

AGENDA

JEFFERSON COUNTY BOARD MEETING

Monday, August 11, 2014

7:00 p.m.

**Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549**

1. **CALL TO ORDER**
 2. **ROLL CALL BY COUNTY CLERK**
 3. **PLEDGE OF ALLEGIANCE**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
 5. **APPROVAL OF THE AGENDA**
 6. **APPROVAL OF July 8, 2014 MEETING MINUTES**
 7. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of the audited 2013 Comprehensive Annual Financial Report (CAFR) for Jefferson County by CliftonLarsonAllen LLP
 8. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum to Agenda)
 - b. Resignation – John Neupert – Sheriff's Civil Service Commission and Traffic Safety Commission (Page 1)
 - c. Zoning Committee Notice of Public Hearing, August 21, 2014 (Page 2-3)
 9. **PUBLIC COMMENT**
 10. **ANNUAL REPORTS**
 - a. Clerk of Courts – Carla Robinson
 - b. Fair Park – David Diestler
 - c. Highway – Bill Kern
 - d. Parks – Joe Nehmer
 - e. Veterans' Service – Yvonne Duesterhoeft
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **ADMINISTRATION AND RULES COMMITTEE**
 - a. Resolution – Placing Health Care Advisory Referendum on the November 4, 2014 General Election Ballot (Page 4-5)
 - b. Resolution – Moving Farmland Conservation Easement Commission support functions and administrative responsibilities from Planning & Zoning to Land & Water Conservation (Page 6-7)
 12. **FINANCE COMMITTEE**
 - a. Presentation – Ehlers & Associates regarding General Obligation County Building Bonds
 - b. Resolution – Providing for the sale of not to exceed \$9,995,000 General Obligation County Building Bonds, Series 2014A (Page 8-10)

13. HUMAN RESOURCES COMMITTEE
 - a. Ordinance – Amend the Personnel Ordinance to reflect review of Pay Premium for operating heavy equipment at the Highway Department (Page 11-12)
 - b. Ordinance – Amend the Personnel Ordinance to conform to the practice of Holidays for employees working a non-traditional work schedule (Page 13-14)
 - c. Resolution – Amend the Jefferson County Affirmative Action and Equal Employment Opportunity Policy (Page 15-25)
 - d. Resolution – Create one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist at Human Services (Page 26)
 - e. Resolution – Adjust pay for four Highway Foremen in response to wage compression (Page 27)
14. INFRASTRUCTURE COMMITTEE
 - a. Resolution – Authorize contract for County Technology Upgrades (Page 28-29)
15. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE
 - a. Resolution – Authorizing the Purchase of Radio Equipment for the Sullivan/Rome Tower Facility (Page 30)
16. PLANNING & ZONING COMMITTEE
 - a. Report – Approval of Petitions (Page 31)
 - b. Amend Zoning Ordinance (Page 32-33)
17. APPOINTMENT BY COUNTY ADMINISTRATOR
 - a. John Molinaro to the Historic Sites Preservation Commission to fill a vacancy for a three term ending April 1, 2017 (Page 34)
18. ANNOUNCEMENTS
19. ADJOURN

NEXT COUNTY BOARD MEETING, SEPTEMBER 9, 2014 7:00 P.M. ROOM 205

From: Tammie Jaeger
Sent: Monday, August 04, 2014 11:57 AM
To: Barb Frank; Audrey McGraw
Subject: Resignation

Good Morning,

I received a call from John Neupert this morning. He is resigning from the Sheriff's Civil Service Commission and also the Traffic Safety Commission effective immediately.

Thanks, Tammie

Tammie Jaeger, Administrative Secretary

JEFFERSON COUNTY ADMINISTRATION
311 S CENTER AVE, RM 111, JEFFERSON WI 53549

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Visit us on the web at: <http://www.jeffersoncountywi.gov>

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

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: August 21, 2014

TIME: 7:00 p.m. (*Courthouse doors will open at 6:30*)

PLACE: Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance with Open Meetings Law Requirements**
4. **Review of Agenda**
5. **Explanation of Process by Committee Chair**
6. **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, August 21, 2014, 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 official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM A-T, AGRICULTURAL TRANSITION TO A-3,
AGRICULTURAL/RURAL RESIDENTIAL**

R3745A-14 – E E Hoffer/Richard Zastrow Property: Create a 3-acre lot around the home at **W4684 Alvoss Lane** in the Town of Watertown from PIN 032-0815-0713-001 (20 Acres).

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL
RESIDENTIAL**

R3743A-14 – Jerry Wolfram/Florence E Wolfram Trust Property: Rezone to create a 5-acre farm consolidation lot around the home at **N1388 CTH N**. The site is in the Town of Cold Spring on PIN 004-0515-1834-000 (52.054 Acres).

R3744A-14 – Jan Arndt/D & J Arndt Trust Property: Create a 2-acre farm consolidation lot around the home at **N2819 Willing Road** in the Town of Hebron from PIN 010-0615-3112-000 (40 Acres).

R3746A-14 – Mike Walter/Walter Trust Property: Create a 4-acre farm consolidation lot at **N9163 E Horseshoe Road** in the Town of Watertown from PIN 032-0815-0724-000 (45.214 Acres).

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

R3683A-13 & R3747A-13 – Brad Walter/Michael R & Sarah S Walter Trust Property: Modify the area rezoned by R3343A-08 to create a 2.329-acre A-3 lot from PIN 032- 032-0814-1043-001 (2.329 Acres). Rezone a part of PIN 032-0814-1044-000 (62.01 Acres) from A-3 to A-1. The site is at **N8944 West Road** in the Town of Watertown.

CONDITIONAL USE PERMIT APPLICATIONS

CU1788-14 – Steven & Carol Mertins: Conditional use to allow a church as a public/semi-public use at **N9146 Klug Lane** in the Town of Waterloo on PIN 030-0813-1113-001 (1.2 Acres) in an A-3, Agricultural/Rural Residential zone.

CU1790-14 – Paul Antczak/Diane G West Property: Conditional use to allow a duplex at **N4615 Highland Drive** in the Town of Sullivan, on PIN 026-0616-0244-010 (4.155 Acres). The property is zoned A-3, Agricultural/Rural Residential.

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.

A recording of the meeting will be available from the Zoning Department upon request.

RESOLUTION NO. 2014-_____

**Placing Health Care Advisory Referendum on the November 4, 2014 General Election
Ballot**

Executive Summary

Expanded Federal Medicaid funds are presently available to the State of Wisconsin, and upon acceptance by the State of Wisconsin, would provide access to BadgerCare to approximately 84,000 Wisconsin residents, as estimated by the Wisconsin Legislative Fiscal Bureau. The State of Wisconsin Legislative Fiscal Bureau also provides that the State of Wisconsin's decision to not accept expanded Federal Medicaid funds has resulted in fewer Wisconsin residents having health care coverage while increasing the cost of BadgerCare by over \$100 million this budget cycle. If the State of Wisconsin accepts expanded Federal Medicaid funds, the Federal government would pay 100% of the cost of new BadgerCare enrollees and after three years the Federal government would continue to pay at least 90% of the cost.

