

AGENDA

JEFFERSON COUNTY BOARD MEETING

April 19, 2016

5:00 p.m.

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

1. **CALL TO ORDER**
2. **ADMINISTRATION OF OATH OF OFFICE** – Judge Jennifer Weston
Note: Members of Board please sign Oath of Office and return to County Clerk
3. **ROLL CALL BY COUNTY CLERK**
4. **PLEDGE OF ALLEGIANCE**
5. **INTRODUCTION OF NEW MEMBERS**
6. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
7. **APPROVAL OF THE AGENDA**
8. **APPOINTMENT OF BALLOT CLERKS** – County Clerk
9. **ELECTION OF COUNTY BOARD CHAIRPERSON**
Note: Nominations are made by written ballot – The Clerk will call on nominees in order of supervisory district number to give a brief statement up to three minutes in length.
10. **ELECTION OF 1ST VICE CHAIRPERSON BY SAME PROCEDURE** (See Item 9 Note)
11. **ELECTION OF 2ND VICE CHAIRPERSON BY SAME PROCEDURE** (See Item 9 Note)
12. **ADOPTION OF RULES OF ORDER**
 - a. Ordinance – Board of Supervisors' Rules or Order for 2016-2018 (Page 1-16)
 - b. Any proposed rule changes
 - c. Adopt County Board Rules, as amended if necessary
13. **COMMITTEE ELECTIONS** – If called for by the rules
14. **PUBLIC COMMENT**
15. **ANNUAL REPORTS**
 - a. Clerk of Courts – Carla Robinson
 - b. Corporation Counsel – J. Blair Ward
 - c. District Attorney – Susan Happ
16. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Page 17)
 - b. Retirement Recognitions
 - c. Zoning Committee – Notice of Public Hearing, April 21, 2016 (Page 18-19)
17. **PROCLAMATIONS**
 - a. Proclaiming May 19th as Law Enforcement Memorial Day in Jefferson County (Page 20)
 - b. National Public Safety Telecommunicators Week (Page 21)

18. **PUBLIC COMMENT** (Agenda Items)

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

19. **ADMINISTRATION AND RULES COMMITTEE**

- a. Resolution – Recommendation on Legislation that Impacts Planning, Zoning and Land Use Laws (Page 22-23)
- b. Resolution – Dissolving the Jefferson County Sustainability Task Force and rescinding Resolution No. 2010-33 (Page 24)
- c. Resolution – Amend Resolution No. 2013-98, County Board membership on the Wisconsin River Rail Transit Commission (Page 25)
- d. Resolution – Dissolving the Jefferson County Farmland Conservation Easement Commission and rescinding Resolution Numbers 2006-86, 2007-73 and 2014-25 (Page 26-27)

20. **BOARD OF HEALTH**

- a. Resolution – Accept Grant Funding from the Wisconsin Department of Health Services/Centers for Disease Control and Prevention to Increase Adult Immunization Rates in Jefferson County, WI (Page 28-29)

21. **FINANCE COMMITTEE**

- a. Resolution – Changing the Fee for Cremation Permits (Page 30)
- b. Resolution – Authorizing Purchasing Card Rebate to Fund Upgrade to Employee Breakrooms (Page 31)
- c. Resolution – Register of Deeds Land Records Fees (Page 32-34)

22. **HIGHWAY COMMITTEE**

- a. Resolution – Accepting 2016 concrete curb and gutter bid (Page 35)
- b. Resolution – Approving 2016 seal coat oil vendor quotes (Page 36)
- c. Resolution – Approving 2016 asphalt pulverizing and milling bids (Page 37-38)
- d. Resolution – Approving 2016 Local Road Improvement Program asphalt bids (Page 39)
- e. Resolution – Approving 2016 pre-mixed asphaltic concrete vendor quotes (Page 40)
- f. Resolution – Authorizing Highway Department Trucks and Equipment Purchases (Page 41-42)

23. **HUMAN RESOURCES COMMITTEE**

- a. Resolution – Eliminate a part-time Elder Benefits Specialist position, a vacant part-time Disabled Benefit Specialist position, a vacant part-time Aging & Disability Resource Specialist I position and create one full-time Elderly and Disabled Benefit Specialist position at Human Services (Page 43-44)

24. **LAND AND WATER CONSERVATION COMMITTEE**

- a. Resolution – Designating Snowmobile Trails on County Land (Page 45-47)

25. **PLANNING AND ZONING COMMITTEE**

- a. Report – Approval of Petitions (Page 48)
- b. Ordinance – Amend Zoning Ordinance (Page 49)

26. **TEMPORARY COMMITTEE APPOINTMENTS**

27. **PUBLIC COMMENT** (General)

28. **ANNOUNCEMENTS**

29. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS
MAY 10, 2016 – 7:00 P.M. - ROOM 205**

ORDINANCE NO. 2016-__

Board of Supervisors Rules of Order 2016-2018
as amended by Ordinance No. 2015-32
(1st reading on 3/8/2016; laid over to 4/19/2016)

The Jefferson County Board of Supervisors Rules of Order establish rules and procedures by which proceedings of the County Board of Supervisors, statutory boards, commissions, standing committees and other bodies are governed. The County Board reviews these Rules of Order before each new term of County Board Supervisors for necessary changes to improve operating procedures and remove language that is no longer applicable. This ordinance shows proposed amendments to the Jefferson County Board of Supervisors Rules of Order for the 2016-2018 term.

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

Section 1. The 2014-2016 Board of Supervisors Rules of Order are amended for 2016-2018 as follows:

CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER ~~2014—2016~~ 2016-2018

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.

(1)(a) Regular and special meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business unless otherwise established by rule. Regular meetings of the Board shall be held on the following dates unless special elections occur on County Board meeting dates, in which case the Board meeting will be held on the Monday preceding the election. [Am. 08/08/06, Ord. 2006-13; 03/11/08, Ord. 2007-34; 3/13/12, Ord. 2011-24]:

Tuesday, April 19, 2016
Tuesday, May 10, 2016
Tuesday, June 14, 2016
Tuesday, July 12, 2016
Monday, August 8, 2016
Tuesday, September 13, 2016
Tuesday, October 11, 2016
Tuesday, October 25, 2016
*Monday, November 14, 2016
Tuesday, December 13, 2016

Tuesday, February 14, 2017
Tuesday, March 14, 2017
Tuesday, April 18, 2017
Tuesday, May 9, 2017
Tuesday, June 13, 2017
Tuesday, July 11, 2017
Tuesday, August 8, 2017
Tuesday, September 12, 2017
Tuesday, October 10, 2017
Tuesday, October 24, 2017
*Tuesday, November 14, 2017
Tuesday, December 12, 2017

Tuesday, February 13, 2018
Tuesday, March 13, 2018

Tuesday, April 17, 2018

*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014]

(b) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]

(c) In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency ~~to authorize repairs of county buildings, or take other necessary action to respond to the emergency.~~ [Cr. 10/14/08, Ord. 2008-21]

(2) Board meetings shall commence at 7:00 p.m., except for April organizational meetings which shall commence at 5:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03-11-2014]

(3)(a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time to which to adjourn and adjourn. [am. 08-13-2013, Ord. No. 2013-09]

(b) County Board members who cannot attend a board meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08-13-13, Ord. No. 2013-09]

(4) For the April organizational meeting held in even-numbered years the order of business shall be:

- (a) Call to order.
- (b) Administration of oath of office and roll call by County Clerk.
- (c) Pledge of allegiance.
- (d) Certification of compliance with Open Meeting Law.
- (e) Approval of the agenda.
- (f) Election of Chairperson and Vice Chairpersons.
- (g) Adoption of rules of order.
- (h) Committee elections, if called for by the rules.
- (i) Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting. [Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03-11-2014]

(5) The order of business for all other board meetings shall be as follows:

- (a) Call to order.
- (b) Roll call by County Clerk.
- (c) Pledge of allegiance.
- (d) Certification of compliance with Open Meeting Law.
- (e) Approval of the agenda.
- (f) Approval of minutes of last meeting.
- (g) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- (h) Public comment.
- (i) Annual reports of department heads.
- (j) Committee reports, resolutions and ordinances.
- (k) Committee and Board appointments.
- (l) Announcements.

