

AGENDA

JEFFERSON COUNTY BOARD MEETING

November 10, 2015 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 OCTOBER 13, 2015 MEETING MINUTES**
7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum)
 - b. Letter for Benjamin Wehmeier regarding City of Lake Mills – Tax Incremental District #4 (Page 1)
 - c. Letter for Benjamin Wehmeier regarding City of Watertown – Tax Incremental Districts #3 & #5 (Page 2)
 - d. Notice of Claim – Edwin P Mesmer Trust (Page 3)
 - e. Zoning Committee – Notice of Public Hearing, November 19, 2015 (Page 4-5)
8. **PUBLIC COMMENT** (Agenda Items)
COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
9. **ADMINISTRATION AND RULES COMMITTEE**
 - a. Ordinance – Repealing and recreating the Federated Library System Board (Page 6-7)
 - b. Ordinance – Amending Access to Public Records and Document Receipt Time Ordinance to Reflect Electronic Media (Page 8-14)
 - c. Ordinance – Amend supervisory district boundaries to reflect annexations (Page 15-25)
 - d. Resolution – Supporting Constitutional Amendment Prohibiting Non-fiscal Matters in State Budget (Page 26-27)
 - e. Resolution – Opposing 2015 Senate Bill 294, Dismantling the Government Accountability Board (Page 28)
10. **FINANCE COMMITTEE**
 - a. Amend Recommended 2016 County Budget (Page 29 w/ Possible Addenda)
 - b. Resolution – Establishing non-countywide levies for health and library services (Page 30)
 - c. Resolution – Establishing countywide levy and fees (Page 31)
 - d. Resolution – Disallowing the claims of Kevin & Jean Smith and Julie Rasmussen (Page 32)
11. **HUMAN RESOURCES COMMITTEE**
 - a. Ordinance – Amend Personnel Ordinance HR0310, Applicable Pay Rates for New Employees and HR0690, Vacation with Pay, to provide pay incentives and vacation to new hires (Page 33-37)
12. **HUMAN SERVICES BOARD**
 - a. Resolution – Commendation – Darlene Schaefer for 29 Years of Service (Page 38)

13. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 39)
 - b. Ordinance – Amend Zoning Ordinance (Page 40-41)
14. **SOLID WASTE/AIR QUALITY COMMITTEE**
 - a. Resolution – Recognition of Jefferson County Health Department and City of Watertown Health Department (Page 42)
15. **APPOINTMENT BY COUNTY ADMINISTRATOR**
 - a. Michael Clish to the Veterans’ Service Commission for a three-year term ending December 10, 2018 (Page 43)
16. **PUBLIC COMMENT** (General)
17. **ANNOUNCEMENTS**
18. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS
December 8, 2015 – 7:00 P.M. - ROOM 205**



JEFFERSON COUNTY BOARD

Jefferson County Courthouse
311 South Center Avenue
Jefferson, WI 53549
Telephone (920) 674-8607

JIM SCHROEDER
County Board Chair

November 3, 2015

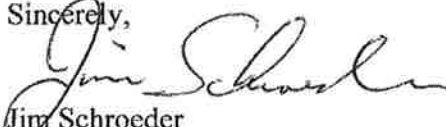
Benjamin Wehmeier
County Administrator
Jefferson County Courthouse
311 South Center Ave., Rm. 111
Jefferson, WI 53549

Re: City of Lake Mills – Tax Incremental District #4 (Amendment)

Dear Mr. Wehmeier:

Pursuant to § 66.1105(4m)(ae)2, Wisconsin Statutes, I hereby designate you to represent Jefferson County as a member of the TIF Joint Review Board for the City of Lake Mills Tax Incremental District #4. A date has not been established for the first meeting of the Joint Review Board, but they are looking to hold a meeting November 10 – 19. A public hearing is scheduled on November 24, 2015, at 7:00 p.m. in the City Council Chambers at the Lake Mills Municipal Building, 200 Water Street, Lake Mills. Please contact Lake Mills City Manager Steven Wilke (tel. #920-648-2344) confirming your appointment and availability.

Sincerely,


Jim Schroeder
County Board Chair

c: Steven Wilke, City Manager, City of Lake Mills
Elizabeth Milbrath, Finance Director, City of Lake Mills
Misty Quest, Clerk, City of Lake Mills
Vickie Schmidt, City Attorney, City of Lake Mills
Barbara A. Frank, Jefferson County Clerk



JEFFERSON COUNTY BOARD

Jefferson County Courthouse
311 South Center Avenue
Jefferson, WI 53549
Telephone (920) 674-8607

JIM SCHROEDER
County Board Chair

November 5, 2015

Benjamin Wehmeier
County Administrator
Jefferson County Courthouse
311 South Center Ave., Rm. 111
Jefferson, WI 53549

Re: City of Watertown Tax Incremental District #3, Amendment No. 5 and
Tax Incremental District #5, Amendment No. 3

Dear Mr. Wehmeier:

Pursuant to § 66.1105(4m)(ae)2, Wisconsin Statutes, I hereby designate you to represent Jefferson County as a member of the Joint Review Board for the City of Watertown Tax Incremental District #3 (Amendment No. 5) and Tax Incremental District #5 (Amendment #3). The Joint Review Board is scheduled to meet on November 23, 2015, at 3:30 p.m. followed by the public hearing at 4:30 p.m. at the Watertown City Hall, 106 Jones Street, Watertown. A tentatively scheduled final meeting of the Joint Review Board is set for December 17, 2015, at 1:00 p.m. to take formal action on the proposed amendments. Mayor John David's office will be contacting you to confirm your attendance. If you have any questions, please contact Mayor David at 920-262-4000 or johnd@cityofwatertown.org.

Sincerely,

A handwritten signature in cursive script that reads "Jim Schroeder".
Jim Schroeder
County Board Chair

c: John David, Mayor, City of Watertown
Barbara A. Frank, Jefferson County Clerk

JEFFERSON COUNTY CLERK

BARBARA A. FRANK

311 S. CENTER AVENUE, ROOM 109

JEFFERSON WI 53549-1799

920-674-7144

Fax: 920-674-7368

E-mail: barbf@jeffersoncountywi.gov

Notice of Claim :

On October 27, 2015, the Jefferson County Clerk was served with a notice of circumstances of Claim for Water Damages Pursuant to Wis. Stat. section 88.87 (2) (c) from the Edwin P. Messmer Trust and the Kathleen A. Messmer Trust for an unspecified dollar amount alleging that the re-paving and re-grading project of County Highway N has caused an unreasonable discharge and accumulation of waters on Claimants land resulting in damage to Claimant's land and crops.

**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: Thursday, November 19, 2015

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. **Approval 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, November 19, 2015, 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-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND
RURAL BUSINESS**

R3854A-15 & CU1859-15 –Steve Zak: Rezone with conditional use to allow for storage of contractor's equipment and materials at **N7769 County Road O** in the Town of Waterloo on PIN 030-0813-3044-004 (2.045 Acres).

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

R3855A-15 – Theodore J Mueller: Create a 2.67-acre A-3 lot at **W2027 Church Dr** in the Town of Concord from part of PIN 006-0716-0833-000 (35.97 Acres).

R3856A-15 – Steven Holz: Rezone to create a 1.6-acre building site on **Lower Hebron Rd and County Road D** in the Town of Hebron from part of PIN 010-0515-1511-000 (69.231 Acres)

R3857A-15 – Thomas Brown: Create a 3-acre farm consolidation lot around the home at **N2033 County Road A**, and two, 1-acre building sites on **Danielson Road**, all from PIN 028-0513-0921-000 (39 Acres) in the Town of Sumner.

CONDITIONAL USE PERMIT APPLICATIONS

CU1860-15 –Classic Seamless Gutters Inc: Conditional use to allow retailing that is freestanding in an Industrial zone, allowing for a showroom for fireplace and masonry products at **N8209 County Road F**, Town of Ixonia, on PIN 012-0816-2232-041 (0.73 Acre).

CU1861-15 – Evenson Construction Co, Inc/Donald & Susan Ebbert: Conditional use to allow extension of time limit for mineral extraction at **N2795 Ebbert Lane** in the Town of Oakland. Also allow consideration of a change in conditions for the operation as expressed with CU1624-10 so that when blasting will be conducted or structural evaluations are requested, neighbors within ½ mile radius will be eligible. The current language requires a 1 mile radius.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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.

ORDINANCE NO. 2015-_____

Repealing and recreating the Federated Library System Board

Executive Summary

On May 12, 2015, the Jefferson County Board of Supervisors voted unanimously to withdraw its membership from the Mid-Wisconsin Federated Library System and join the Waukesha County Federated Library System. The new combined federated library system has been named the Bridges Federated Library System. This amendment repeals and recreates section 3.06(1)(m) of the Board of Supervisors Rules of Order 2014-2016 to address Jefferson County appointments to the Bridges Federated Library System Board.