WHEREAS, the State of Wisconsin has yet to take advantage of billions of new Federal Medicaid dollars which would improve the state's BadgerCare program. These Federal funds are available at any time, and upon acceptance, would provide access to BadgerCare to more than 84,000 Wisconsin residents (1,052 in Jefferson County) as estimated by the State's Legislative Fiscal Bureau, and

WHEREAS, the decision to reject Federal Medicaid funding shrinks the number of Wisconsin residents who have health care coverage while increasing the costs to the state for the BadgerCare program (according to the Legislative Fiscal Bureau, the state budget will require over \$100 million more this budget cycle by rejecting these Federal funds), and

WHEREAS, 19 counties in Wisconsin have passed resolutions urging the State to utilize these Federal funds, a position that has been reiterated by the Wisconsin Counties Association, and these Federal funds would bring an estimated \$30,340,000 into the Jefferson County economy by 2021 and would help an estimated 1,052 parents and childless adults in Jefferson County to gain access to BadgerCare, and

WHEREAS, having uninsured and underinsured residents impacts the Jefferson County Human Services Department because it can lead to untreated mental health or substance abuse and lack of preventive health care that can lead to loss of jobs, the inability to function, and loss of self-sufficiency, and

WHEREAS, an increase in the number of Jefferson County adults with health insurance coverage is expected to reduce the number of adults seeking medical care at the County-subsidized Rock River Free Clinic and also the number of adults using costly hospital emergency room visits as a primary means of obtaining medical care, and

WHEREAS, the Administration and Rules Committee recommends the explanatory statement and effect of vote required for publication in advance of the referendum be stated as follows:

EXPLANATORY STATEMENT AND EFFECT OF VOTE: The Jefferson County Board of Supervisors desires advisory public input on the question of whether or not the State of Wisconsin should accept available Federal Medicaid funds to provide access to BadgerCare to Wisconsin residents up to 133% of the Federal Poverty Level. The result of this vote is advisory, not binding. A "yes" vote means that you want Jefferson County to encourage the State of Wisconsin to accept available Federal Medicaid funds. A "no" vote means that you do not want Jefferson County to encourage the State of Wisconsin to accept available Federal Medicaid funds.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby directs the Jefferson County Clerk to place the following advisory referendum question on the countywide ballot at the election to be held on November 4, 2014:

"Shall the State of Wisconsin accept available Federal Medicaid funds to provide access to BadgerCare to Wisconsin residents up to 133% of the Federal Poverty Level?"

BE IT FURTHER RESOLVED that the explanatory statement and effect of vote required by law be as set forth above.

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the Jefferson County legislative delegation, the Governor, the Secretary of the Wisconsin Department of Health Services, and the Wisconsin Counties Association.

Fiscal Note: Because an election is already scheduled for November 4, 2014, the additional cost to the County for printing the referendum question on the ballot and staff time for tabulating and recording the results is minimal.

NOTE: This resolution was initially introduced to the County Board as Resolution No. 2014-21 by Supervisor Kirk Lund on June 10, 2014, and then referred to the Administration & Rules Committee pursuant to Board Rule 3.03(8). The Administration & Rules Committee recommended changes to the resolution as originally presented which are incorporated herein.




Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration & Rules Committee

08-11-14

Kirk Lund: 06-04-14

J. Blair Ward: 08-01-14; 08-04-14; 08-05-14; 08-06-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2014-_____

Resolution moving Farmland Conservation Easement Commission support functions and administrative responsibilities from Planning & Zoning to Land & Water Conservation

Executive Summary

In 2007 the County Board approved Resolution No. 2006-86 which created the Farmland Preservation Commission and the Purchase of Development Rights Program. As part of adding this program, the County's Planning and Zoning Department was identified to staff the Commission with support of several other departments. Further, Resolution No. 2007-73 was approved by the Board which changed the name of the Commission to the Farmland Conservation Easement Commission, which is the name it continues to operate under today. Recently, the Commission requested staff review the current support of the Commission and provide a recommendation back to the Administration and Rules Committee of what is the best way to support the mission of the Commission.

Based on discussions among staff, it was determined that the Land & Water Conservation Department assumes the responsibility of support functions and administrative responsibilities to the Commission. Other departments will continue to support in areas of expertise as needed in support of the program. This recommendation was forward to the Administration and Rules Committee where it received a unanimous recommendation. It is also being supported by the Farmland Conservation Easement Commission.

WHEREAS, the County Board through Resolution 2006-86 created the Farmland Preservation Commission, and

WHEREAS, the County Board specifically tasked the County's Planning and Zoning Department to provide the support staff function to this program, and

WHEREAS, Resolution 2006-86 also recognized that this program required the collaborative efforts of several departments to include Land and Water Conservation, County Administration, Land Information and Corporation Counsel which continues to today, and

WHEREAS, Resolution 2007-73 changed the name of the Commission to the Farmland Conservation Easement Commission, and

WHEREAS, the County has seen several organizational and personnel changes since the establishment of the program in 2006, and

WHEREAS, the impacted Departments have met and recommend that staff support functions and administrative responsibilities should be transitioned to the Land and Water Conservation Department, and

WHEREAS, this recommendation is supported by the Administration and Rules Committee and the Farmland Conservation Easement Commission.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board authorizes the County Administrator to transition staff support functions for the Farmland Conservation Easement Commission to the Land and Water Conservation Department, and

BE IT FURTHER RESOLVED that the County Administrator will have the authority to adjust program support in the future to the Farmland Conservation Easement Commission based on organizational and operational needs.

Fiscal Note: There is no fiscal impact to the current budget. The County Administrator will be working with impacted departments to enhance the Business Unit in the 2015 Budget to recognize cost allocation to the program.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Administration & Rules Committee

08-11-14

Ben Wehmeier: 07-30-14; 08-05-14 APPROVED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2014-_____

**Resolution providing for the sale of not to exceed
\$9,995,000 general obligation county building bonds, Series 2014a**

Executive Summary

At the end of 2013, the County Board adopted an initial resolution to provide funding not to exceed \$17.89 million for several projects related to the highway facilities including the Central Highway Facility, satellite facilities and reimbursement for costs associated with Old Countryside demolition. As part of this initial resolution, the County Financial Advisor and staff recommend a plan to have a total of three bond series issues within the parameters of the \$17.89 million limit. This analysis was done based on strong interest rates, issuing bank qualified debt, cash flow and ability to size the amount borrowed based on final pricing. The County issued GO Bonds Series 2013A in 2013 for a total of \$3,505,000.