[Am. 02/14/06, Ord. 2005-47; am. & re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03-11-2014]

(6) The Chair may limit the number of persons addressing the Board under Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, so as to prevent repetition. The length of time allocated to any person addressing the Board under Section 3.01(5)(h) shall not exceed 3 minutes and may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03]

3.02 ORGANIZATION.

(1) The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chairperson, a First Vice Chairperson and a Second Vice Chairperson by secret ballot. The Clerk shall preside until the Chairperson has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes cast on the primary ballot shall be declared elected. Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. The provisions of section 3.03(11), where applicable, shall apply to this procedure. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35]

(2) The Chairperson shall perform all duties required of the Chairperson until the Board elects a successor. The Chairperson shall preside at meetings when present and shall countersign all ordinances of the Board. The Chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(3) In case of the absence or disability of the Chairperson, the First Vice Chairperson shall perform the duties of the Chairperson.

(4) In case of the absence of the Chairperson and the First Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson.

(5) In case of the absence of the Chairperson and both Vice Chairpersons for any meeting, the members present shall choose a temporary chairperson.

(6) The County Board Chairperson is authorized and directed to attend meetings and conferences on matters directly related to county government. The County Board Chairperson may direct the Vice Chairperson or some other member of the County Board to attend such meetings and conferences, either in place of the Chairperson or along with the Chairperson. The County Board Chairperson, the Vice Chairpersons and such other board members as may be designated by the Chairperson, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses as currently provided in Ordinance 2001-19, as most recently amended August 8, 2006. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members authorized by the Chairperson to attend meetings and conferences shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to board members attending meetings who have not been authorized as required in this paragraph. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05-13-2014]

(7) In the event the position of Chairperson, First Vice Chairperson or Second Vice Chairperson is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) of Chairperson within sixty (60) days of it becoming vacant. Until such vacant position is filled, the ~~The~~ First Vice Chairperson, or the Second Vice Chairperson if there is no First Vice Chairperson, shall assume all duties of the

Chairperson ~~when such position is vacant~~ and shall be paid meeting fees and the monthly salary to which the Chairperson would be entitled until such time as the Board elects a successor. The Second Vice Chairperson shall assume the duties of First Vice Chairperson when such position is vacant. [cr. 03/11/08, Ord. 2007-36]

3.03 BOARD PROCEDURE.

(1) Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.

(2) Upon being recognized, a member shall rise in place, and using the microphone, address the Chairperson, and shall not be interrupted except by a call to order. If called to order by the Chairperson the member shall be seated and shall not proceed without permission of the Chairperson.

(3) No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chairperson. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.

(4) No member present at the initial roll call shall thereafter fail to attend the balance of a board meeting without first obtaining permission of the Chairperson and notifying the Clerk. A member with a conflict of interest shall advise the Clerk and the Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. The minutes shall reflect the member's statement and the fact that the member has abstained from discussion and voting on the item in question.

(5) All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chairperson or any member may call for a roll call vote.

(6) Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the entire membership of the Board.

(7) On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine.

(8) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a board member or committee and filed in the office of the County Administrator not later than noon on Monday of the week preceding a board meeting. Each resolution submitted for consideration shall have a fiscal note. Motions to reconsider may be brought at the next succeeding meeting only if notice of the motion is filed in the office of the County Administrator not later than noon on the Monday of the week preceding the board meeting. Proposed ordinances shall be reviewed by the Corporation Counsel for proper form and legality before being submitted to the Board. Resolutions and ordinances not introduced by a committee shall be referred to an appropriate committee by the Chairperson. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chairperson not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12-08-2015]

The sponsor of a major new resolution or ordinance or major revision of an existing resolution or ordinance shall prepare a written report or memorandum explaining the significant features of the proposed legislation, including the contemplated changes. Such written report or memorandum shall be mailed to board members as part of the agenda, but unless specifically ordered by the Board such reports or memoranda shall not be printed in the board proceedings.

(9) Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk, County Board Chairperson or

County Administrator by noon on the Monday of the week preceding the next County Board meeting. The County Board Chairperson may, at his/her discretion, allow persons to be placed on the agenda to address the Board. Signed communications not presented personally to the Board shall be preserved by the County Clerk and shall be presented to the County Board as a communication at the next regular board meeting. Unsigned communications shall be referred to the Administration & Rules Committee. Communications may be referred by the Board, the Chair or the Administration & Rules Committee to an appropriate committee for study and attention. If feasible, such committee shall arrange to meet with the author of the communication. Such committee shall thereafter report back to the County Board in the usual manner and shall recommend what action, if any, should be taken by the County Board with reference to such communication. The Clerk may acknowledge receipt of communications by return mail. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12-08-2015]

Any person wishing to express an opinion on a matter of business coming before the Board shall be encouraged to communicate orally or in writing with a board supervisor to make the person's position known prior to the board meeting. Orderly administration of board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head and permit the department head to speak on a pending matter affecting the department head's department. On matters concerning a large number of people board committees shall conduct public hearings to give interested persons an opportunity to be heard. The County Board may, on rare occasions, sit as a committee of the whole to enable interested persons to appear and be heard on matters of business. [am. 11-15-11, Ord. 2011-18]

(10) Any board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chairperson shall grant the privilege to such non-board member. If a member objects any board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote the Chairperson shall grant the privilege of the floor to the non-board member. Board members shall be discouraged from requesting the privilege of the floor for a non-board member when, as an alternative, such person could be referred to a board committee. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda.

~~(11) Whenever it is necessary for the Board to elect members of a committee the following procedure shall be followed:~~

~~(a) Nominations shall be made and shall be prominently printed on a blackboard in plain view.~~

~~(b) The County Clerk shall immediately prepare written ballots with the names of candidates in alphabetical order.~~

~~(c) When ballots have been prepared the Clerk shall call the roll and one ballot shall be delivered to each board member present.~~

~~(d) The County Clerk shall appoint three election tellers who shall assist the County Clerk in the tabulation of results. [am. 03/09/10, Ord. 2009-24]~~

~~(e) County Board members will then vote for as many candidates as there are vacancies to be filled and each County Board member's ballot shall be signed.~~

~~(f) Candidates receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote the person receiving the lowest number of votes shall be dropped from the ballot. The Clerk shall again call the roll and one ballot shall be delivered to each board member present, repeating if necessary, until all vacancies are filled. In case of a tie vote, the successful candidate shall be determined by lot. If the number of candidates receiving a majority vote of County Board members present exceeds the number of positions to be filled, any person not receiving a majority vote shall be dropped from the ballot. The Clerk shall again call the roll with only those receiving a majority vote remaining on the ballot. The person receiving the lowest number of votes shall be dropped from the ballot each succeeding ballot until the number of candidates receiving a majority vote equals the number of positions to be filled.~~

~~(g) If a ballot has been improperly marked it shall be discarded and the remaining ballots shall be counted; provided, however, a ballot marked with less than the maximum number of votes shall be counted if the intent of the voter can be ascertained.~~