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

Section 1. Section 3.06(1)(m) of the Board of Supervisors Rules of Order 2014-2016 shall be repealed as follows:

~~(m) — MID-WISCONSIN FEDERATED LIBRARY SYSTEM BOARD — Five members. Pursuant to s. 43.19, Wis. Stats., the County Administrator shall appoint one county board member and four representatives of the library boards governing public libraries of participating municipalities, who shall serve staggered three-year terms. The county board member's appointment shall cease if the county board member's term on the County Board ends. The Board shall have the powers granted to a library board under s. 43.58, Wis. Stats. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07-09-2013]~~

Section 2. Section 3.06(1)(b) thru (r) of the Board of Supervisors Rules of Order 2014-2016 are renumbered (c) thru (r).

Section 3. Section 3.06(1)(b) of the Board of Supervisors Rules of Order 2014-2016 is created as follows:

(b) BRIDGES FEDERATED LIBRARY SYSTEM BOARD – Three members.
Pursuant to s. 43.19, Wis. Stats, the County Administrator shall appoint three members to the Bridges Federated Library System Board with one member appointed from the County Board. The remaining system board members shall include such representatives of the library boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms with initial terms being one, two and three years. The County Board member's appointment shall cease if the County

Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07-09-2013]

Section 4. This ordinance shall be effective after passage and publication as provided by law.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken, unless the Board waives laying it over by unanimous vote.

Requested by
Administration & Rules Committee

11-10-15

J. Blair Ward: 10-28-15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

ORDINANCE NO. 2015-____

**Amending Access to Public Records and Document Receipt Time
Ordinance to Reflect Electronic Media**

Executive Summary

Under Wisconsin law, public record information, including records in electronic format, must be preserved, maintained and remain accessible to the public for a designated retention period. All Wisconsin government employees and public officials have responsibilities for preserving and maintaining public records. This amendment to the Jefferson County Public Records Ordinance designates legal custodians for specific types of electronic media that are not addressed in the current Jefferson County Public Records Ordinance. This amendment also establishes what records must be maintained and what records do not need to be maintained. Records addressed in this amendment include: e-mail; voice-mail; instant messaging/text messaging; voice over the internet protocol (VOIP); audio, video, data and radio transmissions and communications; audio and video recordings; accessing live or recorded video and audio recordings as part of job duties; rewritable recording systems; recordings made for the purpose of preparing minutes of meetings; electronic document files; electronic logs/temporary data files; emerging technologies and records retention; and using technologies to avoid duty to preserve public records.

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

Section 1. Chapter 10 of the Access to Public Records Ordinance is amended as follows:

**CHAPTER 10. ACCESS TO PUBLIC RECORDS
INCLUDING RECORDED AND ELECTRONIC MEDIA
AND DOCUMENT RECEIPT TIME**

10.01 DEFINITIONS. (1) "Authority" means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

(2) "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office;

materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

10.02 LEGAL CUSTODIANS. (1) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(2) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board.

(3) Unless otherwise specified by s. 19.33, Wis. Stats., ~~the County Administrator shall act as legal custodian for committees, commissions, boards or authorities created by ordinance or resolution. Committee chairpersons may designate a different legal custodian.~~ the chairperson of a committee of elective officials, or the designee of the chairperson, is the legal custodian of the records of the committee. The chairperson of a board, commission or other body, or the designee of the chairperson, is the legal custodian of the records of the board, commission or other body.

(4) The County Administrator shall act as legal custodian for all audio and video recordings created or maintained by the County unless another legal custodian has been designated below or by other legal authority.

(4)(5) For every authority not specified in subs. (1a), (2b) or (3e) above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian. (This section applies to department heads.)

(5)(6) Every legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee. This subsection does not apply to members of the County Board.

(6)(7) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

10.03 PROCEDURAL INFORMATION. (1) Pursuant to s. 19.34, Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This section does not apply to members of the County Board.

(2)(a) Form of Request - The Wisconsin Public Records Law dictates that certain actions must be taken with regard to oral requests for records and that certain more formal actions are taken in response to written requests for records. However, Wisconsin law does not expressly prescribe how to respond to the following methods of communication. Therefore, requests made by the following means shall be responded to as follows:

1. E-mail - a request made by e-mail may be responded to by e-mail or in writing and shall have all of the formalities as though the request was made in writing.

2. Voice-mail - a request made by voice-mail shall be responded to as though it were made orally.

3. Instant Messaging/Text Messaging - a request made in either such manner shall be responded to as though it were made orally.

(b) Treatment of Certain Data as Records - The Wisconsin Public Records Law provides little or no guidance as to whether the raw and perishable data of the following technologies qualify as records that must be maintained. Therefore, the Jefferson County Board of Supervisors determines the following status of these technologies:

1. E-mail - the data in an e-mail message may constitute a public record and is subject to maintenance as a public record. The data in an e-mail is subject to the same analysis under the public records statutes as an equivalent paper or hard copy record. The Information Technology Manager is responsible for ensuring that all e-mails are properly preserved for such analysis.

2. Voice-mail - a voice-mail message is not a public record and voice-mail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Additionally, voice-mail messages share many of the attributes of personal notes which are not public records. Finally, these messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval.

3. Instant Messaging (IM)/Text Messaging - Except as set forth in this paragraph and in subparagraph (3) (b) 9. and 10. hereof, the data involved in IM and Text Messaging communications is not subject to maintenance as a public record. IM and Text Messaging has all of the attributes of instantaneous exchange of ideas, as does a regular telephone conversation. Furthermore, the data exchange has the same limitations for capturing and storage of data as voice-mail. Therefore, County employees and officials shall refrain from using such services for official communication purposes or for matters that would result in a public record if another format such as email or written communication were employed, unless the employee or official preserves a copy of such communication by either copying to their county email account, downloading the communication to their county computer, making a computer file of the communication or by printing and retaining a hard copy of such communication.

4. Voice Over the Internet Protocol (VOIP) - The County does not monitor or record the data associated with the conversations that occur over VOIP. Such conversations are the very same real time voice communications as standard telephone conversations that are not public records. The only difference between these communications is the medium employed in transmitting the voice communications from one participant in the conversation to all others involved in the conversation.

5. Audio, Video, Data and Radio Transmissions and Communications - Although audio, video, data and radio transmissions and communications may be processed through County computers, the County does not routinely copy the data or maintain records of such communications. Whenever the County copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Jefferson County Sheriff's Office is the custodian for police and fire radio communications.

6. Audio and Video Recordings - Unless otherwise provided herein, audio and video recordings are public records which must be maintained according to the Jefferson County records retention schedule. All audio and video recordings of Jefferson County employees performing their job duties may be reviewed as needed by the Human Resources Director or the County Administrator for the purpose of addressing employee performance issues or employee disciplinary matters. All audio and video recordings of judicial proceedings before a Circuit

Court Judge or Circuit Court Commissioner, including all audio and video recordings of a courtroom when the court is not conducting judicial proceedings or is in recess, must be approved by the Circuit Court Judge or Circuit Court Commissioner assigned to that courtroom prior to review or release in accordance with the Wisconsin Public Records law. All other requests to review or release audio and/or video recordings of Jefferson County employees performing their job duties and audio and/or video recordings of areas open to the public within the courthouse or county owned buildings and property not addressed above shall be approved by the Jefferson County Administrator and Corporation Counsel prior to review or release in accordance with the Wisconsin Public Records law. This includes requests received from Jefferson County elected officials, department heads, employees and members of the public. Failure to follow this procedure will subject Jefferson County department heads, employees and staff to discipline, up to and including termination of employment.

7. Accessing Live or Recorded Video and Audio Recordings as Part of Job Duties - Video cameras have been placed throughout County buildings, including the courthouse and court rooms, which are accessible by certain County employees and staff in the performance of their duties such as judges, court commissioners, sheriff's deputies, mediators/evaluators, court reporters, judicial assistants and Clerk of Courts/Register in Probate staff. Notwithstanding the above paragraph 6, employees and staff may monitor and access live and recorded courthouse video and audio as necessary for work-related functions including security purposes. Sensitivity to privacy and confidentiality concerns must always be exercised. Employees and staff accessing live and recorded video and/or audio for purposes unrelated to the performance of their specified job duties is prohibited. Violation of this section will subject Jefferson County department heads, employees and staff to discipline, up to and including termination of employment.

8. Rewritable Recording Systems - Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory, such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the Jefferson County Records Retention Schedule.

9. Recordings Made for the Purpose of Preparing Minutes of Meetings – In accordance with sec. 19.21(7), Wis. Stats., any audio or video recording of a meeting, as defined in sec. 19.82(2), Wis. Stats., by any County body as defined by sec. 19.82(1), to include each County committee, board, commission or other body, may be destroyed, overwritten, or recorded over no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recording was to take minutes of the meeting. Employees and staff may access these recordings as needed to perform of their job duties.