This Resolution authorizes the County to proceed to bond sales for \$9,995,000. Once bids or proposals have been received, the County Board at a future meeting will take action upon review of said proposals or bids. The Finance Committee unanimously recommended moving forward at this time.

WHEREAS, on November 12, 2013, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") adopted an Initial Resolution (the "Initial Resolution") authorizing general obligation bonds and/or promissory notes in an amount not to exceed \$17,890,000 for public purposes consisting of the construction of a new highway department facility building and highway department satellite shops, including related demolition, environmental remediation, and site improvements, and acquiring and installing related furniture, fixtures, and equipment, and paying costs of financing including capitalized interest (the "Project");

WHEREAS, the County has previously issued its \$3,505,000 General Obligation County Building Bonds, Series 2013A authorized by the Initial Resolution; and

WHEREAS, the County Board of Supervisors now deems it to be necessary, desirable and in the best interest of the County to issue up to an additional \$9,995,000 portion of the bonds authorized by the Initial Resolution for the purpose of paying a portion of the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Bonds. The County shall issue its General Obligation County Building Bonds, Series 2014A (the "Bonds") in an amount not to exceed \$9,995,000 authorized pursuant to the Initial Resolution for the purpose of paying a portion of the cost of the Project.

Section 2. Sale of Bonds. The County Board of Supervisors of the County hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids or proposals for the Bonds as may have been received and take action thereon.

Section 3. Notice of Bond Sale. The County Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated as the County Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by the County's financial advisor, Ehlers & Associates, Inc. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Fiscal Note: Attached are preliminary tables based on the current municipal bond market. Based on the current trends, Jefferson County anticipates the costs will be lower than projected at the end of 2013. In 2013, the net rate for debt service ranged from .200 to .220 with an average annual debt payment of \$1,295,365. Based on the current trends, it is expected that the new net rate for debt service range is .188 to .205 with an average debt payment of \$1,210,212.




Note: These are preliminary numbers. Actual numbers will be determined when offered for public sale and are not official until the Board takes final action at a future meeting.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

08-11-14

Quarles & Brady LLP, 07-31-14; Ben Wehmeier & J. Blair Ward: 08-06-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

Jefferson County, WI

Proposed Debt Structure for Highway Facilities Financing Level Debt Service Payments Through 2015 Issue

INTEREST RATE ASSUMPTIONS FOR 2014 & 2015 BASED UPON SALE OF 6/23/14 Preliminary Planning Estimates for 2014 Issue

Level Annual payments after all issues

Proposed 2014-2015 Issues																		
G.O. Bonds, Series 2014 \$9,995,000 Dated 9/25/14										G.O. Bonds, Series 2015 \$4,295,000 Dated 7/1/15				Less: Capitalized Interest	Net Levy New Debt	Total Net Levy for Debt Svc	Net Rate for Total Debt Svc	YEAR
YEAR	Prin (4/1)	Est. Rate ¹	Interest	Total	After 2014	Prin (4/1)	Est. Rate ²	Interest	Total									
2011	690,000	0.600%	264,884	954,884	1,211,484							0	374,147	0.059	2011			
2012	380,000	0.750%	257,013	637,013	890,713							0	109,728	0.017	2012			
2013	385,000	1.050%	253,566	638,566	894,316							0	54,601	0.009	2013			
2014	5,884,774,300	1.350%	248,913	638,913	896,613							(85,102)	0	0.000	2014			
2015	5,884,774,300	1.650%	243,021	638,021	897,571							954,884	1,211,484	0.206	2015			
2016	6,002,307,322	1.900%	235,915	640,915	896,465							953,722	1,207,422	0.204	2016			
2017	6,031,274,491	2.150%	227,606	642,606	898,281							954,788	1,210,538	0.203	2017			
2018	6,060,241,659	2.350%	218,093	648,093	898,818							952,544	1,210,244	0.202	2018			
2019	6,147,143,166	2.500%	207,540	647,540	898,240							948,508	1,208,058	0.200	2019			
2020	6,176,110,334	2.650%	196,078	646,078	896,603							952,648	1,208,198	0.199	2020			
2021	6,205,077,503	2.800%	183,605	648,605	898,805							954,956	1,210,631	0.199	2021			
2022	6,234,044,672	2.950%	170,015	650,015	899,278							960,453	1,211,178	0.198	2022			
2023	6,263,011,841	3.100%	155,340	645,340	897,953							959,329	1,210,029	0.197	2023			
2024	6,291,979,009	3.200%	139,665	644,665	899,765							956,795	1,207,320	0.195	2024			
2025	6,320,946,178	3.300%	123,005	643,005	899,705							962,708	1,212,908	0.195	2025			
2026	6,349,913,347	3.400%	105,245	645,245	898,245							961,940	1,211,203	0.194	2026			
2027	6,378,880,516	3.500%	86,125	646,125	899,705							959,499	1,212,111	0.194	2027			
2028	6,407,847,684	3.650%	65,600	645,600	898,245							955,450	1,210,550	0.192	2028			
2029	6,436,814,853	3.700%	44,008	639,008	894,008							954,845	1,211,545	0.192	2029			
2030	6,465,782,022		16,500	896,500	896,500							957,520	1,210,520	0.191	2030			
2031												958,195	1,212,195	0.190	2031			
2032												961,634	1,211,334	0.189	2032			
2033												953,149	1,208,149	0.188	2033			
2034												1,213,010	1,213,010	0.188	2034			
TOTALS	9,995,000		3,441,735	13,436,735		4,295,000		1,654,838	5,949,838	(85,102)		19,301,472			TOTALS			

Existing Debt Only			
YEAR	Equalized Value TID Out Projection ³	Net Levy for Debt Svc	
2011	6,376,446,700	374,147	
2012	6,278,889,500	109,728	
2013	6,006,273,200	54,601	
2014	5,884,774,300	85,102	
2015	5,884,774,300	256,600	
2016	5,914,198,172	253,700	
2017	5,973,340,153	255,750	
2018	6,002,307,322	257,700	
2019	6,031,274,491	259,550	
2020	6,060,241,659	255,550	
2021	6,089,208,828	255,675	
2022	6,118,175,997	250,725	
2023	6,147,143,166	250,700	
2024	6,176,110,334	250,525	
2025	6,205,077,503	250,200	
2026	6,234,044,672	249,263	
2027	6,263,011,841	252,613	
2028	6,291,979,009	255,100	
2029	6,320,946,178	256,700	
2030	6,349,913,347	253,000	
2031	6,378,880,516	254,000	
2032	6,407,847,684	249,700	
2033	6,436,814,853	255,000	
2034	6,465,782,022	0	
TOTALS		4,177,227	

1,210,431 Average Payment

313,149

671,837

NOTES

¹ Estimated Rates from actual comparably-rated BANK-QUALIFIED 6/23/14 sale +25 BP for 2014 issue.