~~(12 11)~~ Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs. [Am. 06/19/01, Ord. 2001-07]

3.04 DUTIES OF OFFICIALS.

(1) The County Administrator shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the Clerk. The Administrator shall prepare a written agenda of all matters which are to be brought before the Board or Board committees, which agendas shall be based on input from the Board Chair or the Committee Chair respectively, and approved by the Clerk or the Clerk's designee prior to distribution. The County Administrator shall attend board meetings and shall assist the Board whenever possible. The County Administrator may present matters to the board for consideration. [Ord. No. 2014-09, 06-10-2014]

(2) The Finance Director, upon request, and the County Treasurer shall prepare and present to the County Board a complete monthly financial statement and shall keep the Board informed of the County's financial condition, including the investment of surplus funds. [am. 3/13/12, Ord. 2011-24]

(3) The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06-10-2014]

(4) The Corporation Counsel shall attend board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24]

3.05 STANDING COMMITTEES.

(1) Standing committees of the Board shall be appointed for two-year terms by the Chairperson of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chairperson may appoint temporary committees and committee chairpersons to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chairperson shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chairperson shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the committee chairperson and County Board Chairperson. If the member is unable to notify the chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded. The Chairperson (or either Vice Chairperson, or in the absence of the Chairperson and both Vice Chairpersons, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07-09-2013]

(2) Standing committees of the Board and duties shall be as follows:

(a) ADMINISTRATION & RULES COMMITTEE - Five members: County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Administration & Rules Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. Committee proposals and recommendations shall be subject to approval of the County Board. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also meet with the Clerk of Courts, County Clerk the Register of Deeds and Corporation Counsel with regard to matters pertaining to said offices. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37]

Matters pertaining to proposed state legislation, county board rules and county board minutes shall be handled by the Committee. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper and printer for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from each March meeting and any other meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11]

The Administration & Rules Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [cr. 07/12/11, Res. 2011-34; am. 3/13/12, Ord. 2011-24]

The Board Chair or his designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. The Board Chair, an Administration & Rules eCommittee member and the County Administrator shall be Jefferson County's representatives on the Inter-County Data Processing Commission. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24]

(b) FAIR PARK COMMITTEE - Five members. The Fair Park Committee shall recommend Fair Park policies to the County Board and provide the Fair Park Director with guidance and assistance, as requested, in the operation of Jefferson County Fair Park. The Fair Park Committee may establish policies relating to the operation of the County Fair not requiring Board action and is authorized to contract for entertainment, sponsorships valued up to \$50,000 and to lease space to exhibitors for up to 15 days without further approval from the Board. The Fair Park Director may approve the entertainment contracts when the necessity for approval arises between scheduled Committee meetings. All approvals by the Director shall be reported to the Committee. In addition, the Fair Park Director may contract for sponsorships up to \$20,000 and enter leases for property storage that exceed 15 days. Sponsorships valued between \$20,000 and \$50,000 may be approved by the Committee. Sponsorships affecting other county departments shall be approved by the Board regardless of the amount of the contract. For events which are new to the Jefferson County Fair Park, the Fair Park Director shall consult with the County Administrator before the Committee or Director enters into a contract or lease. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Director shall be responsible for the maintenance of the Fair Park buildings and grounds, and may propose plans for capital improvement and operational budgeting for review by the Committee and consideration by the Board. The Committee shall establish fees as part of the next year's budget and the Director may set unanticipated fees during the year and report such fees to the Committee. The Director may deviate from the established fee structure when it is advantageous to the operation of the Park, and shall report such arrangements to the Committee. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26]

(c) FINANCE COMMITTEE - Five members. County Board Chair, a Vice Chair designated by County Board Chair, and three other members. This Committee shall receive the proposed county budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The County Administrator and staff shall meet with the Committee and shall assist in the preparation of the budget. If the Chair or a Vice Chair does not want to serve, the Chair shall appoint a replacement. [Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014-11, 07-08-2014]

The Committee shall meet on matters of budget control and shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Stats. The Committee shall propose necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d]

The Committee shall recommend to the Board the departments to be audited, the auditors to be employed, and shall report to the Board the results of such audits. A subcommittee consisting of any three Finance Committee members (of which two shall constitute a quorum) may meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department, and Veterans Service Commission. The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]

The Committee shall supervise the County's contracts with the Jefferson County land preservation groups. [Am. 04/16/02, Ord. 2002-05; 03/14/06, Ord. 2005-48d]

The Committee shall, together with the County Administrator and Corporation Counsel if bids are taken, recommend to the County Board the types and amounts of insurance to be carried and also the insurance carrier to whom such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County.

The Committee shall work with the County Treasurer, ~~County Clerk~~, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 3/13/12, Ord. 2011-24]

The Committee shall have the authority granted to the former Audit Committee, pursuant to Resolution No. 83-98, to resolve claims against the County in amounts up to \$10,000. [Cr. 04/16/02, Ord. 2002-04]

The Committee, on a case by case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15).

This Committee shall be responsible for the sale of county-owned land other than that obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008]

(d) HIGHWAY COMMITTEE - The Highway Committee shall consist of five members of the County Board. Members of the Highway Committee shall be eligible for appointment to any other standing committee, board or commission. The Highway Committee shall have the powers and duties set forth in s. 83.015, Wis. Stats. [Cr. 04/16/02, Ord. 2002-03]

A subcommittee consisting of any three Highway Committee members (of which two shall constitute a quorum) may meet each month in lieu of a full committee meeting to audit and approve for payment of proper vouchers and expenditures. [cr. 04/15/08, Ord. 2008-04]

(e) HUMAN RESOURCES COMMITTEE - Five members. The Human Resources Committee shall assist in the administration of the Safety Program and Personnel and Salary Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Civil Service Ordinance or the Personnel Ordinance. The Committee may review job descriptions and evaluate the allocation of positions to the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29]

(f) INFRASTRUCTURE COMMITTEE - Five members. The Infrastructure Committee shall supervise and control all construction, remodeling and repair of all county buildings and shall have authority to approve the use of county buildings by organizations not connected with county government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval. [am. 03/11/08, Ord. 2007-38]

Invoices covering construction and remodeling shall be approved by the department head or designee of the department involved. The Committee shall review all payments made at its next meeting and determine a proper course of action when an invoice is disputed. [am. 08-12-08, Ord. 2008-17]

When the County Board has authorized construction of, additions to or remodeling of a county building, the Committee shall solicit proposals from various architects, and recommend to the County Board which architect shall be hired for the project. The Committee may, in its discretion, recommend that the County proceed without an architect. The Committee is not required to recommend an architect based solely on monetary considerations, but shall also consider an architect's previous work for the County and others.

