the impression he was thinking about something else when I was talking to him". "That's her promise this week. She'll have an excuse next week". "Around here, you're on your own. Nobody cares whether you succeed or fail".

* Trust is the foundation of all relationships. People want to work for organizations and leaders they can trust. People buy from the companies and from salespeople whom they trust. They may not say it that way, but that's what they do.

An organization has goals, objectives - tasks to perform. But an organization is people people working together to accomplish organizational and personal goals. These goals are more likely to be met if there is a consistently high level of trust, both inside the organization, and with customers outside. *

That statement - that trust is the key element in achieving organizational goals - runs contrary to some assumptions that have been made in business over the years. Those assumptions have run along the lines that a good product at a good price, coupled with some smooth sales techniques, will look after the sales. And that employees will be happy as long as you pay them well, and treat them fairly.

Those things may be true, but both employee and client expectations have changed in recent years, and with that change has come a greater need for integrity on the part of both leaders and employees. Trust has become an essential part of the relationship between leaders and employees, and the organization and their clients. *

Notes:

(Excerpt of Executive Summary)



Jefferson County
Governing Assessment Report, 2011

**David Trechter
James Janke
Shelly Hadley**

Survey Research Center Report 2011/12
August, 2011

Staff and students working for the Survey Research Center at UW-River Falls were instrumental in the completion of this study. We would like to thank SRC staff and students, Denise Parks, Hannah Stuttgen, Aaron Peterson, Ted Cannady, Ashley Julka, Danielle Hammer, Caleb Riedeman, Jacki Roden, and Erin Ingli. In particular, Hannah Stuttgen compiled the open-ended comments for Appendix B and Erin Ingli developed the numeric summary for Appendix C. We gratefully acknowledge their hard work and dedication.

The SRC would also like to thank Community Development Educator Steve Grabow (UW Extension, Jefferson County Office), Jefferson County Administrator Gary Petre and Administrative Assistant Tammie Jaeger for their assistance. Finally, we would like to thank the Jefferson County workers, department chairs, elected officials and local government leaders, who took the time to complete their questionnaires.

Executive Summary

In April of 2011, the Survey Research Center at the University of Wisconsin at River Falls sent out invitations to participate in a survey to assess Jefferson County governing practices, functions, relationships and other governing considerations. The survey was sent to 662 people affiliated with Jefferson County government (county board supervisors, local government officials, the county's constitutional officers, department heads, and county workers). A total of 344 useable surveys were returned for a completion rate of 52%. Responses were received from 20 county board supervisors, 28 department heads or constitutional officers, 248 county workers, and 48 local government officials.

Based on the size of the sample and other statistical properties, the SRC believes the responses are likely to accurately reflect opinions of these participants in Jefferson County government.

Describing the Sample. The sample was equally split between men and women and participants have more formal education than the average for Wisconsin – 40% of the respondents had a 4-year college degree or more compared to 25% for the state as a whole. There was also a relatively even distribution of respondents in terms of how many years of service they had with Jefferson county (e.g. 23% had fewer than 5 years of service with Jefferson County and the same proportion had more than 20 years of service to the county).

Overall Evaluation of Jefferson County Government. About two-thirds of the respondents said that they thought that overall Jefferson County government was either “effective” or “very effective.” Only 17% of the respondents said Jefferson County government was “ineffective” or “very ineffective.” In contrast, only half the respondents said that the value of Jefferson County government, relative to taxes paid was “excellent” or “good.” Somewhat surprisingly, only 47% of county employees, the people directly delivering county services, felt that the value of their services compared to taxes paid was good or excellent.

Assessment of the County Board and Its Committees. Members of the board of supervisors and department chairs/constitutional officers were asked to assess multiple dimensions of the performance of the board and its committees. In terms of board operations and planning, there was widespread agreement that the board and its committees have effective rules but few feel the board defines clear short- and long-term goals. Similarly, board committees received relatively high ratings for having active and engaged members but low ones for doing long-term planning.