² Estimated Rates from actual comparably-rated BANK-QUALIFIED 6/23/14 sale + 75 BP for 2015 issue.

³ Equalized Value projections, held at 2013 levels for 2014 (2015 levy collection), 0.5% increase in 2015, 1.0% increase in 2016 and fixed amount of thereafter (50% of prior 7 year average).

ORDINANCE NO. 2014-____

Amend the Personnel Ordinance to reflect review of Pay Premium for operating heavy equipment at the Highway Department

Executive Summary

In April 2013, Personnel Ordinance, Section HR0360, Hours of Work, Overtime and Compensatory Time was amended to provide a pay premium to Highway Workers and Equipment Operators for operating certain pieces of equipment. In addition, the Board of Supervisors requested that this practice be reviewed in one year, or by May 31, 2014. During the last three committee meetings, the Human Resources Committee gathered feedback from a variety of sources, including the Highway Commissioner who met with Equipment Operators, Highway Workers who operate equipment and Highway Superintendents. Although half of the staff would prefer a different method of compensation for operating equipment, the other half were very satisfied with the current method.

The concept of *requiring certification* to operate equipment was also discussed. The Highway Commissioner requested 6 – 12 months to research different certification processes and recommend an implementation procedure if it was deemed in the best interest of the County. Both the Wisconsin Counties Association and the Wisconsin County Highway Association support a certification requirement and would be a valuable resource to start a program.

Whereas Personnel Ordinance, Section HR0360(B)(8)(e), Hours of Work, Overtime and Compensatory Time, indicates that premium pay for operating equipment shall be reviewed no later than May 31, 2014, and

Whereas the Highway Commissioner and the Human Resources Committee have reviewed this provision and recommend to continue with the current premium pay until such time that a certification requirement to operate equipment be implemented, and

Whereas positions requiring certification(s) would be evaluated for proper grade placement per Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan and Personnel Ordinance HR0330, Applicable Pay Rates Upon Reclassification of Position.

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

Section 1. Section HR0360(B)(8)(e), Hours of Work, Overtime and Compensatory Time, of the Personnel Ordinance shall be amended as follows:

HR0360.B.8. HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.

- e. Effective December 30, 2012, Highway workers and Equipment Operators operating E1 equipment shall receive two dollars (\$2.00) per hour in addition to their regular rate of pay for all time operating E1 equipment. Highway workers and Equipment Operators operating E2 equipment shall receive one dollar (\$1.00) per hour in addition to their regular rate of pay for all time operating E2 equipment. This provision shall be reviewed ~~for cost and effectiveness no later than May 31, 2014.~~ upon implementation of an equipment certification process, no later than July 31, 2015.
- i. E1 Equipment: Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine.
- ii. E2 Equipment: Rollers, Loader-Backhoe, End Loader, Drill Truck Operator, Hi-Lift Operator. (cr. 04/16/2013, ord. 2013-02]

Section 2. This ordinance shall be effective after passage and publication as provided by law.


Fiscal Note: No fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

08-11-14

Terri M. Palm; 07-17-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

ORDINANCE NO. 2014-____

Amend the Personnel Ordinance to conform to the practice of Holidays for employees working a non-traditional work scheduleExecutive Summary

Section HR0645, Holidays, addresses holidays for employees working a regular five 8-hour day workweek schedule. However, there are individual employees or groups of employees throughout the County who have been approved to work a more flexible or different schedule, including a four-10-hour day workweek schedule. When scheduled to work atypical hours during the week of a holiday, employees will either revert back to a five 8-hour day workweek schedule for that week or continue with their scheduled hours and use other accrued time, in addition to the eight hours of paid holiday, to equal their normal scheduled hours. In addition, if the holiday falls on the employee's regularly scheduled day off, the practice has been to take either the day before or the day after the holiday as the paid holiday. The proposed amendment would authorize the supervisor to pre-approve how the holiday will be paid for employees with an atypical schedule so as to best meet the needs of the department and establish a uniform and fair procedure for scheduling employees' holidays.

WHEREAS, Personnel Ordinance, Section HR0645, Holidays, does not address holiday pay for employees with an atypical work schedule, and

WHEREAS, the Human Resources Committee recommends that the employee's immediate supervisor be authorized to adjust the employee's regular workweek schedule for the week while still meeting the needs of the department.

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

Section 1. Section HR0645, Holidays, of the Personnel Ordinance shall be amended as follows:

HR0645**HOLIDAYS.**

- D. When a paid holiday falls on Saturday, the ~~next~~ preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21] When an employee, or a group of employees, works a schedule other than 8 hours per day (i.e. four 10-hour days) the employee may use 8 hours of holiday and substitute 2 hours of other accrued time such as vacation or compensatory time or revert back to a five 8-hour

days work week with prior supervisor approval. If the holiday falls on Monday, Tuesday, Wednesday or Thursday and is the employee's scheduled day off, the next following work day shall become the paid holiday. If the holiday falls on Friday and is the employee's scheduled day off, the preceding work day shall become the paid holiday.

Section 2. This ordinance shall be effective after passage and publication as provided by law.




Fiscal Note: No fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

08-11-14

Terri M. Palm: 07-10-14; 07-22-14
J. Blair Ward: 07-17-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2014-____**Amend the Jefferson County Affirmative Action and Equal Employment Opportunity Policy**Executive Summary

The purpose of the Affirmative Action and Equal Employment Opportunity Policy is to set the standards for a consistent process and treatment of employees regarding equal employment opportunity and affirmative action across Jefferson County. Following Equal Employment Opportunity (EEO) and Affirmative Action (AA) practices ensures fairness in hiring, promotion and other workplace practices, which ultimately encourages a diverse, multi-talented workforce. The Federal and State laws governing EEO and AA regulations are constantly under review and are amended periodically. In response to these changes, as well as a review of the County's practice under our Civil Rights Compliance Plan, recommendations are being made to the Jefferson County Affirmative Action and Equal Employment Opportunity Policy to address these areas:

- Genetic Information Non-Discrimination Act (GINA)
- Designation of EEO Coordinator
- Various Grievance and investigation methods described in the Personnel Ordinance
- Updated Federal and State Agency contact information for various programs

WHEREAS, the Jefferson County Affirmative Action and Equal Employment Opportunity Policy was adopted by the County Board of Supervisors in March, 2004, and

WHEREAS, changes to State and Federal regulations, as well as County Personnel Ordinance have occurred in the last decade, and

WHEREAS, the Human Resources Committee has reviewed the policy and recommends amendment to comply with State and Federal regulations and County Personnel Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Affirmative Action and Equal Employment Opportunity Policy is amended as set forth below, effective upon publication.