10. Electronic Document Files - Where records, as that term is defined in sec. 19.32(2) Wis. Stats., exist in an electronic format only, such electronic records shall be maintained according to the appropriate retention schedule. Where both hard copy (i.e., paper) and electronic copies of a record exist they shall each be subject to public records requests. However, when the custodian has designated, pursuant to sub. (9) electronic records as the official records, only the electronic copy shall be retained and made available for inspection

under the public records laws. Where the custodian has not made such a designation, only the hard copy shall be subject to inspection as a public record and the electronic copies shall be treated and disposed of as draft documents that do not need to be maintained beyond creation of the final hard copy.

11. Electronic Logs/Temporary Data Files - Electronic logs and temporary data files provide detailed information about the design and functionality of the County's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to the Information Technology Manager and authorized staff only. These determinations apply to the following types of logs and data files:

a. Syslogs for Network Electronic Devices - All logs created by network devices such as firewalls, routers, switches, etc., which are used for monitoring and trending computer network traffic patterns and/or detecting unauthorized network traffic.

b. Network Server Security, Application and Event Logs - These logs are used to monitor activity on County network servers including successful/unsuccessful login attempts, file system access, hardware performance, etc. These logs provide detailed information about County network account ID's, file system structure, and hardware profiles.

c. Network Security Appliance Logs - All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, content filtering appliance, etc., which are used to monitor specific types of unauthorized or malicious traffic on the County network. These logs identify specific network traffic patterns and/or protocols that are allowed or disallowed on the County network.

d. Application Logs - These logs are used to monitor activity on various database applications, but do not contain specific audits of database transactions. These logs can contain version information, program variables, and programming logic.

12. Emerging Technologies and Records Retention – As new information technologies emerge, the Information Technology Manager shall evaluate these technologies and their benefit to County operations. The Information Technology Manager shall consider whether any of these technologies provide the capacity to archive public records created by these technologies. Whenever it is economically and practically feasible to archive records created by such technologies, such archiving shall be incorporated into any deployment of said technologies. Whenever the technologies do not provide for such archiving capabilities, the Information Technology Manager shall consider whether the benefits of employing such technologies outweigh the risks that some public records may not be retained by deployment of such technologies. Where such benefits outweigh these risks, County employees shall refrain from using such technologies for official communication purposes or for matters that would result in a public record if another format such as email or written communications were employed. In the event that such technologies are used for these communication purposes, the employee shall preserve a copy of such communication, by either copying them to their email account, downloading the communication to their County computer, making a computer file of the communication or by printing and retaining a hard copy of such communication. The Information Technology Manager shall also ensure that, as soon as practical and economically feasible, archiving systems are obtained for any information technology that is deployed without an archiving system.

13. Use of Technologies to Avoid Duty to Preserve Public Records Prohibited - No employee or County official shall use or employ any form of communication or information technology with the intent or design to circumvent the records retention requirements of this ordinance. For example, text messaging shall not be used in lieu of email to share or create a public record unless the employee complies with the provisions of subparagraph (3) (b) (9), above.

10.04 ACCESS TO RECORDS; FEES. (1) The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of s. 19.35(1), Statutes.

(2) Each authority shall provide any person who is authorized to inspect or copy a record which appears in written form pursuant to s. 19.35(1)(b), Statutes, or any person who is authorized to and requests permission to photograph a record the form of which does not permit copying pursuant to s. 19.35(1)(f), Statutes, with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

(3) (a) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by the law. Photocopies shall cost 25¢ per page.

(b) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.

(c) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

(d) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.

(e) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

(f) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.00.

(4) Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in s. 19.35(4), Statutes.

10.05 SEPARATION OF INFORMATION. If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the County Corporation Counsel before releasing any information under this section.

10.06 Pursuant to Section 59.20(3)(c) of the Wisconsin Statutes and in order that processing, recording and indexing of documents may be completed to conform to the day of reception, the cutoff reception time for filing and recording of documents is hereby advanced by one hour in any official business day during which time the Register of Deeds Office is open to the public. The Register of Deeds may provide in his or her notice under s. 19.34(1) that requests

for inspection or copying of the records of his or her office may be made only during a specified period of not less than 35 hours per week. For all other purposes, the office shall remain open to the public. [Amended 10/11/05, Ordinance No. 2005-26].

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

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration & Rules Committee

11-10-15

J. Blair Ward: 05-20-15, 06-23-15, 08-28-15, 10-23-15

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

ORDINANCE NO. 2015-_____**Amend supervisory district boundaries to reflect annexations**Executive Summary

Ordinance Number 2011-11 adopted on September 13, 2011, and amended on November 12, 2013, established 30 supervisory districts for the purpose of electing the Jefferson County Board of Supervisors. Section (1)(b) of said ordinance directs the County Board to review annexations and detachments that have occurred since its last review, and make such adjustments to district boundaries as may be appropriate for purposes of election administration by November 15 of each odd numbered year. Cities and villages typically designate the area being annexed to the adjacent ward within their corporate limits. To assist election administration, past County Boards have amended supervisory district boundaries to conform to new corporate limits when the annexed territory is in a different supervisory district than the ward that it was assigned to by the city or village. Annexations that are in a different assembly, state senate or congressional district than the adjoining city or village ward necessitate the creation of new wards to comply with state law prohibiting wards from crossing district boundaries. Two new wards were created over the past two years that are incorporated into the proposed ordinance amendments.

WHEREAS, Ordinance No. 2011-11 which was amended on November 12, 2013, created new supervisory district boundaries after the most recent census, and

WHEREAS, five annexations and one detachment have occurred since the last ordinance amendment on November 12, 2013, of Ordinance Number 2011-11 as set forth below:

ANNEXATIONS
November 2013 to October 2015

From:			To:				
Municipality	Ward	District	Municipality	Ward	District	Population	Document #
Town of Cold Spring	1	25	City of Whitewater	11	24	0	1341244
Town of Aztalan	2	11	City of Jefferson	11	18	0	1343819, 1345614
Town of Koshkonong	6	30	City of Fort Atkinson	1	26	0	1347753
Town of Palmyra	1	22	Village of Palmyra	1	22	0	1351042
Town of Watertown	1	3	City of Watertown	19	3	2	1354901
Village of Palmyra	1	22	Town of Palmyra	1	22	0	1358845, 1358846

WHEREAS, assignment to an existing ward by the annexing municipalities necessitates a change of the supervisory districts in the Town of Aztalan, Town of Cold Spring and Town of Koshkonong to make districts conform to the municipal boundaries, and

WHEREAS, annexations necessitated the creation of ward 11 in the City of Jefferson and the creation of ward 19 in the City of Watertown.

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

Section 1. That the Supervisory District Map for District 24 shall be amended to include the annexed territory previously in Supervisory District 25 prior to the annexation above; that the Supervisory District Map for District 18 shall be amended to include the annexed territory previously in Supervisory District 11 prior to the annexation above; that the Supervisory District Map for District 26 shall be amended to include the annexed territory previously in Supervisory District 30 prior to the annexation above.

Section 2. That the maps for Supervisory Districts 25, 11 and 30 shall be amended to delete the territories reassigned in Section 1.

Section 3. That Ordinance 2011-11 amended November 12, 2013 shall be amended to add City of Jefferson Ward 11 to Supervisory District 18 and City of Watertown Ward 19 to Supervisory District 3

Section 4. This ordinance shall be effective after passage and publication as provided by law.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration and Rules

11-10-15

Andy Erdman: 10/9/2015; J. Blair Ward: 10/12/15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

CREATE NEW SUPERVISORY DISTRICT BOUNDARIES

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

Section 1.

(1) That Jefferson County be divided into 30 supervisory districts for purposes of electing the County Board.

(a) The Land Information Office shall notify the County Clerk when an annexation or detachment is recorded.

(b) By November 15 of each odd numbered year, the County Board shall review annexations and detachments that have occurred since its last review, and make such adjustments to district boundaries as may be appropriate for purposes of election administration.

(c) The Land Information Office shall maintain up-to-date maps of the districts as they may be amended from time to time.

(2) That one supervisor be elected from each district, commencing with the spring election in 2012.