* Feedback on the board's internal dynamics was relatively negative. Fewer than half said the board uses the talents of its members effectively and more respondents disagreed than agreed that the board minimizes personality differences, avoids conflicts of interest, and trust each other. There are sharp divides on the board itself with respect to these issues. The overall results of this section of the survey suggest a need for on-going efforts to improve communications and trust on the board and throughout the government structure. **These findings confirm and reaffirm the highest priority strategic issue identified in the recently completed Jefferson County Government Strategic Plan which is:**

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

UW Extension research indicates that creating an environment of trust is essential for any organization seeking a high level of success.

In terms of board function, there is general agreement that board meetings are run effectively. In contrast, opinion is evenly split between those who agree and disagree that the board avoids hidden agendas and participates in needed professional development. Compared to county board members, department heads/constitutional officers were much less likely to agree that the board reaches decisions efficiently and that the board understands the decisions it reaches. **It might be worthwhile to assemble a focus group of department heads/constitutional officers to try to identify ways in which these aspects of county board functions could be improved.**

In terms of opinions about the regularity with which the County Board reviews its strategic issues, the dominant theme is that substantial proportions of respondents said they didn't know if this was true. Given that the people who answered these questions (county board members and department heads/constitutional officers) would be expected to be intimately involved in planning, the proportion of "don't know" answers seems quite high.

Most respondents felt that Jefferson County uses its resources effectively but that county decisions are driven by the budget much more than the strategic plan. The proportion of respondents who felt the county has an adequate budget was essentially equal to the proportion who disagreed with this assessment. Interestingly, county board members seemed less certain that the current budget is adequate than did the department heads/constitutional officers.

Relations Between the Board, County Offices, and the Public. Half or fewer of the respondents agreed that the county board seeks input from the public, is accessible, respectful, honest, fair, responsive, and communicative. All groups (board members, county workers, etc.) answered these questions. County workers were significantly less likely to agree that the board possesses the qualities listed above and more likely to say that they don't know if they do.

The survey results also document some tensions between the board and county employees. Fewer than half agreed that county workers respect the board, that the board supports professional development for county workers, that the board respects county workers, avoids micromanagement, provides a good flow of information, and is trusted. Only about one-in-five agreed that county employees are politically neutral. **The general conclusion the SRC reaches from these results is that communication needs to be improved by all elements of Jefferson County government: the board, department heads/constitutional officers, and workers.**

In contrast, most respondents felt that county offices had positive relations with Jefferson County citizens. Relatively large percentages agreed that county workers were honest, accessible, respectful, fair, and well-trained. These opinions were shared by county board members, department heads/constitutional officers, and workers. Local government officials were less convinced that county offices demonstrate these characteristics.

Opinions about the degree to which Jefferson County government is open to or is practicing intergovernmental collaboration are decidedly mixed. Nearly half of all respondents (limited to

board members, department heads/constitutional officers, and local government officials) said that county offices were receptive to collaborations with other units of government.

Open-ended comments tended to support the overall conclusion from this report. Specifically, there appears to be a need to build cohesion within the county board and to improve communications between all parts of Jefferson County government.

Survey Purpose

The purpose of this study was to gather input from Jefferson county board supervisors, local elected officials, the county's constitutional officers, department heads, and county workers about strategic issues facing County government. In particular, this survey examined communication and intergovernmental collaboration in Jefferson County. County officials chose to work with the Survey Research Center (SRC) at the University of Wisconsin – River Falls to implement the survey.

Survey Methods

In April 2011, the Survey Research Center (SRC) at the University of Wisconsin – River Falls emailed invitations to 662 people affiliated with Jefferson County government (county board supervisors, local government officials, the county's constitutional officers, department heads, and county workers). The initial invitation was followed by a reminder sent to non-respondents. A total of 344 useable surveys were returned for a completion rate of 52%.