NOW, BE IT FURTHER RESOLVED that the Human Resources Committee shall review the Affirmative Action and Equal Employment Opportunity Policy annually and are authorized to make amendments as necessary to comply with changes in State, Federal or County regulations or ordinances.

JEFFERSON COUNTY

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Jefferson County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest record or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during non-working hours, or genetic information (including improper acquisition of genetic information). This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, and selection for training including apprenticeship, layoff and termination. Nothing in this policy shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. Jefferson County further agrees to take affirmative action to ensure equal employment opportunities.

~~The County Administrator, Gary R. Petre, and The Human Resources Director Manager, Terri M. Palm, have been appointed Equal Employment Opportunity Officers and is are~~ responsible for planning and implementing Jefferson County's affirmative action program as well as the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are to support this program. They shall provide leadership in implementing affirmative action, goals and initiatives.

During the term of contracts with the State of Wisconsin, Jefferson County shall comply with s. 16.765, Wis. Stats., State regulations and Federal laws relating to equal employment opportunities and affirmative action. The County shall continue to work cooperatively with government and community organizations to take affirmative action to insure equal employment and advancement opportunities.

CONCEPT

The employer's goal is to guarantee that all personnel activities will be conducted in a manner to as to assure equal employment opportunity for all, and that such activities will be based solely on individual merit and fitness of applicants and employees related to specific jobs without regard to race, color, religion, sex, age, national origin, disability, political affiliation, sexual orientation, genetic information or other non-merit factors.

EMPLOYER'S COMMITMENT

Included in the personnel ordinance, is the following provision:

~~**6.015. EQUAL OPPORTUNITY.** It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, religion,~~

~~color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during nonworking hours, sex, national origin, ancestry, arrest record or conviction record. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer". Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications.~~

EQUAL OPPORTUNITY. It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, sex, creed (religion), color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, national origin, ancestry, arrest record or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), or any other characteristic as prohibited by law. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer" and employees may not be harassed in the workplace based on a protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. [ord. 2003-44, 3/9/04; ord. 2010-04, 4-20-10]

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY.

Jefferson County is committed to providing equal opportunity. This requires that no otherwise qualified person shall be excluded from participation, benefits of, or subjected to discrimination in employment, activity or program, in any manner on the basis of any of the following: age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. All employees are expected to support the County's goals and activities related to nondiscrimination.

METHODS OF POLICY DISSEMINATION

1. Internal

- A The policy statement is included in the County Personnel Ordinance, which is distributed to all County employees.

- Periodically, the policy is reviewed with executive, managerial and supervisory personnel along with instruction on the laws and regulations concerning equal employment opportunity and affirmative action.
- New employees are informed of the policy as part of the new employee orientation process.
- The “Equal Opportunity is the Law” poster is permanently and prominently displayed.

2. External

- The County’s Personnel Ordinance is a public document with copies available upon request.
- All job applications will carry the phrase “An Equal Opportunity Employer.” The application also carries a removable sheet for protected information concerning minority group status.
- All help-wanted advertising contains the phrase, “an Equal Opportunity Employer.”

IDENTIFICATION OF THE COORDINATOR

Employment - EEO Coordinator

The ~~County Administrator, Gary R. Petre, and~~ Human Resources Director Manager, Terri M Palm, has overall responsibility for implementation of the Equal Employment Opportunity Program. The EEO Coordinators has the following responsibilities:

1. EEO Coordinator’s Responsibilities:

- Preparing and presenting the Equal Opportunity Plan and Program.
- Developing policy statements and recommending policies and programs and then executing those policies and programs.
- Resolving complaints of discrimination.
- Identifying problems and assisting management in problem resolution.
- Implementing all audit and reporting systems designed to measure the effectiveness of the program and reviewing program results with management.
- Serving as liaison between the organization, compliance agencies and other relevant community organization as necessary.
- Keeping all departments informed of the latest developments in Equal Employment Opportunity.
- Ensuring that all technical phases of compliance are met.

2. Management Responsibilities:

The responsibilities of management include assisting in the development and implementation of the EEO Plan and Program in order to meet the program’s goal and objectives. Managers are responsible for ensuring that all selection decisions and the application of personnel policies and practices are consistent with the equal employment opportunity policy.

3. Human Resources Responsibilities:

- Seek to develop and work with recruiting contacts which include minority and female organizations to identify and secure a representative mix of applicants for all positions.
- Maintain all relevant personnel data necessary to monitor equal opportunity, including but not limited to applicant flow (external and internal), offers, hires, promotions, transfers, demotions, training program participation, terminations, layoffs and recalls.
- Review all existing job descriptions and specifications for job-relatedness and consistency with the applicable EEO regulations.
- Review compensation and benefit policies and practices for consistency with the Equal Employment Opportunity policy and all applicable regulations.

COMPLAINT PROCESS

Complaints related to Employment

Any employee or applicant can file a grievance or complaint for various reasons, including discrimination in employment on the basis of age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. Such complaints will follow Section(s) HR0145, Human Resources Committee Authority; HR0435, Harassment Policy, Including Sexual Harassment; HR0520, Grievance Resolution Process; or HR560, Rights of Employees Section 6.34 of the County Personnel Ordinances, as appropriate.

When to file a complaint for internal investigation

It is preferable that a complaint be filed as soon as possible after the incident and ~~hopefully~~ no later than 48 hours ~~of~~ following the incident or knowledge of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the last section.

How to file

No particular form is required under the County Ordinance, but complaints must be in writing. The same is true under union contract. Complaints may be hand delivered or mailed to the following:

Gary R. Petre
County Administrator
320 S. Main Street
Jefferson, WI 53549

Terri M. Palm
Human Resources ~~Manager~~ Director
—or 320 S. Main Street 311 S. Center Ave.
Jefferson, WI 53549

Investigation process

The Equal Employment Opportunity Coordinator will make an investigation and prepare a full written report—with recommendations to the County Administrator—~~County Board Chairperson~~ regarding the basis of the complaint. Should the EEO Coordinator be under investigation, an outside consultant shall conduct the investigation and prepare a full written report with recommendations to the County Administrator. The findings and resolution of the complaint made by the County ~~Board Chairperson~~—Administrator will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within 30 days of the date of receipt of the complaint.

Right of Appeal

For Jefferson County employees there is an appeal to the County Board Human Resources Committee, or through the grievance process outlined in Personnel HR0520 if appropriate, which may be further appealed to the courts. In addition, if the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under “Process for filing a Complaint.”

Retention of records

The records and reports relating to the complaint will be retained for ~~two~~ three years from the date of final disposition of the complaint by the County.

Publication of Complaint procedure

This complaint procedure is provided to all employees at the time of hiring. The complaint procedure is set out in the Personnel Ordinance. Jefferson County is prepared to provide assistance to persons who are visually impaired or have other difficulties which prevent them from reading the procedures. Such individuals are referred to the EEO Coordinator or the ~~Personnel Office~~ Human Resources Department which will read the information to the individuals and provide it in aurally accessible form (normally tape recording).