The Committee shall review issues related to Management Information Systems and shall have responsibility for resource, conservation and sustainability practices in county facilities and operations. [Am. 03/14/06, Ord. 2005-48b; 08-12-08, Ord. 2008-17]

(g) LAND & WATER CONSERVATION COMMITTEE - ~~Five~~ Seven members. Not less than three members of the County Board, including at least two members of the University Extension Education Committee, appointed by the Board Chairperson and confirmed by the Board, and the Chairperson of the FSA (Farm Service Agency) (or his/her designee) shall serve as the Land & Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19]

This Committee shall also manage, supervise and be responsible for ~~the Countryside Farm and other~~ county farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41]

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE - Five members. This Committee shall consist of five members and shall have jurisdiction over issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(3), Wis. Stats., the County Board Chairperson shall designate a member of the Committee to act as chairperson when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20]

This Committee shall work with the District Attorney and ~~Coroner~~ (Medical Examiner effective 1/1/2015) in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03-11-2014]

(i) PARKS COMMITTEE – Five members. The Committee shall set park policy and help guide the department in its efforts to meet their agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29]

(j) PLANNING AND ZONING COMMITTEE - Five members, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2)&(3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and county ordinances not specifically delegated to the Zoning Board of Adjustment. Among other things, the Committee shall handle

applications for conditional use permits and all proposed amendments to the county Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a county land use plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such county planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

The Planning and Zoning Committee shall work with the Land Information, Planning and Zoning Department, and the County Surveyor in handling matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37]

(k) SOLID WASTE & AIR QUALITY COMMITTEE - Five members. This Committee shall address the County's solid waste needs by operating hazardous waste removal programs, overseeing the County's interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord. 2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

(l) UNIVERSITY EXTENSION EDUCATION COMMITTEE - Five members. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11]

3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

(1) The following boards, commissions, committees and other bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule: [Am. 03/14/06, Ord. 2005-49a]

(a) BLUE SPRING LAKE MANAGEMENT DISTRICT – One member. [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06]

(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; Ord. No. 2015-19, 11-10-2015]

(c) COUNTY BOARD OF HEALTH - The County Board of Health shall consist of five members, appointed by the County Administrator, who shall serve three-year staggered terms. Initial terms shall be one, two and three years. Appointments shall be made on the second Tuesday in May. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. Such appointments shall be subject to confirmation by the County Board of Supervisors. The County Board of Health shall meet quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chairperson. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(d) CRIMINAL JUSTICE COLLABORATING COUNCIL – Fourteen members. There shall be at least fourteen voting members of the Council whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief & Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, Jefferson County citizen and Corporation Counsel. The County shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council.

(d e) ECONOMIC DEVELOPMENT CONSORTIUM – In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(e) FARMLAND CONSERVATION EASEMENT COMMISSION – Five members serving staggered three-year terms, three supervisors and two members of the public, appointed by the Board Chair. The Commission will recommend policies for acquiring conservation easements; review applications to grant such easements and recommend action thereon to the County Board when appropriate. [cr. 04/14/08, Ord. 2008-01; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(f) HISTORIC SITES PRESERVATION COMMISSION – Seven members, serving staggered three-year terms, appointed by the County Administrator. The Commission shall have the power, subject to the provisions and criteria of Ordinance No. 2007-48, to recommend designation of historic structures, historic sites and historic districts within the unincorporated areas of the County. [cr. 04/15/08, Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(g) HOME CONSORTIUM BOARD – Three county representatives pursuant to intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(h) HUMAN SERVICES BOARD - Seven members. This is the governing and policymaking board of directors of the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a chairperson and vice chairperson who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats.

Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee which shall also be assigned the duties established by Resolution No. 42 adopted June 12, 1979, for the Advisory Committee on Aging.

Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint the Nutrition Project Council, number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board.

Jefferson County, under an Intergovernmental Cooperation Agreement, shall be a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care & Rehabilitation. The County Board Chair shall appoint one supervisor, who is also a member of the Human Services Board, to said Commission.

The County Board Chair shall appoint County Board Supervisor(s) or other members of the public to the Community Action Coalition. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual's basic needs and to build skills to reach self-sufficiency.

The Human Services Board may create a subcommittee known as the Human Services Personnel & Finance Committee, members of which shall be eligible for meeting fees and mileage. [Am. 03/09/04, Ord. 2003-39; 03/11/08, Ord. 2007-49; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(i) JEFFERSON COUNTY LIBRARY BOARD - Seven members, appointed by the County Administrator, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two county board supervisors, representatives of existing library boards and persons residing in municipalities not served by libraries. A county board member's appointment shall cease if the county board member's term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(j) LAKE RIPLEY MANAGEMENT DISTRICT - One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g, effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(k) LAND INFORMATION COUNCIL - The Council shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land & Water Conservation Director, the MIS Information Technology Manager, Land Information Office Director and the real property lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the county, (4) a public safety or emergency communications representative employed within the county, (5) the county surveyor or a registered professional land surveyor employed within the county. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06-10-2014; Ord. No. 2015-19, 11-10-2015]

Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or county position designated for membership. Other council members appointed by the County Administrator shall serve three year terms. The county staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees.

The Land Information Council shall bring forward matters that need to go before the County Board through the Planning & Zoning Committee. [cr. 07/13/10, Ord. 2010-09]

(l) LOCAL EMERGENCY PLANNING COMMITTEE - Thirteen members appointed in accordance with s. 59.54(8), Stats., and applicable federal law. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(m) LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT - One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(n) SHERIFF'S CIVIL SERVICE COMMISSION - In accordance with s. 59.26(8), Stats., the Sheriff's Civil Service Commission shall consist of five members serving staggered terms of five years. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 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. 2015-19, 11-10-2015]

(o) SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM - 6 members. The Consortium shall consist of the chairperson of the County Board of

Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local board.

(op) TRAFFIC SAFETY COMMISSION – In accordance with s. 83.013, Stats., the Traffic Safety Commission shall consist of the statutorily named persons, with the balance of the 12 members appointed to indeterminate terms by the County Administrator. The Jefferson County Highway Commissioner shall serve as the County Highway Safety Coordinator. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 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. 2013-24, 03-11-2014; Ord. No. 2015-19, 11-10-2015]

(pg) VETERANS SERVICE COMMISSION - In accordance with s. 45.81, the Veterans Service Commission shall consist of five members appointed by the County Administrator for staggered three-year terms. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08-12-08, Ord. 2008-16; 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. 2015-19, 11-10-2015]

(r) WISCONSIN COUNTIES UTILITY TAX ASSOCIATION – One member appointed by the County Board Chair. The Association's mission is to change the law to provide for a more equitable distribution of utility tax for Wisconsin Counties.

(qs) WISCONSIN RIVER RAIL TRANSIT COMMISSION (WRRTC) – Three members to staggered three-year terms ending on April 30 in respective years and one alternate, appointed by the Chair **and confirmed by the Board**. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03-11-2014; Ord. No. 2015-19, 11-10-2015]

(rt) ZONING BOARD OF ADJUSTMENT - In accordance with s. 59.694, the Zoning Board of Adjustment shall consist of three members serving staggered terms of three years. The Zoning Board of Adjustment shall be comprised of non-county board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 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. 2015-19, 11-10-2015]

3.07 RULES OF COMMITTEES, BOARDS, COMMISSIONS AND OTHER BODIES. [Ordinance No. 2015-01, 04-21-15]

(1) The committee, board, commission or other body shall select its Chairperson, Vice-Chairperson and Secretary, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chairperson, Vice-Chairperson or Secretary may be removed by majority vote of the committee, board, commission or other body. [am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04-21-2015].