The accuracy of the estimates included in this report depends upon how we define the "population."

- If we consider the 662 people invited to participate in the survey as a single population, the estimates are expected to be accurate to within plus or minus 3.6%.
- If we consider the responses of the 20 supervisors (out of the 30 people on the board), the estimates are expected to be accurate to within plus or minus 12.9%.
- If we consider the responses of the 28 department heads and elected constitutional officers (out of 31 in these positions), the estimates are expected to be accurate to within plus or minus 5.7%.
- If we consider the responses of the 248 county workers (out a total of 515 workers), the estimates are expected to be accurate to within plus or minus 4.5%.
- Because we didn't have a total number of local government officials, we could not estimate a confidence interval for the 48 responses we received from this group.

Any survey has to be concerned with "non-response bias." Non-response bias refers to a situation in which people who don't complete a questionnaire have opinions that are systematically different from the opinions of those who complete their surveys. **Based upon a standard statistical analysis that is described in Appendix A, the SRC concludes that there is little evidence that non-response bias is a concern for this sample.**

#12

OFFICIAL NEWSPAPER BID FORM

- A. Publication of Official Board Proceedings:
(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: 22.9 picas

There are to be no additional charges for tables, graphs, etc.

Paid circulation in Jefferson County

by zip code: 53538 (Fort Atkinson) = 2949 ; 53156 (Palmyra) = 184
53549 (Jefferson, Helenville, J. Creek) = 1718 ; 53523 (Cambridge) = 111
53551 (Lake Mills) = 178 ; 53190 (Whitewater) = 97
53178 (Sullivan) = 222 ; 53094 (Watertown) = 34 ; 53594 (Watertown) =
Grand total of paid circulation in Jefferson County: 5501

Cost per line: (width 22.9) \$.76

*The cost per line for a 21 pica line will be adjusted by multiplying the bid
x 22.9/21 so as to equalize the cost of printing the same volume of information.

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

- B. Printing of Minute Book – 5 ½ inch x 8 ½ inch book with not less than 22.9 pica width, 9 pt. type (assume 244 pages):

a. Price per page if 80 books: \$.05
Cost of 80 books: \$ 960.00

b. Price per page if 60 books: \$.05
Cost of 60 books: \$ 778.00

County
Bid - Attached
4300

- C. CD of the information from April through March:

Price per disk:

\$ No Charge
Newspaper: Daily Jefferson County Union
By: Diane Meyers
Date: Feb 14, 2012

Union
2010
BID

OFFICIAL NEWSPAPER BID FORM

- A. Publication of Official Board Proceedings:
(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: 22 picas

COPY

There are to be no additional charges for tables, graphs, etc.

Paid circulation in Jefferson County

by zip code: 53538 (Fort) - 3489 53549 (Jefferson) - 1769
53178 (Sullivan) - 133; 53523 (Cambridge) - 112; 53551 (Lake Mills) - 223
53038 (J. Creek) - 181; 53156 (Palmyra) - 101;
53094 (Watertown) - 30; 53594 (Waterloo) - 8; 53190 (Whitewater) - 82; 53137 - 1.
Grand total of paid circulation in Jefferson County: 6283 (Helenvil

Cost per line: \$.81

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

- B. Printing of Minute Book - 5 1/2 inch x 8 1/2 inch book with 22 pica width (assume 244 pages):

a. Price per page if 80 books: \$.0475
Cost of 80 books: \$ 927.20
b. Price per page if 60 books: \$.05
Cost of 60 books: \$ 732.00

- C. CD of the information from April through March:

Price per disk: \$ No Charge

Newspaper: Daily Jefferson County Union

By: Diane Messinger
Date: 2/18/10

Connie Freeberg

From: Kathy Hart
Sent: Monday, February 13, 2012 10:16 AM
To: Phil Ristow
Cc: Connie Freeberg
Subject: RE: Example of County Board minutes from newspaper

Good Morning Phil,

I have an estimate for the County Board of Supervisors Minutes Book.....