Non Retaliation

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Process for filing a complaint

All formal complaints with State or Federal agencies must be filed within 180 days of the suspected discrimination event ~~or treatment you feel was discrimination~~, unless otherwise noted. However, it is highly recommended to you should file the complaint as soon as possible after the event occurred, action took place. If the complaint is not resolved satisfactorily at the County level, you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint with a State or Federal agency can still be filed as long as you do it is filed within the required filing time frame.

A non-exhaustive list of formal discrimination complaints may be filed with the directory of agencies listed below: Most complaints must be filed within 180 days of the event ~~complained about~~. Check with the Agency involved to make sure of filing deadlines.

PROGRAM	AGENCY
<u>Wisconsin Works (W-2), Child Support, Emergency Assistance, Food Stamp Employment and Training, Learn fare, Day Care, Community Service Jobs, (W-2) Transitions, Job Access Loans, Refugee Services.</u>	<u>Wisconsin Dept of Workforce Development</u> <u>Division of Workforce Solutions</u> <u>ATTN: Equal Opportunity Officer</u> <u>PO Box 7972</u> <u>Madison, WI 53707-7972</u> <u>V/TDD 608-266-6889</u>
<u>Wisconsin (WI) Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the WI Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical</u>	<u>WI Department of Children and Families,</u> <u>201 E. Washington Ave., Second Floor P.O.</u> <u>Box 8916 Madison, WI 53708-8916</u> <u>608-266-5335 (voice)</u> <u>800-864-4585 (TTY)</u>

Assistance)	
<p>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DWD funded employment. Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, DHS and/or DWD funded entities and their subcontractors.</p> <p>Any Employment issues. <i>NOTE: Must be filed within 300 days of date of alleged discrimination</i></p>	<p>Equal Rights Office P.O. Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired 608-264-8752</p> <p>Equal Rights Office 819 North Sixth St., Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD: 414-227-4081</p> <p><u>U.S. Equal Employment Opportunity Commission</u> <u>Reuss Federal Plaza</u> <u>310 West Wisconsin Ave., Suite 800</u> <u>Milwaukee, WI 53203-2292</u> <u>800-669-4000 (voice)</u> <u>414-297-4133 (fax); 800-669-6820 (TTY)</u> <u>Milwaukee District Office</u> U.S. Department of Labor, OFCCP <u>Federal Building</u> <u>310 West Wisconsin Avenue, Suite 1115</u> <u>Milwaukee, WI 53203</u> <u>414-297-3821 (voice); 414-297-4038 (fax)</u></p>
<p>Medical Assistance Service, Women Infants and Children, Food Stamps, BadgerCare, Senior Care, Child Placement Services, Medicaid, Community Aid, and other programs administered by the WI Dept. of Health and Family Services <u>Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI</u></p>	<p>Wisconsin Dept of Health and Family Services Division of management and Technology Office of Civil Rights Compliance 1 W. Wilson, Room 561 PO Box 7850 Madison, WI 53707 Voice 608-266-9372 TDD 608-266-2555</p> <p><u>WI Department of Health Services</u> <u>Office of Affirmative Action and Civil Rights Compliance</u> <u>1 W. Wilson, Room 656</u> <u>P.O. Box 7850</u> <u>Madison, WI 53707</u> <u>608-266-9372 (voice)</u> <u>608-266-0583 (fax)</u> <u>888-701-1251 (TTY) or Wisconsin Relay 711</u></p>

<u>Department of Health Services</u>	
<u>Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.</u>	<u>WI Department of Workforce Development</u> <u>ATTN: Equal Opportunity Officer</u> <u>201 E. Washington Ave., Room G100</u> <u>P.O. Box 7972</u> <u>Madison, WI 53707-7972</u> <u>608-266-6889 (voice); 866-275-1165 (TDD)</u>

You also have the right to file a formal complaint with a federal agency.

Formal Discrimination Complaint about any of the above services administered by the Wisconsin Department of Health and Family Services <u>Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services.</u> <u>Formal Discrimination Complaints filed based on the Federal Health Care Providers Conscience Protection Law.</u>	US Dept of Health and Human Services Office for Civil Rights Region V, 233 N Michigan Ave Chicago, IL 60601 Telephone: 312-886-2359 TDD: 315-353-5693 <u>Office for Civil Rights</u> <u>U.S. Department of Health and Human Services</u> <u>200 Independence Avenue, SW</u> <u>Room 509F, HHH Building</u> <u>Washington, D.C. 20201</u> <u>800-368-1019 (voice, toll free)</u> <u>800-537-7697 (TDD toll free)</u> <u>U.S. Dept. of Health and Human Services</u> <u>Office for Civil Rights – Region V</u> <u>233 N. Michigan Ave., Suite 240</u> <u>Chicago, IL 60601</u> <u>800-368-1019 (voice, toll free)</u> <u>312-886-1807 (fax)</u> <u>800-537-7697 (TDD, toll free)</u>
<u>Formal Discrimination Complaint about any Program receiving federal assistance.</u>	<u>US Department of Justice</u> <u>Civil Rights Division</u> <u>10th and Pennsylvania Ave, NW</u> <u>Washington, D.C. 20530</u> <u>Telephone: 202-514-0301</u> <u>TDD: 800-800-3302</u> <u>Coordination and Review Section -</u> <u>NWB Civil Rights Division U.S.</u> <u>Department of Justice 950</u> <u>Pennsylvania Avenue, NW Washington,</u> <u>D.C. 20530</u>

	<p><u>888-848-5306 - English and Spanish (ingles y español) 202-307-2222 (voice) 202-307-2678 (TDD)</u></p> <p><u>Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306) (Voice / TDD)</u></p> <p><u>Disability Complaints:</u> <u>U.S. Department of Justice Civil Rights Division</u> 950 Pennsylvania Avenue, NW <u>Disability Rights Section - NYAV</u> Washington, DC 20530 800-514-0301 (voice) 800-514-0383 (TTY) (also in Spanish)</p>
<p><u>Formal Discrimination Complaint for Food Stamps</u></p> <p><u>If you wish to file a Civil Rights Program of Discrimination with the USDA for the Supplemental Nutrition Assistance Program (SNAP) (Formerly known as the Food Stamp Program at the Federal level) FoodShare (Formerly known as the Food Stamps in Wisconsin), WIC, TEFAP and the Food Stamp Employment and Training (FSET) Program complete the USDA Program Discrimination Complaint found online at:</u> <u>http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-623-9992 to request a form.</u></p> <p><u>Employment Issues:</u></p>	<p>Administrator, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302</p> <p>Food and Consumer Services Civil Rights Program US Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 Voice: 312-353-1457</p> <p>US Equal Employment Opportunity Commission 310 W Wisconsin Ave, Suite 800 Milwaukee, WI 53203 Telephone: 414-297-1111 TDD: 414-297-1115</p> <p>The Office of Federal Contract Compliance US Department of Labor 230 South Dearborn St Chicago, IL 60603 Telephone: 312-353-2158 TDD: 312-353-2158</p> <p><u>USDA Director, Office of Adjudication</u> <u>1400 Independence Avenue, SW</u> <u>Washington, D.C. 20250-9410</u> <u>866-632-9992 (request a form)</u></p>

	Email: program.intake@usda.gov 800-877-8339 (Federal Relay Services) 800-845-6136 (Spanish)
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Footnote: Adopted by County Board, March 9, 2004; amended August 11, 2014, designating the Human Resources Committee the authority to amend as necessary to remain compliant with State and Federal regulations and best practices.