(2) A majority of the members of any committee, board, commission or other body shall constitute a quorum for the transaction of business. The County Board Chairperson appointing authority may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or will be

unable to attend meetings for an extended period due to illness. Such temporary appointment shall terminate when the original member is once again available for meetings. [Ord. No. 2015-01, 04-21-2015]

(3) Each committee, board, commission or other body shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of meetings and attendance in the format determined by the County Clerk. The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk. [Am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06-10-2014; Ord. No. 2015-01, 04-21-2015]

(4) The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each chairperson shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04-21-2015]

(5) Members of committees, boards, commissions and other bodies shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chairperson. [Ord. No. 2015-01, 04-21-2015]

(6) No committee, board, commission or other body may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending 13 conventions. Committees, boards, commissions or other bodies may hold additional emergency meetings on call of their chairpersons and with prior approval of the County Board Chairperson. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04-21-2015]

(7) Except as provided herein, the members of all committees, boards, commissions and other bodies shall receive the same per diem, meeting fees, mileage and reimbursed expenses as standing committees of the Board as currently provided in Ordinance 2001-19, as most recently amended on August 8, 2006. This shall include county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Historic Sites Preservation Commission shall not be eligible for meeting fees, mileage or other expense reimbursement. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04-21-2015]

(8) Committees, boards, commissions or other bodies meeting with another committee, board, commission or other body on a particular subject of mutual interest, shall retain their independent identity. Each committee, board, commission or other body shall vote separately, and maintain its own minutes. The County Board Chair shall chair the meeting or designate a temporary chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04-21-2015]

(9) All agendas of County committees, boards, commissions and other bodies shall have an agenda item designated as "public comment." Public comment shall be administered by the chair in the same manner as required for County Board meetings in chapter III, Board of Supervisors Rules of Order 2014 – 2016, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04-21-2015]

3.08 OPEN MEETINGS.

(1) The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes.

(2) It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided.

(3) The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

- (a) Deliberating after any judicial or quasi-judicial trial or hearing;
- (b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
- (c) Considering employment, promotion, compensation or performance valuation data of any county employee;
- (d) Considering strategy for crime detection or prevention;
- (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
- (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
- (g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;
- (h) Consideration of requests for confidential written advice from the Ethics Code Administrator.

(4) Neither the County Board or any committee, board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse.

(5) The election of County Board Chairperson and County Board Vice Chairpersons shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government.

(6) No member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board; however, no person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.

(7) The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board or commission involved until such time as the purpose necessitating such closed session no longer exists.

(8) **Vacancies.** If a vacancy occurs on the board, the County Board Chairperson shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy subject to confirmation by majority vote of the County Board of Supervisors. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. [Ord. No. 2014-31, 12-09-14]

3.09 AMENDMENTS TO RULES. Amendments to these rules of order may be made by a two-thirds vote of the members attending the board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rule pertaining to amendments may be suspended only upon unanimous consent of the board members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) & (2) may be amended upon majority vote at any regular meeting without necessity of laying such amendment over until the next regular session or suspension of the rules. Notwithstanding the foregoing, any section hereof may be amended at the County Board's organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting.

Section 2. 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. (1st reading on March 8, 2016)

Requested by
Administration & Rules

04-09-16

J. Blair Ward: 02-29-16; 03-01-16; 04-01-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
April 1, 2016**

Available Cash on Hand		
March 1, 2016	\$	6,331,421.28
March Receipts	\$	<u>5,693,415.31</u>
Total Cash	\$	12,024,836.59
Disbursements		
General - March 2016	\$	9,800,568.25
Payroll - March 2016	\$	<u>1,909,883.89</u>
Total Disbursements	\$	<u>11,710,452.14</u>
Total Available Cash	\$	314,384.45
Cash on Hand (in bank) April 1, 2016	\$	1,054,206.59
Less Outstanding Checks	\$	<u>739,822.14</u>
Total Available Cash	\$	314,384.45
Local Government Investment Pool - General	\$	17,692,635.74
Dana Investments	\$	28,486,574.71
Local Government Investment Pool -Clerk of Courts	\$	26,021.09
Local Government Investment Pool -Farmland Preservation	\$	228,265.15
Local Government Investment Pool -Parks/Liddle	\$	81,704.77
Local Government Investment Pool -Highway Bond	\$	<u>1,870,724.52</u>
	\$	48,385,925.98
2016 Interest - Super N.O.W. Account	\$	574.15
2016 Interest - L.G.I.P. - General Funds	\$	12,153.26
2016 Interest - DANA Investments	\$	94,174.54
2016 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	77.00
2016 Interest - L.G.I.P. - Farmland Preservation	\$	215.12
2016 Interest - L.G.I.P. - Clerk of Courts	\$	39.43
2016 Interest - L.G.I.P. - Highway Bond	\$	<u>1,763.02</u>
Total 2016 Interest	\$	108,996.52

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

**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, April 21, 2016

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 Public Hearing 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, April 21, 2016 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 RESIDENTIAL R-2 TO A-2, AGRICULTURAL AND RURAL BUSINESS

R3872A-16 & CU1873-16 – Noah’s Last Storage Spot LLC: Rezone with conditional use to allow mini-warehousing on PIN 016-0514-1023-045 (4.298 Acres). The property is located on US Highway 12 in the Town of Koshkonong.

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

R3873A-16 – Kevin Gordon/Nancy Gordon Trust: Rezone to create a new 2-acre building site on Ziebell Road in the Town of Aztalan from part of PIN 002-0714-1621-004 (5.3 Acres).

R3874A-16 – Lee Leverton/Gary & Beth Leverton, Lee & Lori Leverton LE: Create a 4.2-acre farm consolidation lot around the home and buildings at **N6441 County Road S**, Town of Lake Mills, from part of PIN 018-0713-1612-000 (40 Acres).

R3875A-16 – David Schroeder/A & L Johnson Inc Property: Rezone to create a 1.94-acre lot with existing home at **N5255 Crossman Road** in the Town of Lake Mills from part of PIN 018-0713-3421-000 (46 Acres).

R3876A-16 – David & Diana Schroeder: Rezone to enlarge the existing lots **immediately east and west of W8684 Hope Lake Road** by 0.5 acre each. The additional area is proposed to be taken from PIN 018-0713-3343-003 (28.139 Acres) and added to PINs 018-0713-3343-001 and 018-0713-3343-002 (currently 1.114 Acres each). The properties are in the Town of Lake Mills.

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

R3877A-16 – Herman Zastrow: Rezone to create a 2-acre Rural Residential lot at **N8276 County Road E** and a 3-acre Rural Residential lot at **N8280 County Road E** from part of PIN 012-0816-1923-000 (29.54 Acres) in the Town of Ixonia.

FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCES

R3878A-16 – Jon & Renee Gallun: Create a 10.3-acre Natural Resource zone from part of PINs 024-0516-1534-000 (39.46 Acres), 024-0516-1543-000 (33.996 Acres) and 024-0516-1544-000 (1.755 Acres). The property is in the Town of Palmyra, with access onto **County Road E**.

CONDITIONAL USE PERMIT APPLICATION

CU1874-16 – Bertha M Langholff: Conditional use to allow conversion of a single-family residence at **W3319 US Highway 18** to a duplex. The property is on PIN 014-0615-0314-035 (0.63 Acre) in the Town of Jefferson.

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.

Further information about Zoning can be found at www.jeffersoncountyiwi.gov

PROCLAMATION

Proclaiming May 19 as Law Enforcement Memorial Day in Jefferson County

WHEREAS, each year Congress and the President of the United States designate May 15th as Peace Officers Memorial Day and the week in which that date falls as National Police Week, and

WHEREAS, the members of the law enforcement agencies of Jefferson County play an essential role in safeguarding the rights and freedoms of the citizens of Jefferson County, and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement officers, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting citizens against violence and disorder, and by protecting the innocent against deception and the weak against oppression, and

WHEREAS, the Jefferson County Board calls upon all citizens of Jefferson County and upon all patriotic, civic and educational organizations to observe the week of May 15-21, 2016, as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens, and

WHEREAS, the men and women of our law enforcement community unceasingly provide a vital public service, and

WHEREAS, the Board calls upon all citizens of Jefferson County to observe Thursday, May 19, 2016, as Jefferson County Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and let us recognize and pay respect to the survivors of our fallen heroes.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board proclaims May 19, 2016, as Jefferson County Peace Officers Memorial Day.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Administration and Rules Committee