The quote is based off the number of pages from the 2009-2010 book :

Total number of books: Qty 80

244 5"x8" double-sided pages

1 cover

Binding material (either comb or spiral) *CANNOT GLUE*

Additional \$ for sorting/adding/minimizing pages

Approximately 7 business days from start to finish

Quote: \$ 400 (this is a little on the high side)

I checked with Opp Inc., and they do not have the capability to glue the bindings of the books. They can only spiral bind them. They didn't have any contact people for just the binding portions of the book. If you would like the binding glued and not spiral or comb bound - please deduct \$ 100

= \$300 PRINTING ONLY

Thank you for the opportunity to bid on this print job.

Kathy Hart
Jefferson County
Central Duplicating
320 S Main St., Rm 100
Jefferson, WI 53549
920-674-7134
kathyha@jeffersoncountywi.gov

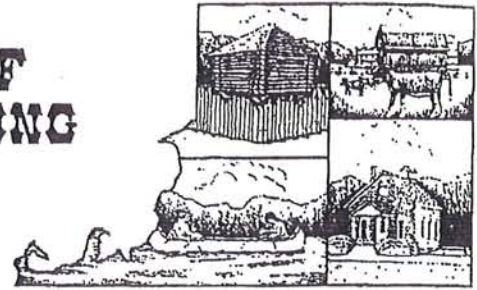
From: Connie Freeberg
Sent: Friday, February 10, 2012 2:52 PM
To: Kathy Hart
Subject: Example of County Board minutes from newspaper

<< File: cty bd 12-13-11.pdf >>

*A+R Comm
11-30-11
Hall for next meeting*

W5609 Star School Road
Fort Atkinson, Wisconsin
53538
Phone/FAX (920) 563-4510
E-mail:
koshkonong@compufort.com
Web site:
www.koshkonongwi.com

TOWN OF KOSHKONONG



#13

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Barb Frank	Kim Cheney
COMPANY:	DATE:
Jefferson County Clerk	11/21/2011
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
920-674-7368	2
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NUMBER:
Hwy 12 by-pass resolution	

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Hi Barb: The Town Board approved the attached resolution and would like it to go to the county board meeting in December. Could you let me know if I need to do anything else. Thank you,

Kim Cheney
Town Clerk

**TOWN OF KOSHKONONG
RESOLUTION NO. 2011-119**

**Resolution to preserve farmland, rural character and habitat by opposing Fort Atkinson
Hwy 12 bypass alternative 7a**

WHEREAS, The Wisconsin Department of Transportation has recently selected 7a as the preferred alternative route for a U.S. Highway 12 bypass around Fort Atkinson, and,

WHEREAS, alternative 7a diagonally bisects the Town of Koshkonong, and,

WHEREAS, the selected route would: cause irreparable harm to the Township and its residents by splitting numerous farms; disrupt farming operations; undermine county land use and farm preservation efforts; damage the Town of Koshkonong efforts to control growth and maintain rural character; increase storm water runoff; invite increased noise and air pollution; harm local tax revenues and shift tax burden; reduce taxable acreage, and,

WHEREAS, the physical presence of a route 7a and its use would harm wildlife directly and indirectly by impacting habitat including that of threatened species such as Blanding's turtle, mulberry winged damsel flies and many others, and,

WHEREAS, the DOT admits to the likelihood of the aforementioned collateral damage even though Wisconsin State law does not allow consideration of these extended impacts, and,

WHEREAS, DOT traffic studies showing a decline in vehicle counts, and the worldwide trend toward alternate transportation systems, suggest that this bypass may never be needed, and,

WHEREAS, the existing Highway 12, after modest improvements, will serve the transportation needs of this corridor indefinitely,

NOW, THEREFORE, BE IT RESOLVED that the Town of Koshkonong asks the Jefferson County Board of Supervisors and Governor Walker and the Wisconsin Legislature to discontinue plans for developing Jefferson County Highway 12 plan 7a and instead put all needed effort into the available alternatives so as to minimize loss of farmland, habitat damage, social upheaval, and the destruction of rural beauty.