Fiscal Note: No fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

08-11-14

Terri M. Palm: 07-10-14; 07-22-14
J. Blair Ward: 07-17-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

Create one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist at Human Services

Executive Summary

Aging and Disability Resource Centers (ADRCs) are welcoming and accessible places where older people and people with disabilities go to obtain information, advice, and help in locating services or applying for benefits. Aging & Disability Resource Specialist I's are responsible for providing reliable and objective information about a broad range of programs and services and help people with long term care needs understand and evaluate the various options available to them. This includes assessing and enrolling people into publicly funded long term care, i.e. Partnership, Family Care and the IRIS Medicaid Waiver Program. A Disability Benefit Specialist (DBS) assists people 18-59 years of age to access a comprehensive array of private and government benefits and programs, including Social Security Disability, SSI, Medicaid, FoodShare and Medicare Subsidies. A DBS can also arrange for legal representation of individuals who are adversely denied benefits to which they are entitled.

Additional staff in the ADR Program will reduce waiting times for services or benefits of County residents and provide an overall higher level of service to the residents of Jefferson County. If deadlines are missed or people cannot be seen in a timely manner, not only would they not have timely access to Medicaid or Social Security Benefits, but Human Services could incur additional costs for serving these individuals through other programs such as counseling, medications, psychiatric services and admission to the Lueder Haus.

Jefferson County received \$554,431 through the ADRC State Contract, designated to specifically assist the Aging and Disability Resource (ADR) Program. However, because of approximately 42% federal Medicaid funding also available for the ADR program, Jefferson County is anticipating a remaining balance of \$156,295 of the ADRC annual State contract. Therefore, it is recommended that one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position be created.

WHEREAS, the Human Services Director and the Human Services Board request, and the Human Resources Committee recommends, the creation of one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position to better meet the needs of older individuals and people with disabilities in our County.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: Wages and Benefits for the part-time Aging and Disability Resource Specialist position and the part-time Disability Resource Specialist position are each \$21,792.80, or \$43,585.60 total. These positions are fully funded by the ADRC State contract and Federal Medicaid dollars. Therefore, no tax levy is required. This is a budget amendment and requires 20 affirmative votes for passage.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by

Human Resources Committee

Terri M. Palm: 07-10-14

APPROVED: Administrator ; Corp. Counsel , Finance Director 

08-11-14

Adjust pay for four Highway Foremen in response to wage compressionExecutive Summary

The County conducted a classification/compensation study in 2012, which was adopted and implemented throughout 2013. Early in 2013 employees had the opportunity to appeal recommendations of the study. At that time, Highway workers were awarded placement into grade 4 (Range \$17.02 - \$21.88), the same pay grade as Equipment Operators. In addition, the Highway Foreman positions were granted a grade 6 placement (\$20.49 - \$26.35). In April 2013, the County Board adopted an amendment to Personnel Ordinance Section HR0360, Hours of Work, Compensatory Time and Overtime, that provided additional pay of \$1.00/hour or \$2.00/hour to Highway Workers and Equipment Operators when operating certain pieces of heavy equipment.

In May, 2013, the Highway Foremen expressed concern to the Human Resources Committee that at times the employees they were supervising made more per hour than the Foremen, i.e. that there was a wage compression issue. (Note, although rare, when it is necessary for a Foreman to operate heavy equipment, that Foreman does not receive the \$1.00/\$2.00 differential.) At that time the Human Resources Committee determined that not enough information was available to make an informed decision and decided to revisit the issue after a year passed and everyone had moved into the new pay system. Jefferson County Human Resources staff reviewed the pay data in May, 2014. It appears that pay compression was a concern between Highway Foreman and Highway Workers/Equipment Operators and staff requested to have Carlson Dettmann Associates (CDA) review the data. CDA's analysis concurred and agreed that an adjustment in pay steps for the four Foremen would alleviate the pay compression issue while maintaining the integrity of the pay grade system.

WHEREAS, there is less than an average of a 5% pay differential between Highway Workers/Equipment Operators and Highway Foreman, resulting in a wage compression, and

WHEREAS, the Human Resources Committee recommends a two-step wage adjustment for each of the four Highway Foremen to rectify the wage compression issue.

NOW, THEREFORE, BE IT RESOLVED that the wages for the four Highway Foreman be adjusted by two pay steps, to be effective **June 29, 2014**.

Fiscal Note: The annual cost of providing two additional steps for four Highway Foreman is \$5,475.89, inclusive of WRS and FICA, for 2014. Due to the GIS/Engineering Technician position being vacant for six-months, there are sufficient funds in the wages, WRS and FICA Highway accounts to fund the increase. Therefore, no budget amendment or transfer is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by

Human Resources Committee

08-11-14

Terri M. Palm: 06-13-14; Phil Ristow: 06-13-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2014-_____

Authorize contract for County technology upgrades

Executive Summary

In the 2014 budget several technology upgrades were included in the UW-Extension’s, Planning and Zoning Department’s and the Clerk of Court’s budget. As part of on-going reviews, a final recommendation from respective staff provided information to develop a final RFP. Based on the RFP, three bids were received with Camera Corner providing the lowest overall cost.

At the Infrastructure Committee meeting discussions occurred reviewing the various components specifically looking to the Mondopads. As a result of this discussion the number of Mondopads at UW Extension was recommended to be reduced from 3 to 1, elimination of a Mondopad for the Courthouse and maintain the two Mondopads for Courtrooms with the understanding that these could be used by other departments within the Courthouse facility.

Infrastructure Committee approved the bids with amended quantities by a 4-1 vote.