04-19-16

Paul Milbrath: 03-14-16; J. Blair Ward: 03-17-16

REVIEWED: Administrator *BM*; Corp. Counsel *JBC*; Finance Director *BL*

PROCLAMATION

National Public Safety Telecommunicators Week

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services, and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and emergency medical technicians is critical to the protection of life and preservation of property, and

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Communication Centers at the Jefferson County Sheriff's Office, the Fort Atkinson Police Department, the Watertown Police Department, the Whitewater Police Department, the City of Jefferson Police Department, the City of Lake Mills Police Department and the City of Waterloo Police Department, and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety, and

WHEREAS, Public Safety Telecommunicators in Jefferson County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients, and

WHEREAS, dispatchers have exhibited compassion, understanding and professionalism during the performance of their job duties;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors declares the week of April 10 through April 16, 2016, to be National Public Safety Telecommunicators Week in Jefferson County in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
County Administrator

04-19-16

J. Blair Ward: 04-11-16

REVIEWED: Administrator BLW, Corp. Counsel JBL, Finance Director BW

RESOLUTION NO. 2016-_____

Recommendations on Legislation that Impacts Planning, Zoning and Land Use Laws

Executive Summary

Although opposed by many Wisconsin counties, including Jefferson County, 2015 Wisconsin Act 55 (the biennial budget bill), including the revisions to §59.692, Wis. Stats., was enacted by the state of Wisconsin on July 12, 2015. These revisions to shoreland zoning significantly changed the state's shoreland zoning policy and purpose and were enacted without meaningful public notice, public input or review by and input from local units of government or analysis by the Wisconsin Department of Natural Resources. This resolution requests that the legislature discontinue the practice of fast-tracking piecemeal bills regarding planning, zoning, and land use and instead adopt a systematic review by a group of primary stakeholders of state laws (existing or proposed) that impact planning, zoning and land use, with a concurrent process involving notice and public input opportunities that will ensure thoughtful and deliberate consideration.

WHEREAS, Wisconsin counties have been authorized by state statutes since 1968 to enact and administer general zoning regulations including shoreland zoning regulations in towns choosing to be subject to those regulations, and

WHEREAS, Jefferson County requested by adoption of Resolution 2015-58 on June 23, 2015, that the proposed revisions to § 59.692, Wis. Stats., Zoning of Shorelands, be removed from the biennial budget bill and instead be addressed in stand-alone legislation, and

WHEREAS, this request, although echoed by dozens of other Wisconsin counties, was ignored and 2015 Wisconsin Act 55 (the biennial budget bill), including the revisions to §59.692, Wis. Stats., was enacted by the State of Wisconsin on July 12, 2015, and

WHEREAS, these revisions to shoreland zoning significantly changed the state's shoreland zoning policy and purpose, and were enacted without meaningful public notice, public input or review by and input from local units of government or analysis by the Wisconsin Department of Natural Resources, and

WHEREAS, the manner in which this legislation came about has resulted in a general state of confusion as to interpretation and implementation of the new law resulting in uncertainty as to the implementation, administration and enforcement of shoreland zoning at the county level, and

WHEREAS, State Statutes dictate the process by which counties may revise general zoning and shoreland zoning regulations which typically involves numerous steps and notifications including opportunities for town board and public input, and

WHEREAS, after the enactment of the 2015 Wisconsin Act 55, a number of bills were proposed impacting planning, zoning and land-use at the local level that were introduced one week, and sent to public hearing the next week, offering little or no opportunity for public input or analysis

by state or local regulators of the meaning of the bills or how the proposed laws would interact with existing laws, and

WHEREAS, the development community and property owners typically seek information from county zoning administrators regarding pertinent zoning regulations months before submitting final applications, relying on the zoning administrators to provide accurate information as to the zoning regulations surrounding a project, and

WHEREAS, the changes brought about by the 2015 Wisconsin Act 55 shoreland zoning revisions and the piecemeal bills subsequently introduced and fast-tracked have created a climate of uncertainty and frustration for the development community, property owners and county zoning administrators, all of which contribute to a loss of efficiency and productivity.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors respectfully requests that the legislature discontinue the practice of fast-tracking piecemeal bills regarding planning, zoning, and land use.

BE IT FURTHER RESOLVED that the state legislature adopt a systematic review by a group of primary stakeholders of state laws (existing or proposed) that impact planning, zoning and land use, with a concurrent process involving notice and public input opportunities that will ensure thoughtful and deliberate consideration.

BE IT FURTHER RESOLVED that Jefferson County would welcome the opportunity to participate in discussions and public listening sessions and hearings regarding state shoreland and comprehensive zoning regulations to discuss ways in which each could be improved.

BE IT FURTHER RESOLVED that the County Clerk forward copies of this resolution to Governor Scott Walker, the Secretary of the DNR of the State of Wisconsin and the state legislators for Jefferson County.

Fiscal Note: This resolution has no fiscal impact

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration & Rules Committee

04-19-16

J. Blair Ward: 03-21-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2016-__

**Resolution dissolving the Jefferson County Sustainability Task Force and rescinding
Resolution No. 2010-33**

Executive Summary

Jefferson County Board Resolution No. 2010-33 established a Sustainability Task Force to study the issue of systems based sustainability in Jefferson County and to make recommendations to the Board of Supervisors through the Infrastructure Committee. The Sustainability Task Force was required to report to the County Board at least annually and file a comprehensive report within two years containing its recommendations for consideration by the Jefferson County Board. At its March 30, 2016 meeting, the Administration and Rules Committee discussed the duties and responsibilities of the Sustainability Task Force and decided that these duties and responsibilities should be incorporated into the duties of the Infrastructure Committee. The County Board Rules of Order 2016-2018 have been amended to reflect this change. This resolution rescinds Resolution No. 2010-33 and dissolves the Jefferson County Sustainability Task Force incorporating the duties and responsibilities of the Sustainability Task Force into the duties and responsibilities of the Infrastructure Committee.

WHEREAS, Jefferson County Board Resolution No. 2010-33 established a Sustainability Task Force to study the issue of systems based sustainability in Jefferson County and to make recommendations to the Board of Supervisors through the Infrastructure Committee, and

WHEREAS, the Task Force consisted of a nine member steering committee appointed by the Jefferson County Board Chairman with the authority to assemble volunteer Task Force advisory groups as needed to address specific issues, and

WHEREAS, the Sustainability Task Force was required to report to the County Board at least annually and file a comprehensive report within two years containing its recommendations for consideration by the Jefferson County Board, and

WHEREAS, and the duties and responsibilities of the Sustainability Task Force were discussed by the Administration and Rules Committee at its March 30, 2016 meeting, and

WHEREAS, the Administration and Rules Committee determined that the duties and responsibilities of the Sustainability Task Force are more appropriately incorporated into the duties of the Infrastructure Committee and the County Board Rules of Order 2016-2018 have been amended to reflect this change.




NOW, THEREFORE, BE IT RESOLVED that Jefferson County Board Resolution No. 2010-33 is hereby rescinded and the Jefferson County Sustainability Task Force is dissolved with the duties and responsibilities of the Sustainability Task Force being incorporated into the duties and responsibilities of the Infrastructure Committee.

Fiscal Note: This resolution will have no fiscal impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____
Requested by Administration & Rules Committee

04-19-16

J. Blair Ward: 04-11-16

REVIEWED: Administrator , Corp. Counsel ; Finance Director 

RESOLUTION NO. 2016-__**Amending Resolution No. 2013-98, County Board membership on the Wisconsin River Rail Transit Commission**Executive Summary

Resolution No. 2013-98 authorized Jefferson County membership in the Wisconsin River Rail Transit Commission to support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. This resolution also authorized the County Board Chairperson to appoint three members and one alternate subject to County Board confirmation. At its March 30, 2016 meeting, the Administration and Rules Committee recommended that Board confirmation be waived for appointments to the Wisconsin River Rail Transit Commission. This recommendation was made to create a uniform process for County Board Chairperson appointments.