(3) That said 30 supervisory districts be comprised as follows:

<u>District #</u>	<u>Municipality</u>	<u>Wards</u>	<u>District Population</u>
1	City of Waterloo	Ward 1 Ward 2 Ward 3 Ward 4	2,673
2	Town of Milford Town of Waterloo City of Waterloo	Ward 1 Ward 2 Ward 1 Ward 5	2,668
3	Town of Watertown City of Watertown	Ward 1 Ward 2 Ward 8 <u>Ward 19</u>	2,925
4	City of Watertown	Ward 9 Ward 10	2,919

5	City of Watertown	Ward 11 Ward 12	2,904
6	City of Watertown	Ward 15 Ward 16	2,890
7	City of Watertown	Ward 13 Ward 14	2,838
8	City of Watertown	Ward 17 Ward 18	2,901
9	Town of Ixonia Village of Lac LaBelle	Ward 1 Ward 2 Ward 5 Ward 6 Ward 2	2,842
10	Town of Concord Town of Ixonia	Ward 1 Ward 3 Ward 3 Ward 4	2,696
11	Town of Aztalan Town of Concord Town of Farmington	Ward 2 Ward 2 Ward 1 Ward 2	2,900
12	Village of Johnson Creek	Ward 1 Ward 2 Ward 3	2,738
13	City of Lake Mills	Ward 2 Ward 4 Ward 6 Ward 7	2,867

14	City of Lake Mills	Ward 1 Ward 3 Ward 5 Ward 8	2,841
15	Town of Aztalan Town of Lake Mills	Ward 1 Ward 1 Ward 2 Ward 3	2,927
16	Town of Oakland Village of Cambridge	Ward 1 Ward 2 Ward 3 Ward 1	2,654
17	City of Jefferson	Ward 6 Ward 7 Ward 8 Ward 9	2,658
18	City of Jefferson	Ward 3 Ward 4 Ward 5 <u>Ward 11</u>	2,665
19	City of Jefferson	Ward 1 Ward 2 Ward 10	2,650
20	Town of Jefferson Town of Oakland	Ward 1 Ward 2 Ward 3 Ward 4	2,733
21	Town of Sullivan Village of Sullivan	Ward 1 Ward 2 Ward 3 Ward 1	2,877

22	Town of Palmyra Village of Palmyra	Ward 1 Ward 1 Ward 2	2,927
23	Town of Koshkonong City of Fort Atkinson	Ward 1 Ward 2 Ward 8	2,851
24	City of Whitewater	Ward 11 Ward 12	2,784
25	Town of Cold Spring Town of Hebron Town of Koshkonong Town of Palmyra City of Whitewater	Ward 1 Ward 1 Ward 2 Ward 3 Ward 2 Ward 10	2,802
26	City of Fort Atkinson	Ward 1 Ward 2	2,652
27	City of Fort Atkinson	Ward 3 Ward 4	2,665
28	City of Fort Atkinson	Ward 7 Ward 9	2,686
29	City of Fort Atkinson	Ward 5 Ward 6	2,710
30	Town of Koshkonong Town of Sumner	Ward 4 Ward 5 Ward 6 Ward 1	<u>2,843</u>
		County Total	<u>83,686</u>

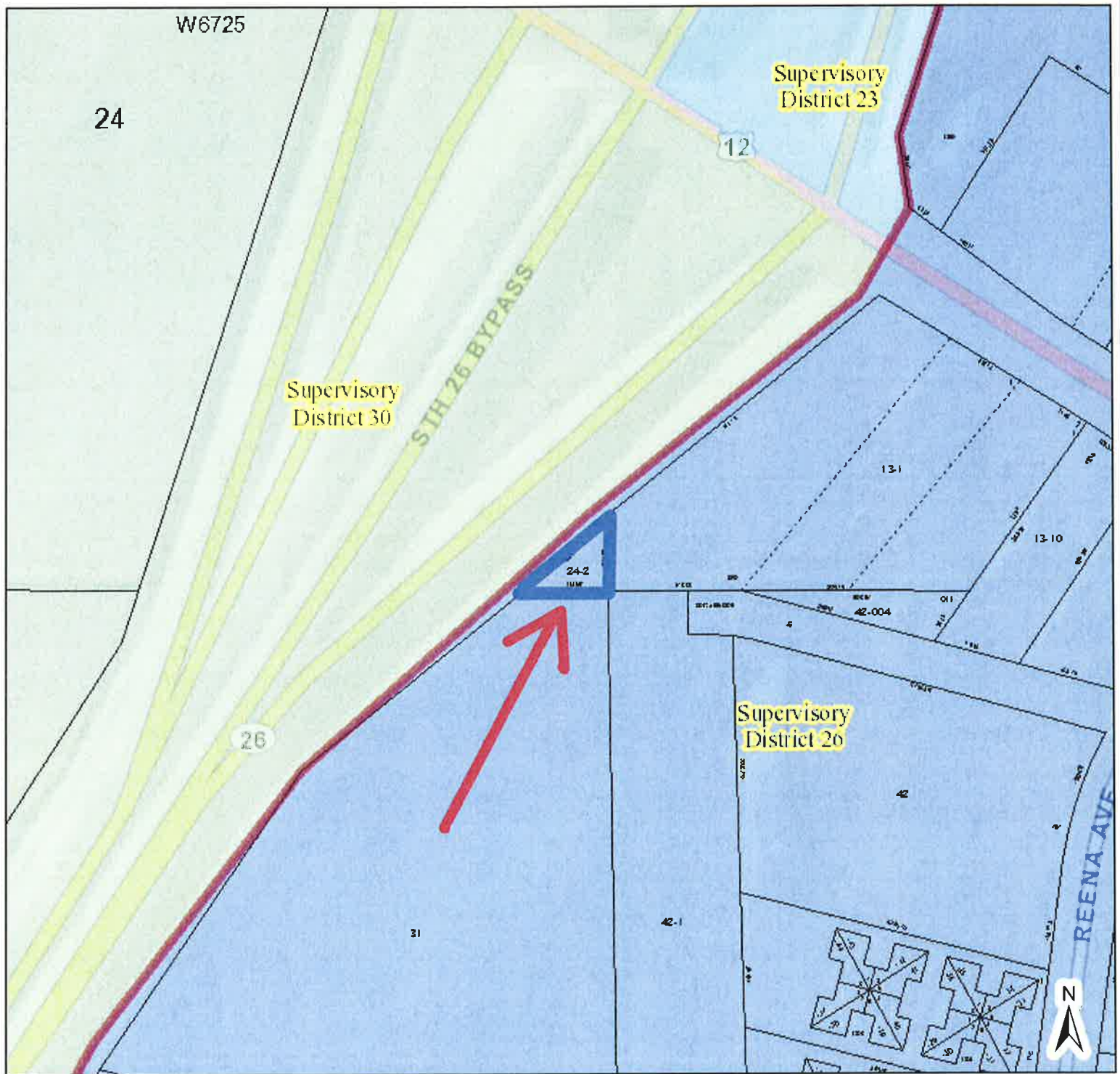
(4) All ordinances in conflict with, or contrary to the terms of this ordinance are hereby repealed.

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

NOTE: Map amendments, deletions and ward additions recorded in Ordinance No. 2013-17, adopted November 12, 2013, and Ordinance No. 2015-_____ adopted November 10, 2015.

[History: Ordinance No. 2011-11 adopted 09/13/2011; published 09/19/2011; Last amendment: Ord. No. 2013-17, amended 11/12/2013]