WHEREAS, Jefferson County is upgrading technology such as six (6) Mondopads, six (6) projectors, wiring and annual maintenance contracts at UW Extension, Courtrooms and Courthouse meeting rooms, and

WHEREAS, funds have been provided in the 2014 budget to install technology upgrades with \$55,000 budgeted in UW Extension and the remainder will be from savings from the Clerk of Court’s video conference system purchase, and

WHEREAS, technology upgrade proposals were sought as follows:

Camera Corner	\$ 75,225
Vanguard Techteriors/RCH	\$ 106,744
Inter-Quest Corporation	\$ 82,704

AND WHEREAS, the Infrastructure Committee recommends contracting with Camera Corner for the technology upgrades with the elimination of two (2) Mondopads for UW Extension from the original three (3) and one (1) at the Courthouse and with the understanding that the two (2) Courtroom Mondopads would be shared with other departments, and

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract for upgrading technology in the estimated amount of \$60,000, for three (3) Mondopads, six (6) projectors, wiring and annual maintenance contracts with Camera Corner. Additional wiring through Current Electric is estimated at \$6,300.

Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage to reflect a 2/3 majority vote of the entire membership of the County Board.

The UW Extension capital budget BU 6801 will be reduced by \$20,000.00 and moved to the Central Services budget BU 1901 to be used for the Courthouse upgrades. Remaining capital funds in Clerk of Courts will be used for the courtroom upgrades. No contingency funds will be required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Infrastructure Committee

08-11-14

Ben Wehmeier & Brian Lamers: 08-06-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2014-_____

Resolution Authorizing the Purchase of Radio Equipment for the Sullivan/Rome Tower Facility

Executive Summary

Over the course of the last several years, the County through the Sheriff's Department has invested in the transition of moving the dispatch network county wide to a narrow band system per the requirements of the Federal Communications Commission (FCC). As part of this process the County worked diligently to develop a network that achieved all coverage requirements.

Subsequent to this work being completed, it was determined that there were areas in the Rome and Sullivan area that received less than desirable coverage that could impact response times. As a result, the Sheriff requested funds in the 2014 Budget for a new tower which was approved.

Over the course of the last few months, the Sheriff was able to obtain a lease on an existing tower facility. As a result, the Department is now prepared to move forward with procuring the equipment to provide the coverage needed as well as providing additional redundancy for the system as a whole. This resolution authorizes purchasing the equipment through the state vendor contract.

WHEREAS, the County Board approved the 2014 Budget which included \$180,000 for a new tower facility for the Sullivan and Rome Area, and

WHEREAS, the County has entered into a lease on an existing tower facility for this purpose, and

WHEREAS, equipment is available through the state vendor contract,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board authorizes the County Administrator and Sheriff to procure all equipment needed not to exceed \$180,000 to make the tower facility operational through the state vendor contract authorized under Section 3(d) of the County Purchasing Ordinance.

Fiscal Note: The tower facility for Sullivan and Rome Area is budgeted in Business Unit 2006 dispatch and communication.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Law Enforcement Committee

08-11-14

Ben Wehmeier: 08-07-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

**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 official zoning map of Jefferson County, filed for public hearing held on July 17, 2014, 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 R3738A-14, R3739A-14, R3740A-14, R3741A-
14, R3729A-14, R3742A-14**

DATED THIS TWENTY-EIGHTH DAY OF JULY 2014

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS, R3730A-14, R3732A-14, R3733A-14, R3734A-
14, R3735A-14, R3736A-14, R3737A-14 ARE EFFECTIVE UPON PASSAGE BY
COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)**

ORDINANCE NO. 2014-_____

Amend Zoning Ordinance

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R3738A-14, R3739A-14, R3740A-14, R3741A-14, R3729A-14 and R3742A-14 were referred to the Jefferson County Planning and Zoning Committee for public hearing on July 17, 2014, 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 official zoning map of Jefferson County as follows:

**FROM R-2, RESIDENTIAL AND A-1, EXCLUSIVE AGRICULTURAL TO A-2,
AGRICULTURAL AND RURAL BUSINESS**

Create a 12.46-acre A-2 zone from part of PIN 012-0816-1912-000 (15.52 acres) which is partially zoned R-2 and partially A-1, owned by Timothy May; and from PIN 012-0816-1913-008 (15.8 acres), also zoned R-2 and A-1, owned by Anthony and Rose Vrtis. Rezone PIN 012-0816-1913-000 (3 acres) owned by Timothy May at **N8344 Hustisford Road** to A-2. The sites are in the Town of Ixonia, all near Hustisford Rd. This action is conditioned upon receipt and recording of a final certified survey map including extraterritorial plat review, if necessary. R3738A-14 – Timothy May/Anthony & Rose Vrtis

**FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL
AND RURAL BUSINESS**

Rezone PIN 022-0613-1533-000 (4.195 acres) with conditional use to allow for adaptive reuse of a barn under Section 11.04(f)7 of the Jefferson County Zoning Ordinance, item eee. for conference center, banquet hall and event facility at **N3784 N Oakland Road** in the Town of Oakland. R3739A-14 – Anthony Buonincontro

**FROM EXCLUSIVE AGRICULTURAL A-1 TO A-2, AGRICULTURAL AND RURAL
BUSINESS AND A-3, AGRICULTURAL/RURAL RESIDENTIAL**

Rezone PINs 014-0614-2014-001 (2 acres) and 014-0614-2123-001 (2.6 acres) to create a 0.38-acre A-2 zone with conditional use for storage of contractor's equipment and a 1.72 acre A-3 lot, both at **W6510 Kiesling Road** and a 2.4-acre A-3 lot at **W6490 Kiesling Road**, all in the Town of Jefferson. Rezoning is conditioned upon road access approval for the A-3 lots, for receipt by

Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems for those lots, and upon approval and recording of a final certified survey map including extraterritorial plat review if necessary. If the A-2 zone is ever proposed to be sold separately, it must have its own access and frontage on the public road. R3740A-14 & R3741A-14 - Jon Bound/Humane Society of Jefferson County property

**FROM EXCLUSIVE AGRICULTURAL A-1 TO A-3, AGRICULTURAL/RURAL
RESIDENTIAL**

Create a 5-acre farm consolidation lot at **W2298 STH 16** from part of PINs 012-0816-0743-000 (37.635 acres) and 012-0816-1812-000 (29.08 acres) in the Town of Ixonia. This action is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3729A-14 – John & Geraldine Franz

Create a 1.3-acre farm consolidation lot at **N8632 CTH X** in the Town of Watertown from part of PIN 032-0815-1532-000 (37.863 acres). This action is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3742A-14 – Lloyd Holterman/Rick Nelson & Dana Leija property

All of the above petitions 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.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Planning & Zoning Committee

08-11-14

Deb Magritz: 08-01-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

Item 17a

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

By virtue of the authority vested in me in Ordinance 2007-48, I do hereby request confirmation of this appointment to the following Commission:

Historic Sites Preservation Commission

- a. John Molinaro, Cambridge, WI appointed to fill a vacancy for a three-year term ending April 1, 2017.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____ VACANT _____