WHEREAS, the Wisconsin River Rail Transit Commission (WRRTC) was created in 1980 for the purpose of retaining rail service in the member counties, which are now Crawford, Dane, Grant, Iowa, Rock, Sauk, Walworth and Waukesha, and

WHEREAS, Resolution No. 2013-98 authorized Jefferson County membership in the Wisconsin River Rail Transit Commission to support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson and further authorized the County Board Chairperson to appoint three members and one alternate subject to County Board confirmation, and

WHEREAS, the Administration and Rules Committee recommends County Board confirmation be waived for County Board Chairperson appointments to the Wisconsin River Rail Transit Commission to create a uniform process for County Board Chairperson appointments.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2013-98 is hereby amended waiving County Board confirmation for County Board Chairperson appointments to the Wisconsin River Rail Transit Commission to create a uniform process for County Board Chairperson appointments.

Fiscal Note: This resolution will have no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
County Administrator

04-19-16

J. Blair Ward: 04-11-16; 04-13-16

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

RESOLUTION NO. 2016-__

Resolution dissolving the Jefferson County Farmland Conservation Easement Commission and rescinding Resolution Numbers 2006-86, 2007-73 and 2014-25

Executive Summary

Jefferson County Board Resolution No. 2006-86 established the Farmland Preservation Commission and the Purchase of Development Rights Program which was subsequently changed to the Farmland Conservation Easement Commission by Jefferson County Board Resolution No. 2007-73. The duties and responsibilities of the Farmland Conservation Easement Commission are to administer the voluntary Purchase of Agricultural Conservation Easements (PACE) program created by the County Board and to permanently protect high quality farmland and working farms through donated and purchased agricultural conservation easements on privately-owned land. At its March 30, 2016 meeting, the Administration and Rules Committee discussed the duties and responsibilities of the Farmland Conservation Easement Commission and decided that these duties and responsibilities should be incorporated into the duties and responsibilities of the Land and Water Conservation Committee. The County Board Rules of Order 2016-2018 have been amended to reflect this change. This resolution rescinds Resolution Numbers 2006-86, 2007-73 and 2014-25 and dissolves the Jefferson County Farmland Conservation Easement Commission, incorporating its duties and responsibilities into the duties and responsibilities of the Land and Water Conservation Committee.

WHEREAS, the Jefferson County Board of Supervisors, through Resolution Numbers 2006-86 and 2007-73 created the Farmland Conservation Easement Commission, and

WHEREAS, the duties and responsibilities of the Farmland Conservation Easement Commission are to administer the voluntary Purchase of Agricultural Conservation Easements (PACE) program to permanently protect high quality farmland and working farms through donated and purchased agricultural conservation easements on privately-owned land, and

WHEREAS, the County Board, through Resolution No. 2014-25, tasked the Jefferson County Land and Water Conservation Department to provide support functions for the Farmland Conservation Easement Commission, and

WHEREAS, the duties and responsibilities of the Farmland Conservation Easement Commission were discussed by the Administration and Rules Committee at its March 30, 2016 meeting, and

WHEREAS, the Administration and Rules Committee determined that the duties and responsibilities of the Farmland Conservation Easement Commission are more appropriately

incorporated into the duties and responsibilities of the Land and Water Conservation Committee and the County Board Rules of Order 2016-2018 have been amended to reflect this change.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County Board Resolution Numbers 2006-86, 2007-73 and 2014-25 are hereby rescinded and the Jefferson County Farmland Conservation Easement Commission is dissolved with its duties and responsibilities being incorporated into the duties and responsibilities of the Land and Water Conservation Committee.

Fiscal Note: This resolution will result in a cost savings due to no longer paying per diems and mileage to members of the Farmland Conservation Easement Commission.

Ayes: _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Administration & Rules Committee

04-19-16

J. Blair Ward: 04-13-16

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

RESOLUTION NO. 2016-_____

Resolution to Accept Grant Funding from the Wisconsin Department of Health Services/Centers for Disease Control and Prevention to Increase Adult Immunization Rates in Jefferson County, Wisconsin

Executive Summary

Communicable diseases threaten the lives and well-being of Jefferson County residents. These communicable diseases include Tetanus, Diphtheria and Pertussis. The Jefferson County Health Department communicable disease program protects residents by investigating and controlling communicable diseases, collecting data, educating the community about prevention and the importance of immunizations. The Jefferson County Health Department has been successful in controlling communicable diseases through prevention services. The Jefferson County Health Department has placed a high priority on communicable disease control which is one of the ten essential functions of Public Health. This resolution requests the acceptance of an "Adult Immunization Grant" for a contract period of May 1, 2016 – June 30, 2017 in the amount of \$5,298. This funding will be used to meet Jefferson County's objective of having 58% of adults aged 19 years or older residing in Jefferson County vaccinated with the Tdap (Tetanus, Diphtheria and Pertussis) vaccine by June 30, 2017.

WHEREAS, emerging and existing communicable diseases such as Tetanus, Diphtheria and Pertussis threaten the lives and well-being of Jefferson County residents, and

WHEREAS, emerging and re-emerging communicable diseases threaten personal and community safety and require substantial resources to contain, and

WHEREAS, the Jefferson County Health Department communicable disease program protects residents by investigating and controlling communicable diseases, collecting data, educating the community about prevention and the importance of immunizations, and

WHEREAS, the Jefferson County Health Department has placed a high priority on communicable disease control, and

WHEREAS, communicable disease control is one of the ten essential functions of Public Health.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors accepts the Adult Immunization Grant funding in the amount of \$5,298 for comprehensive, sustainable, effective and evidence based communicable disease control and prevention and for protecting the lives and well-being of Jefferson County residents.

Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage. This resolution will increase grant funding and program expenditures in the Health Department budget by \$5,298.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested By: Board of Health

04-19-16

Sandee Schunk 3-30-16; 04-04-16
J. Blair Ward: 3-30-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2016-_____

Resolution Changing the Fee for Cremation Permits

Executive Summary

Department fee schedules are adopted through the budget process. On June 9, 2015, the Jefferson County 2016 budget was amended by Resolution No. 2015-23 to increase the Medical Examiner cremation permit fee from \$200 to \$220. On March 29, 2016, the Wisconsin Governor signed Assembly Bill 662 into law, limiting fees charged by a county for certain coroner or medical examiner services to an amount that does not exceed the amount charged by the county on April 17, 2015. The current amount charged for a cremation permit by the Jefferson County Medical Examiner is \$220. The amount that was charged on April 17, 2015, was \$200. Therefore, in order to bring the Jefferson County fee schedule into compliance with state law, Jefferson County must reduce the fee charged for issuing a cremation permit from \$220 to \$200. This resolution is a budget amendment and will decrease the fee established in the 2016 budget for cremation services from \$220 to \$200 in accordance with recently enacted Wisconsin Assembly Bill 662.