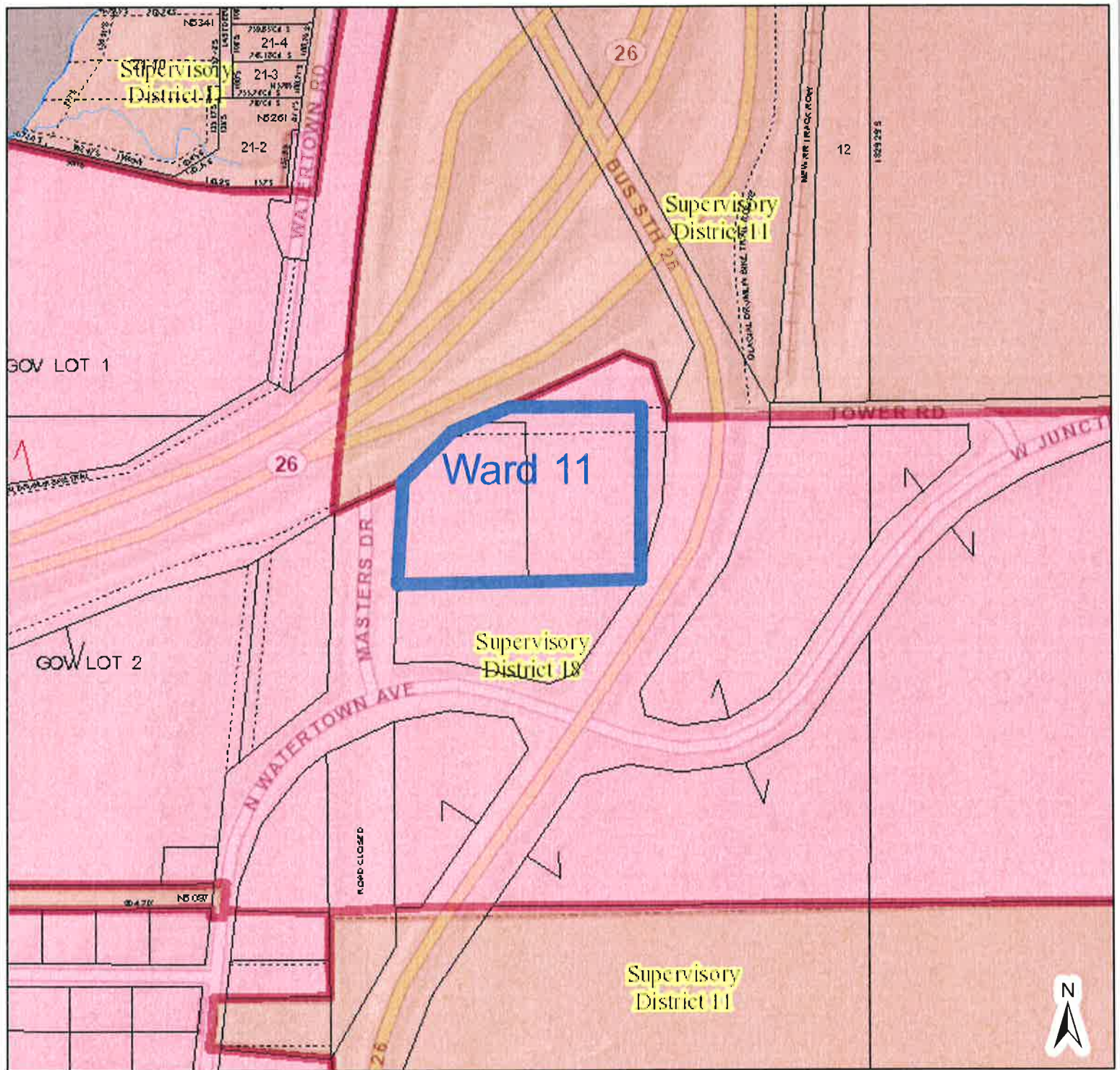
City of Fort Atkinson Annexation



	Supervisory District 1		Supervisory District 7		Supervisory District 13		Supervisory District 19		Supervisory District 25
	Supervisory District 2		Supervisory District 8		Supervisory District 14		Supervisory District 20		Supervisory District 26
	Supervisory District 3		Supervisory District 9		Supervisory District 15		Supervisory District 21		Supervisory District 27
	Supervisory District 4		Supervisory District 10		Supervisory District 16		Supervisory District 22		Supervisory District 28
	Supervisory District 5		Supervisory District 11		Supervisory District 17		Supervisory District 23		Supervisory District 29
	Supervisory District 6		Supervisory District 12		Supervisory District 18		Supervisory District 24		Supervisory District 30

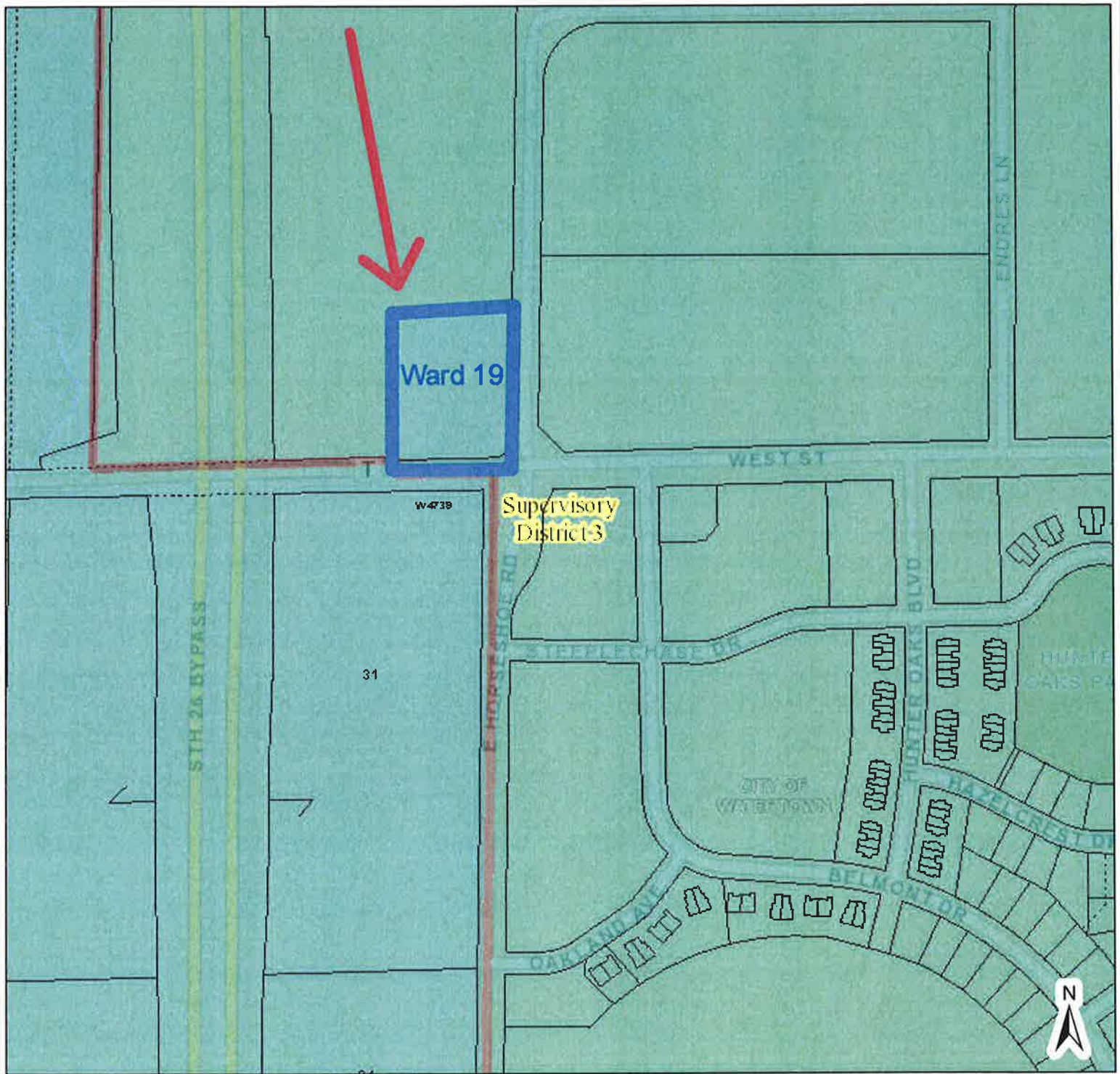
180 90 0 180 Feet
1 inch = 198 feet

City of Jefferson Annexation



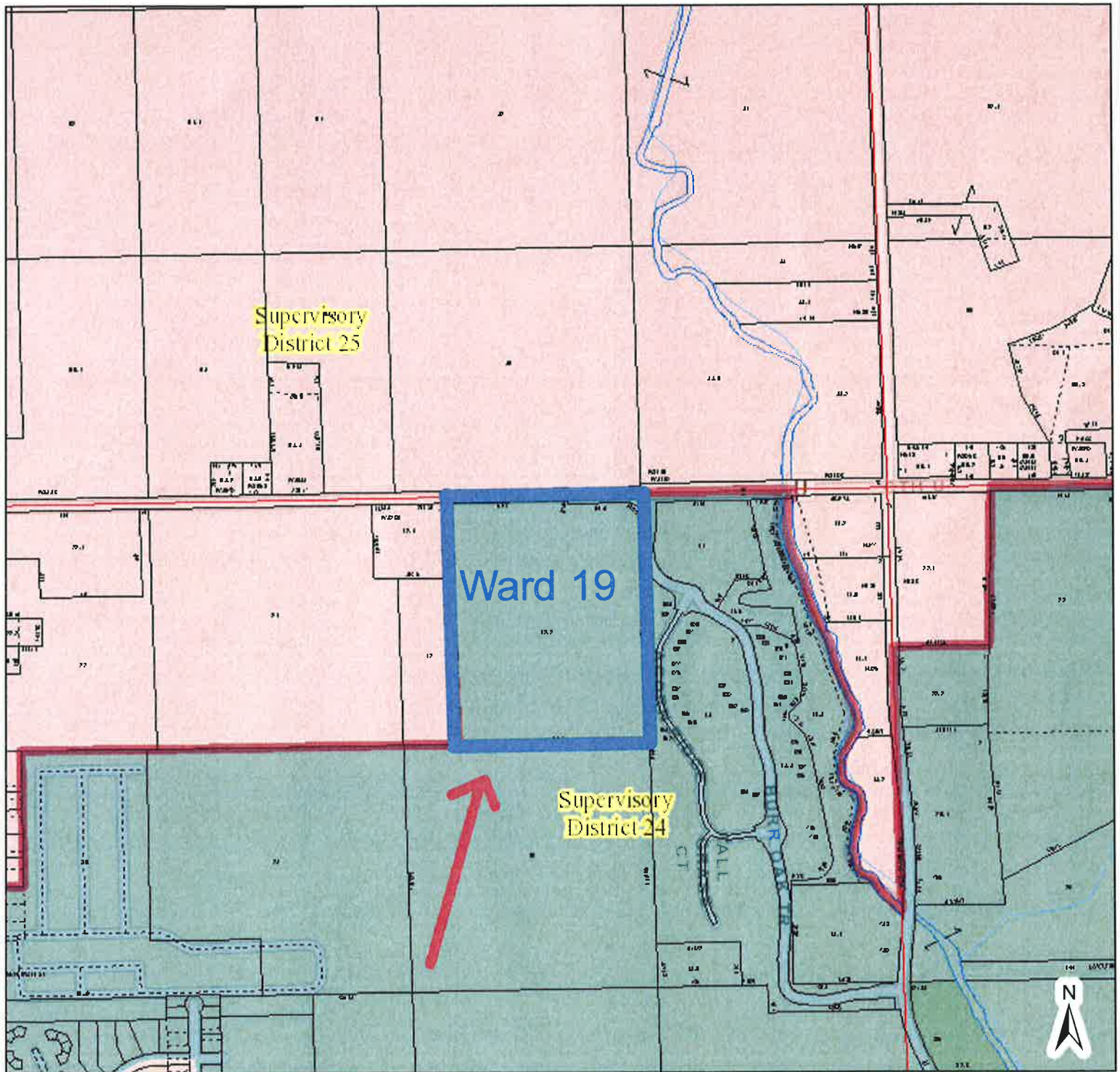
Supervisory District 1	Supervisory District 7	Supervisory District 13	Supervisory District 19	Supervisory District 25
Supervisory District 2	Supervisory District 8	Supervisory District 14	Supervisory District 20	Supervisory District 26
Supervisory District 3	Supervisory District 9	Supervisory District 15	Supervisory District 21	Supervisory District 27
Supervisory District 4	Supervisory District 10	Supervisory District 16	Supervisory District 22	Supervisory District 28
Supervisory District 5	Supervisory District 11	Supervisory District 17	Supervisory District 23	Supervisory District 29
Supervisory District 6	Supervisory District 12	Supervisory District 18	Supervisory District 24	Supervisory District 30