Fiscal note: no fiscal impact.

Approved this day November 9, 2011 by the Town Board of Koshkonong.

By: Chairman Fred Walling

Attest

#14

Resolution 2012-02-08

Motion by: <u>Lussow</u>				
Second by: <u>Nelson</u>				
Dist.	Supervisor	Y	N	Abs
13	Alber			
18	Bailey			
12	Berndt			
3	Bloomer			
1	Caylor			
19	Fox			
10	Giese			
8	Krueger			
15	Lee			
16	Loka			
14	Lussow			
20	Meyer			
11	Mittelsteadt			
17	Nelson			
4	Pampuch			
22	Rankin			
7	Rusch			
5	Saal			
21	Simon			
2	Weaver			
6	Woller			
9	Zeitz			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

RESOLUTION SUPPORTING H.R. 2250 IN THE U.S. HOUSE OF REPRESENTATIVES AND U.S. SENATE BILL 1392 TO PROVIDE ADDITIONAL TIME FOR THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY TO ISSUE ACHIEVABLE STANDARDS FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BOILERS, PROCESS HEATERS, AND INCINERATORS, AND FOR OTHER PURPOSES.

WHEREAS, the U.S. Congress has issued the Clean Air Act (42 U.S.C. §7401 et seq. (1970)); and

WHEREAS, Section 112 of the Clean Air Act requires maximum achievable control technology (MACT) standards for major sources (those that emit or have the potential to emit 10 tons per year or more of a hazardous air pollutant or 25 tons per year or more of a combination of hazardous air pollutants); and

WHEREAS, MACT standards have been proposed for Industrial and Commercial Boilers on a pollutant-by-pollutant basis instead of a source-specific basis (40 CFR Part 63 [EPA-HQ-OAR-2002-0058; FRL-9503-6] RIN 2060-AR13 National Emission Standards for Hazardous Air Pollutants for Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters, Federal Register / Vol. 76, No. 247 / Friday, December 23, 2011 / Proposed Rules); and

WHEREAS, the proposed MACT standards do not account for fuel and process variability; and

WHEREAS, the proposed MACT standards do not include health-based compliance alternatives; and

WHEREAS, the compliance costs associated with the proposed standards will impose potentially crippling capital and operating costs on a major source in our community, and

WHEREAS, in January 2011, President Obama directed federal agencies to consider the most cost effective approaches to regulations (Executive Order 13563); and

WHEREAS, Lincoln County residents and businesses anticipate that significant economical harm may result from the rule as proposed.

NOW, THEREFORE BE IT RESOLVED that the Lincoln County Board of Supervisors supports both H.R. 2250 and S. 1392 that together provide legislative remedy to the MACT rule according to their respective provisions.

NOW, THEREFORE BE IT FURTHER RESOLVED that this resolution be sent to the President, all Wisconsin U.S. Senators and Representatives, all appropriate Congressional Committees, all Wisconsin counties and the Wisconsin Counties Association.

Dated this 21st day of February, 2012

Fiscal Impact: Millions of dollars out of the local economy.

Introduced by: Robert Lussow

Drafted by: Randy Scholz Administrative Coordinator

STATE OF WISCONSIN)
) SS:
COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

February 21, 2012
Sheila Pudelko
Sheila Pudelko, County Clerk

(c) HUMAN RESOURCES COMMITTEE - Five members. The Human Resources Committee shall assist in the administration of the Personnel and Salary Ordinance. The Committee shall hear grievances unless other provisions are made by union contracts, or the Civil Service Ordinance, or as described in Personnel Ordinance HR0520 (Grievance Resolution Process). The Committee may review job descriptions and evaluate the allocation of positions to the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. [Amended 03/12/02, Ord. No. 2001-34; amended 05/14/02, Ord. No. 2002-07; amended 03/14/06, Ord. No. 2005-48e; am. 03/11/08, Ord. 2007-40]