City of Watertown Annexation



	Supervisory District 1		Supervisory District 7		Supervisory District 13		Supervisory District 19		Supervisory District 25
	Supervisory District 2		Supervisory District 8		Supervisory District 14		Supervisory District 20		Supervisory District 26
	Supervisory District 3		Supervisory District 9		Supervisory District 15		Supervisory District 21		Supervisory District 27
	Supervisory District 4		Supervisory District 10		Supervisory District 16		Supervisory District 22		Supervisory District 28
	Supervisory District 5		Supervisory District 11		Supervisory District 17		Supervisory District 23		Supervisory District 29
	Supervisory District 6		Supervisory District 12		Supervisory District 18		Supervisory District 24		Supervisory District 30

375 187.5 0 375 Feet
1 inch = 376 feet



Supervisory District 1	Supervisory District 7	Supervisory District 13	Supervisory District 19	Supervisory District 25
Supervisory District 2	Supervisory District 8	Supervisory District 14	Supervisory District 20	Supervisory District 26
Supervisory District 3	Supervisory District 9	Supervisory District 15	Supervisory District 21	Supervisory District 27
Supervisory District 4	Supervisory District 10	Supervisory District 16	Supervisory District 22	Supervisory District 28
Supervisory District 5	Supervisory District 11	Supervisory District 17	Supervisory District 23	Supervisory District 29
Supervisory District 6	Supervisory District 12	Supervisory District 18	Supervisory District 24	Supervisory District 30

750 375 0 750 Feet
1 inch = 752 feet

RESOLUTION NO. 2015-_____

Supporting Constitutional Amendment Prohibiting Non-fiscal Matters in State Budget

Executive Summary

The Wisconsin State Budget is established every two years through the passage of the biennial budget bill proposed by the Governor. This resolution supports legislation limiting the Wisconsin State Budget Bill to issues that affect the State's finances, including how the State raises revenue, how the State spends money and what services the State provides. The 2015-2017 Wisconsin State Budget Bill included over 100 items that were non-fiscal and changed Wisconsin law by revising the State's shoreland zoning to eliminate a county's ability to adopt stronger protections than the State's minimum shoreland zoning standards; removing the legal obligation that requires employers to give employees at least one day off of work per week; and modifying teacher licensure requirements. Including non-fiscal items in the budget makes it more difficult to determine which legislator proposed the legislation and therefore makes it difficult to hold lawmakers accountable.

WHEREAS, the Wisconsin State Budget is established through the passage of the biennial budget bill proposed by the Governor, and

WHEREAS, the budget bill is one piece of legislation that Wisconsin lawmakers are required to adopt every two years, and

WHEREAS, the State budget bill should be limited to issues that affect the State's finances, including how the State raises revenue; how the State spends money; and what services the State provides, and

WHEREAS, the 2015-2017 budget included over 100 items that were non-fiscal, and

WHEREAS, using the Wisconsin budget bill to enact laws not related to the State budget is not new, but its use has increased over the past several budget cycles, and

WHEREAS, the 2015-2017 budget bill included such items unrelated to finance as:

1. Revising the State's shoreland zoning law by eliminating a county's ability to adopt stronger protections than the State's minimum shoreland zoning standards to protect bodies of water; and
2. Removing the legal obligation that requires employers to give employees at least one day off of work per week; and
3. Modifying teacher licensure requirements.

WHEREAS, including non-fiscal items in the budget makes it more difficult to determine which legislator proposed the legislation and therefore makes it difficult to hold lawmakers accountable.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors does hereby support the adoption of an amendment to the Wisconsin Constitution prohibiting non-fiscal items in the Wisconsin State Biennial Budget Bill.




BE IT FURTHER RESOLVED that the Jefferson County Clerk be directed to forward a copy of this resolution to the Governor of the State of Wisconsin, the Wisconsin Counties Association and Jefferson County's Legislative Representatives.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration and Rules Committee

11-10-15

J. Blair Ward: 10-28-15; 11-02-15

APPROVED: Administrator ; Corp Counsel ; Finance Director 

Opposing 2015 Senate Bill 294, Dismantling the Government Accountability BoardExecutive Summary

The Government Accountability Board was established in the State of Wisconsin in 2007 and serves as a non-partisan body that administers and supervises elections, ethics, campaign financing and lobbying regulation. Currently, the Government Accountability Board is under the direction and supervision of a six member board consisting of former judges that serve staggered six year terms. Pending legislation, 2015 Senate Bill 294, proposes to eliminate the Government Accountability Board and replace it with an Elections Commission, which would administer and supervise elections, and an Ethics Commission, which would administer and supervise ethics, campaign financing and lobbying regulation. This proposed Elections Commission would consist of partisan leaders from the senate and assembly, in addition to former municipal or county clerks. The Jefferson County Board of Supervisors opposes 2015 Senate Bill 294 which would dismantle the Government Accountability Board and replace it with two partisan Commissions.

WHEREAS, the Government Accountability Board was established in the State of Wisconsin in 2007, and

WHEREAS, the Government Accountability Board is a non-partisan body that administers and supervises elections, ethics, campaign financing and lobbying regulation, and

WHEREAS, currently the Government Accountability Board is under the direction and supervision of a six member board consisting of former judges that serve staggered six year terms, and

WHEREAS, 2015 Senate Bill 294 proposes to eliminate the Government Accountability Board and replace it with an Elections Commission which would administer and supervise elections, and an Ethics Commission which would administer and supervise ethics, campaign financing and lobbying regulation, and

WHEREAS, the proposed Elections Commission would consist of partisan leaders from the senate and assembly in addition to former municipal or county clerks.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors opposes 2015 Senate Bill 294 which would dismantle the Government Accountability Board.

BE IT FURTHER RESOLVED that the Jefferson County Clerk be directed to forward a copy of this resolution to the Governor of the State of Wisconsin, the Wisconsin Counties Association and Jefferson County's Legislative Representatives.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Administration and Rules Committee

J. Blair Ward: 10-28-15; 11-02-15

11-10-15

REVIEWED: Administrator ; Corp Counsel ; Finance Director 

DRAFT
2016 Budget
Jefferson County
Proposed Supervisor Amendment

By Supervisor(s) George Jaeckel

Amendment # 1

To amend the 2016 Recommended Budget (as amended by the Finance Committee),
 I (we) hereby propose:

Eliminate Capital in the Parks department of \$27,000, \$15,000 for replacement of restroom at Cold Spring and \$12,000 for new pavement at Pohlman Park. Since these are paid out of carryover funds there would be a reduction of \$27,000 levy funds for capital in the Sheriff and replaced with carryover funds since the Sheriff Department is the only one with levy being used for capital.

I (we) estimate that this proposed amendment would decrease the tax levy
 by \$ 27,000

I (we) also propose offsetting any tax levy increase / decrease (circle one) with
 a tax levy Increase / decrease (circle one) to the following department(s) and/or program area(s):

NA

THIS SECTION FOR FINANCE DEPARTMENT STAFF USE

Bus Unit Description	Bus Unit	Account Number	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Other Sources Increase (Decrease)	Net Levy Increase (Decrease)
Parks Dept/Capital	1801	594820	\$ (15,000)	\$ -	\$ -	\$ (15,000)
Parks Dept/Capital	1801	594821	\$ (12,000)	\$ -	\$ -	\$ (12,000)
Sheriff Dept/Taxes	2001	411100	\$ -	\$ (27,000)	\$ -	\$ 27,000
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
Totals			\$ (27,000)	\$ (27,000)	\$ -	\$ -

Finance Member	Aye	Noe
Braughler, Jim		
Hannemann, Jennifer		
Jones, Richard		
Poulson, Blane		
Schroeder, Jim		
Result	0	0

Fiscal note:

County Board voting record:

Ayes	
Noes	
Abstain	
Absent	

RESOLUTION NO. 2015-_____

Resolution establishing non-countywide levies for health and library services

WHEREAS, the non-countywide budget for 2016 containing total department appropriations and levies is apportioned to the municipalities benefiting from the services furnished.

NOW, THEREFORE, BE IT RESOLVED that the sums listed below be levied upon all property in Jefferson County that is taxable for the purpose listed:

Health Department	\$ 838,207
Library Services	\$ 1,039,235

BE IT FURTHER RESOLVED that the above amounts be apportioned to equalized values as established by the State Department of Revenue.




Fiscal Note: Health mill rate is \$.1551; library mill rate is \$.3379 per \$1,000 of equalized value.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

Brian Lamers: 9/18/15

11-10-15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2015-_____**Resolution establishing countywide levy and fees**

WHEREAS, the proposed 2016 County Budget was submitted to the Board by the County Administrator on October 13, 2015, and

WHEREAS, the proposed 2016 County Budget was the subject of a public hearing on October 27, 2015, and

WHEREAS, the Board has considered all amendments.

NOW, THEREFORE, BE IT RESOLVED that the authorized positions, the total department appropriation for each department, Fund Balance application and assignments in the Recommended Budget book, and the levy contained in the countywide portion of the 2016 Budget, as amended, be adopted and the sum of \$26,743,522 be levied as a county tax to be raised on the 2015 tax roll, and

BE IT FURTHER RESOLVED that the above amount be apportioned according to equalized values established by the Wisconsin Department of Revenue.

BE IT FURTHER RESOLVED that the fee schedule for various licenses, permits and services used to establish revenue amounts in the budget are hereby approved.




Fiscal Note: As presented, the countywide levy is proposed at \$26,743,522, which is a mill rate of \$4.1452 for general operations and \$.1842 for debt service fund for a total of \$4.3294 per \$1,000 of equalized value. In 2015, the general operations mill rate was \$4.1962 for a reduction of \$.051 per \$1,000 from the 2016 general operations.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

11-10-15

Brian Lamers: 9/18/15

REVIEWED: Administrator ; Corp. Counsel  Finance Director 

RESOLUTION NO. 2015-_____

Resolution disallowing the claims of Kevin & Jean Smith and Julie Rasmussen

WHEREAS, on September 15, 2015, Jefferson County received a claim from Kevin Smith and Jean Smith in an amount of \$232.10 for damages to a 2009 Chevy Aveo automobile on September 2, 2015, which was traveling on Highway 59 that had been seal coated on August 26, 2015, when a Jefferson County Highway Department sweeper traveling in the opposite direction threw up gravel that hit the claimant's windshield, and

WHEREAS, on September 29 2015, Jefferson County received a claim from Julie Rasmussen in an estimated amount of \$2,523.35 for damages to a 1999 Toyota Corolla automobile driven by Julie Rasmussen's son, Nicolas Meyer, a few days after August 26, 2015, which was traveling on Highway 59 that had been seal coated on August 26, 2015, when another vehicle threw up gravel that chipped the paint on claimant's automobile and cracked the claimant's windshield, and

WHEREAS, in regard to the claims of loose gravel damage, the Jefferson County Highway Department had posted "loose gravel" signs on Highway 59, and

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claims, on the basis that the County is not responsible for the alleged damage.

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




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

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Finance Committee

11-10-15

Connie Freeberg: 10-02-15

REVIEWED: Administrator: ; Corp. Counsel: ; Finance Director: 

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0310, Applicable Pay Rates for New Employees and HR0690, Vacation with Pay, to provide vacation to new hiresExecutive Summary

Recruitment and retention of qualified employees is becoming more difficult due to changing market conditions and higher qualifications necessary to perform mandated services.

Additional wages and/or paid-time off are two strategies to remain competitive with other public and local employers. For certain positions, it has become necessary to increase starting wages by offering additional or accelerated step increases to attract experienced and qualified employees. Changes to a pay structure need to be flexible enough to respond to future market condition fluctuations. Providing the County Administrator and Human Resources Director the authority to offer hire-on, retention, performance or other bonuses is a significant step toward addressing this problem.

Furthermore, currently, new employees hired by Jefferson County receive no vacation in the calendar year in which they are hired. In the succeeding year, employees receive a prorated two-weeks of vacation, based on the hours worked the previous year. For example, a full-time employee hired on March 1 receives no paid time off for 10 months. On January 1 of the succeeding year, the employee receives 66.75 hours of vacation, or about 1 ½ weeks of paid time off.

In terms of recruitment, job seekers are considering more than just wages when selecting a new employer. It has become more and more challenging to hire employees with the County's current vacation accrual schedule. This is demonstrated by the impending need to offer additional vacation time upon hire under HR0310, Applicable Pay Rates for New Employees. The additional vacation time has been needed not only for professional and management positions, but entry level positions as well.

It is the recommendation of the Human Resources Committee to address identified recruitment and retention issues by providing the County Administrator flexibility with offering bonuses and to address the County's Vacation with Pay Ordinance and the immediate need to provide vacation time to new employees.

WHEREAS, Jefferson County recognizes that the services provided to the public would not be possible without competent and experienced employees, and

WHEREAS, the current Vacation with Pay Ordinance is impeding the County from always hiring the best, qualified candidates to serve the residents of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0310, Applicable Pay Rates for New

Employees and HR0690, Vacation with Pay, to provide vacation to new hires and newly eligible employees.

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

Section 1. Section HR0310, Applicable Pay Rates for New Employees, is amended as follows:

HR0310 **APPLICABLE PAY RATES FOR NEW EMPLOYEES.** Whenever it is appropriate and possible, new employees shall be hired at the minimum step of the pay range. If, because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting), the candidate will require a salary beyond the minimum, the County Administrator or Human Resources Director may authorize an advanced starting salary and additional benefits, ~~(such as additional or accelerated step increases; hire-on, retention, performance or other bonuses; immediate health insurance; or additional weeks of accrued paid time off (vacation, sick, holiday, random, compensatory time) vacation).~~ A report to the Human Resources Committee will be given summarizing the exceptions. Consideration must be given to the current compensation of other employees in the same classification, if applicable, to maintain internal pay equity. It is not in the County's best interests to promote a practice of hiring employees higher in the range and then adjusting current incumbents' pay thereafter. Department heads are not authorized to make compensation or benefit offers to potential candidates that exceed the entry-level step.

Section 2. Section HR0690, Vacation with Pay, is amended as follows, creating sections B (1) and B (6) and renumbering remaining sections:

HR0690 **VACATION WITH PAY.**

- A. Vacation week means that number of days customarily worked by an employee in the service of the County in a normal 7-day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24-hour day. Notwithstanding the foregoing, department heads may require part-time employees to take vacation days in blocks of 5. [am. ord. 85-7, 6/11/85]
- B. Vacation eligibility shall be determined ~~on the basis of length of continuous service of each employee as of January 1 of each calendar year. Eligible employees shall be entitled to paid annual vacation leave as follows:~~
 - 1. New employees working more than half-time and employees who change from less-than-half-time status to more-than-half-time or full-time status shall immediately

be advanced vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month remaining in the calendar year following their first paid day of work, prorated on the employees' full-time equivalent status. As of January 1 of the following year, employees shall be advanced a total of 2 vacation weeks, prorated on the employee's full-time equivalent status. Employees who terminate employment, voluntarily or involuntarily, with less than 12 consecutive calendar months of employment or of making a status change, shall pay back and/or forfeit all advanced vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month remaining in the calendar year. If the employee has received the 2-weeks (80 hours) of advancement in a new calendar year, the employee shall pay back and/or forfeit the 80 hours of advanced vacation less the vacation accrued at 5/6ths of a day per month or major fraction thereof for each month served from January 1 through the termination date. Any vacation paid back shall be through a reduction in the payout of accrued benefits or through a deduction from the employee's final paycheck.

- 1.2. Employees with 12 or more complete consecutive calendar months of service, but less than 6 years of service shall earn vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month of service. ~~12~~ Twelve months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
- 2.3. Employees with more than 6 years of service but less than 13 years of service shall earn vacation at the rate of 5/4ths of a day per month or major fraction thereof for each month of service. Twelve ~~12~~ months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
- 3.4. Employees with more than 13 years of service but less than 19 years of service shall earn vacation at the rate of 5/3rds of a day per month or major fraction thereof for each month of service. Twelve ~~12~~ months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
- 4.5. Employees with more than 19 years of service shall earn vacation at the rate of 2-1/12 days per month or major fraction thereof for each month of service. Twelve ~~12~~ months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
6. Employees rehired within two years (24 months) of separation of employment shall be credited with years of service at time of separation for vacation accrual purposes as stated above.