**County Administrator's
Monthly Activity Report
February, 2012**

1. 2012 Budget

The 2012 Adopted Budget-In-Brief booklets were printed and distributed at the 2/14 County Board meeting.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes relating to "just cause" language were referred back to the Human Resources Committee from the County Board on 2/14 and were discussed by the Committee at its 2/21 meeting. Committee review of the final draft ordinance changes will occur on 3/6, for submission to the County Board at its 3/13 meeting.

3. Department Head Meeting

There was a department head meeting on 2/22 (copy of agenda attached). Most of the meeting time was dedicated to a workshop on reviewing the Trust and Relationships Building Updated Draft Report. Department Head ideas on implementing the Report will be shared with the Administration and Rules Committee at its 2/29 meeting.

4. Committee/Board, Staff and Other meetings

I will have attended 10 Committee/Board meetings this month, including the special 2/28 Finance Committee meeting to review the County's 2011 year-end financial status and non-lapsing requests.

On 2/16&17, I attended a finance seminar presented by the County's financial advisor, Ehlers, Inc. The seminar provided information on the debt issuance process and economic development project financing. After the seminar, I met with Dennis Heling and reviewed the material from the seminar. He has the seminar materials and will continue to look through it and use it for future reference.

I will have had 21 meetings with staff and other officials this month. These include meetings to discuss personnel issues; an update to the County's web site format and functions; 2011 non-lapsing requests; and the new Highway Department facility study.

**County Administrator's
Monthly Activity Report
February, 2012**

5. Highway Facilities Site Analysis

The firm Bray Associates Architects, Inc. was selected by the County Board at its 2/14 meeting for developing creative and innovative plans and cost estimates (development and operating) for the utilization of the current Puerner Street site for a new or remodeled Highway Department facility. Bray Associates representatives were in attendance at the County Board meeting to listen to the discussion and have been provided a copy of the adopted Board resolution.

The Board also adopted a resolution directing staff to obtain additional information on Sites A and C. Staff is in process of working on this resolution and will be meeting with city officials in the very near future. Bray Associates will provide technical engineering and site analysis support to County staff, as needed.

Our goal is to have the requested information available to the interested Board committees during their April cycle of meetings.

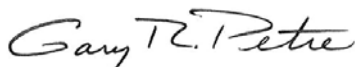
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 3/27.

On 2/21, the Human Resources Committee reviewed and approved various updates/changes to the County's Personnel Policies. Some policy sections they reviewed are related to Employment; Compensation; Leave of Absence; Military Leave; and Harassment. The Committee also approved recommending to the County Board several position changes in the Veterans Services, Highway and Clerk of Courts departments. The Committee will also be submitting a recommendation to the County Board that establishes the compensation levels for the County Clerk, Register of Deeds and the County Treasurer for the next four years (2013-2016). All of these Committee recommendations will be forwarded to the County Board at its 3/13 meeting.

7. Board/Commission Appointments

There are two reappointments to the Historic Sites Preservation Commission being submitted for confirmation to the County Board on 3/13.



Gary R. Petre
County Administrator

Jefferson County
Department Head Meeting

Wednesday, February 22, 2012

1:00 p.m.

Workforce Development
874 Collins, Rm 103
Jefferson, WI

1. Review of Computer, Internet and Telephone Policy
 - i. Connecting to the County's network
2. Trust and Relationships Building Updated Draft Report
3. Review of updates to the Personnel Ordinance
4. Department Head Items

2012 Meeting Dates (all meetings at 1:00 p.m. in Room 103 at Workforce Development):

March 21st

April 18th

May 9th

June 13th

August 15th

September 12th

October 10th

November 14th

December 12th