- C. Upon recommendation of the County Administrator or Human Resources Director, the Human Resources Committee may approve starting a new employee at an earning rate other than two-weeks per year, not to exceed three-weeks per year, by crediting the employee with the appropriate number of years of service for vacation purposes only. [am. ord. 2012-26, 2/12/2013]
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against *next* year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator. [am. 12/13/11, ord. 2011-21]
- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12/2013]
- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21; am. ord 2012-26. 02/12/2013]
- G. Employees who have 8 hours or less in their vacation bank on December 31 shall be able to carry over this time, with department head approval, to be used by January 20 or be forfeited. [02/11/2014, ord 2013-25]
- H. Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the month of December. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of the succeeding year. The County Administrator shall consider all requests and if

approved, will determine when the vacation shall be used by, or forfeited. [renumbered 02-11-2014, ord 2013-25]

- I. A report summarizing approved requests shall be made to the Human Resources Committee. [renumbered 02-11-2014, ord 2013-25]
- J. Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21; renumbered 02-11-2014, ord 2013-25]

Section 3. This ordinance shall be effective for employees hired on or after January 1, 2016, grandfathering employees hired in 2015.

Fiscal Note: For most positions, vacation hours are budgeted as regular wages and will not increase a department's payroll expense. For some departments, additional payroll expense may result from overtime incurred due to increased vacation by department staff. The fiscal impact from advanced starting salaries and additional benefits will be determined on a case by case basis and will not be authorized unless adequate funding has been budgeted.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

11-10-15

Terri M. Palm: 9-11-15; 10-11-15; J. Blair Ward: 9-16-15; 10-14-15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2015-_____

Commendation - Darlene Schaefer for 29 Years of Service

WHEREAS, Darlene Schaefer began volunteering for the Human Services Department in 1986 and “retired” in August 2015 at age 95. Throughout her tenure, Darlene was recognized as an exemplary volunteer, who was committed to service, coming to work on time and never missing a day, and

WHEREAS, in 2012 Darlene was awarded the Presidential Lifetime Service Award, a prestigious national honor offered in recognition of sustained volunteer service, and

WHEREAS, Darlene provided the Jefferson County Human Services, Representative Payee Program with over 40,000 hours of service, and

WHEREAS, Darlene served as a vital member of the Aging & Disability Resource Center Advisory Committee from July 2013 to September 2015.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, assembled in regular session this 10th day of November 2015 extends a sincere thank you to Darlene with this acknowledgement of her dedication to serving the citizens of the County of Jefferson.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Services Board

Sue Torum: 10-13-15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director  11-10-15

**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 October 15, 2015, 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 R3852A-15, R3853A-15, R3842A-15,
R3833A-15, R3843A-15, R3845A-15, R3847A-15, R3848A-15
AND R3849A-15**

DATED THIS TWENTY-SIXTH DAY OF DAY OF OCTOBER 2015

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS, R3825A-15, R3826A-15, R3827A-15, R3828A-15, R3831A-15, R3832A-15, R3815A-15, R3835A-15, R3836A-15, R3837A-15, R3838A-15, R3839A-15, R3840A-15 AND R3841A-15 ARE EFFECTIVE UPON PASSAGE BY
COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).**

ORDINANCE NO. 2015-_____

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 R3852A-15, R3853A-15, R3842A-15, R3833A-15, R3843A-15, R3844A-15, R3847A-15, R3848A-15 and R3849A-15 were referred to the Jefferson County Planning and Zoning Committee for public hearing on October 15, 2015, 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 RESIDENTIAL R-1 TO B, BUSINESS

Rezone PIN 026-0616-1731-053 (0.236 acre) with conditional use for public and semi-public use to bring the existing fire station property at **W1904 West Main Street**, Town of Sullivan, into conformance. This is limited to use by the Fire Department. R3852A-15 – Town of Sullivan

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

Rezone 15.1 acres of PIN 010-0615-3622-000 (40 acres) with conditional use for a commercial stable at **N2895 Cushman Road** in the Town of Hebron. Conditions call for road access approval to the remaining A-1 zoned land and for receipt and recording of a final certified survey map for the lot. R3853A-15 – ADL Properties LLC

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

Create a 1-acre building site from PIN 002-0714-3422-002 (15 acres) near **W6083 Riess Road** in the Town of Aztalan. This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt of a suitable soil test and receipt of and recording of a final certified survey map, including extraterritorial plat review if necessary. R3842A-15 – Clayton Morrison

Rezone 2 acres around the home at **W346 Concord Center Drive** from PIN 006-0716-1334-000 (22.252 acres) in the Town of Concord. This prime ag land lot utilizes the last available A-3

zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval to the remaining A-1 zoned land and upon approval and recording of a final certified survey map for the property, including extraterritorial plat review if necessary. R3833A-15 – Jeff & Sandy Leverenz

Rezone 1.65 acres of PIN 008-0715-1313-000 (32.45 acres) with the home at **N6349 County Road P** in the Town of Farmington. This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the remaining land and upon approval and recording of the final certified survey map. R3843A-15 – Scott & Shari Sukow

Rezone 2.3 acres around the buildings at **N3258 County Road N** and create a new 2-acre building site on **East Pleasant Hill Road**, both from PIN 014-0614-2522-000 (35 acres) in the Town of Jefferson, mainly in soils non-prime for ag use. Approval is conditioned upon road access approval, receipt of a suitable soil test and receipt and recording of a final certified survey map for the lots, including extraterritorial plat review if necessary. R3845A-15 – Kutz Farms LLC

Rezone 1.845 acres around the pre-1975 home and shop at **N5307 Mud Lake Road** on PIN 018-0713-2533-000 (40 acres) in the Town of Lake Mills. Rezoning is conditioned upon road access approval for the remaining A-1 zoned property, and approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3847A-15 – Dan & Toni Zastrow

Create a 3-acre lot in non-prime soils and around the pre-1975 home at **W7412 Island Road** in the Town of Waterloo from PIN 030-0813-1213-001 (17.41 acres). Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R3848A-15 – Judith Gehler

Create a 2-acre building site **across from N7927 Newville Road** in the Town of Waterloo from part of PIN 030-0813-2913-000 (39.5 acres). This prime ag land lot combination utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon receipt of a suitable soil test and receipt and recording of a final certified survey map for the lot. R3849A-15 – Denis Sorenson

The above rezonings 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 and Zoning Committee

11-10-15

Deb Magritz: 11-3-15

REVIEWED: Administrator  Corp Counsel  Finance Director 

RESOLUTION NO. 2015-__

Recognition of Jefferson County Health Department and City of Watertown Health Department

WHEREAS, Jefferson County wishes to recognize the Jefferson County Health Department and City of Watertown Health Department and their staff for their partnership in helping with the implementation of the Jefferson County Drug Take Back Program at Clean Sweep events as well as the Jefferson County Sheriff's Office and the Watertown, Lake Mills, Jefferson, Fort Atkinson, Whitewater and UW-Whitewater Police Departments, and

WHEREAS, Gail Scott, RN-BSN, Jefferson County Public Health Director/Health Officer and Carol Quest, RN-BSN, Watertown Department of Public Health Director/Health Officer have been involved since 2007 with the planning and implementation of the Jefferson County Drug Take Back Program, and

WHEREAS, both Health Departments serviced our communities by volunteering their time at Clean Sweep events, the Jefferson County Fair booth and community drug education efforts, and

WHEREAS, both Health Departments volunteer their staff's time at Clean Sweep events to help Sheriff Paul Milbrath collect, empty and sort the drugs brought in by residents, and

WHEREAS, Jefferson County, its Solid Waste/Air Quality Committee and Sheriff Paul Milbrath and his office would like to thank the Jefferson County Health Department and the City of Watertown Health Department for giving back to the community and for volunteering at the Clean Sweep program events, and

WHEREAS, we recognize that, without their support, our Clean Sweep program and Drug Take Back collection sites would not be successful.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors gratefully acknowledges and appreciates the partnership with the Jefferson County Health Department and the City of Watertown Health Department for the Solid Waste/Air Quality Committee's Clean Sweep and Recycling Program's Drug Take Back initiative.

BE IT FURTHER RESOLVED that upon passage, a copy of this resolution shall be sent to the two local newspapers, posted on the Jefferson County website and the Jefferson County Facebook page.

Fiscal Note: This resolution will have no fiscal impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Solid Waste/Air Quality Committee

11-10-15

Sharon Ehrhardt: 10-08-15; J. Blair Ward: 10-16-15

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

APPOINTMENTS BY COUNTY ADMINISTRATOR

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:

MEMBERS OF THE BOARD:

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

Veterans' Service Commission

- a. Michael Clish, Fort Atkinson, WI for a three-year term ending December 10, 2018

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

11-10-2015