WHEREAS, the current department fee schedule has been adopted through the 2016 budget process, and

WHEREAS, the Wisconsin Legislature has passed Assembly Bill 662, relating to fees that counties may charge for certain coroner or medical examiner services, and

WHEREAS, Assembly Bill 662 limits fees that counties may charge for certain coroner or medical examiner services to an amount that does not exceed the amount that was charged by the county on April 17, 2015, and

WHEREAS, Assembly Bill 662 became effective on March 29, 2016, and

WHEREAS, the current amount charged for a cremation permit by the Jefferson County Medical Examiner is \$220 and the fee charged on April 17 2015, was \$200, and

WHEREAS, the fee currently charged for cremation permits by Jefferson County exceeds the amount allowed by state law, and

WHEREAS, to comply with state law, Jefferson County must amend its fee schedule in the 2016 budget reducing the cremation permit fee charged by the Medical Examiner from \$220 to \$200.

NOW, THEREFORE, BE IT RESOLVED that after passage and publication of this resolution as provided by law, the fee schedule incorporated into the 2016 budget be amended reducing the fee for cremation permits from \$220 to \$200 with a retroactive effective date of March 29, 2016, to comply with state law.




Fiscal Note: The fiscal impact on this resolution is unknown and is based on the number of cremation permits issued. As a budget amendment, twenty (20) affirmative votes are required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

04-19-16

Brian Lamers: 03-31-16; J. Blair Ward: 04-05-16

REVIEWED: Administrator ; Corp Counsel ; Finance Director 

RESOLUTION NO. 2016-____**Authorizing Purchasing Card Rebate to Fund Upgrade to Employee Breakrooms**Executive Summary

In 2014, Jefferson County began utilizing P-Cards (Purchasing Cards) for County purchases. One advantage of using P-Cards is that the County is entitled to a cash rebate based on a percentage of the dollar amount purchased. The rebate dollar amount expected to be received by Jefferson County in 2016 from 2015 P-Card purchases is approximately \$15,000. When the 2016 budget was adopted, the County did not know how much would be received in rebates and, therefore, there were no budgeted revenues for P-Card rebates.

The three (3) employee breakrooms are in need of upgrading, including painting, carpeting and furnishings. The Finance Committee recommends utilizing the rebate received in 2016 for 2015 purchases to upgrade the employee breakrooms.

WHEREAS, in 2016, the County will be receiving approximately \$15,000 in rebates for purchases made using P-Cards in 2015, and

WHEREAS, the County is in need of upgrading the three (3) employee breakrooms to include painting, carpeting and furnishings, and

WHEREAS, the Finance Committee recommends a budget amendment increasing rebate revenues in the amount of \$15,000 in the general revenue and expenses budget and increasing maintenance expenditures in the amount of \$15,000 for the Central Services budget to fund the upgrade of three (3) employee breakrooms.

NOW, THEREFORE, BE IT RESOLVED that the 2016 budget is hereby amended to increase rebate revenue in the amount of \$15,000 in the general revenue and expenses budget and increase maintenance expenditures in the amount of \$15,000 in the Central Services budget to fund the upgrade of the three (3) employee breakrooms.




Fiscal Note: The fiscal impact of this resolution is a \$15,000 increase to both revenue and expenses. As a budget amendment, this resolution requires (20) affirmative votes for passage.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

04-19-16

Brian Lamers 04/05/16; J. Blair Ward 04/05/16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2016-____

Register of Deeds Land Records Fees

Executive Summary

The Jefferson County Register of Deeds Office will be implementing the Fidlar Land Records Management Systems which will replace the existing online land records management system. This will impact the fee schedule for remote subscribers and monthly data purchasers.

Resolution No. 98-57, Sale of Optical Images, established a \$400 charge for each monthly CD of document images recorded in the Register of Deeds Office. The new system uses a product called Monarch that offers copies of images and indexes for sale to the public based on the number of images and documents recorded in the Register of Deeds Office each month.

Resolution No. 2008-65 and No. 2005-79 established a \$45 per month fee for index viewing, a \$30 per month plus \$1 per page fee to view document images using private remote access and internet access. The new system will allow customers to access information using a product called Laredo. Laredo fees are based on a monthly fee and the number of minutes utilized searching county land records instead of a flat monthly fee that did not consider the number of minutes used per month.

The Register of Deeds polled other Wisconsin counties using Fidlar Land Records Management Systems to calculate the average price for these services. The recommended fees are based on these averages. It is anticipated that the new system will generate additional revenue in the Register of Deeds accounts that will be used to offset annual maintenance fees.

WHEREAS, the land records subscription fees for remote access charged by the Land Information office were established in 2005 and 2008 and the fee for monthly sale of optical images by the Register of Deeds office was established in 1998, and

WHEREAS, the Register of Deeds new land records management system will use a different method to calculate fees for the public for subscription and monthly data images than the current system, and

WHEREAS, the Register of Deeds has polled Wisconsin counties that use Fidlar Land Records Management Systems to determine the average fees charged for these services, and

WHEREAS, the Administration and Rules Committee, the Planning & Zoning Committee and the Finance Committee have reviewed and approved implementing the new Fidlar Land Records Management Systems and the associated fees attached hereto and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED that new Fidler Land Records Management Systems and the associated fees, attached hereto and incorporated by reference, are hereby approved and that the new land records subscription fees and monthly sale of optical images and index fees charged by the Register of Deeds office become effective upon passage of this resolution.

Fiscal Note: Funding for this land records management system has been approved as a budget amendment as part of the 2016 Register of Deeds budget and the estimated increase in revenue from fees is \$10,000 for 2016 compared to revenue from existing fees. The fiscal impact for future years will be contingent on the number of subscriptions sold.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

04-19-16

Staci M. Hoffman: 03-31-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

Reviewed by Planning and Zoning Committee

Reviewed by Administration and Rules Committee

Register of Deeds

		2015	2016	Proposed
Monthly CD	each	400.00	400.00	Eliminate
Monthly Images	each			0.20
Monthly Index	each			0.15
Historic Images	each			0.15
Historic Index	each			0.15
On-line Access to Recorded Documents	per page	1.00	1.00	0.50
Subscription to Land Records				
0-250 minutes *	monthly			75.00
251-500 minutes *	monthly			125.00
501-1000 minutes *	monthly			200.00
1001-2000 minutes *	monthly			300.00
Unlimited Minutes	monthly			500.00
* overage charge per/min	per minute			0.25
Copies:				
Real Estate Records (first page)	each	2.00	2.00	2.00
(each additional page of same document)	each	1.00	1.00	1.00
Document Recording Fee		30.00	30.00	30.00
Plat Recording Fee		50.00	50.00	50.00
Transportation Plat Fee		25.00	25.00	25.00
Condominium Review Fee		50.00	50.00	50.00
Photocopies	each	0.25	0.25	0.25
Full size plats (from plotter)	per page	4.00	4.00	4.00
Real Estate Reports	per page	1.00	1.00	1.00
Vital Records				
Birth	1st copy	20.00	20.00	20.00
Marriage	1st copy	20.00	20.00	20.00
Death	1st copy	20.00	20.00	20.00
Domestic Partnership	1st copy	20.00	20.00	20.00
Termination of Domestic Partnership	1st copy	20.00	20.00	20.00
(each additional copy when purchase at the same time)	each	3.00	3.00	3.00

RESOLUTION NO. 2016-___**Resolution accepting 2016 concrete curb and gutter bid**Executive Summary

On March 31, 2016, the Highway Department received bids from vendors for concrete curb and gutter work on 4,300 linear feet of County Highway J and determined Zenith Tech to be the lowest responsible bidder.

WHEREAS, the Jefferson County Highway Committee is authorized to receive bids on curb and gutter work in 2016, and

WHEREAS, such bids were received and opened on March 31, 2016, with the following results:

<u>Company</u>	<u>Total Bid Price (4,300 linear feet)</u>
Zenith Tech	\$40,890.00
D.C. Burbach, Inc.	\$49,080.00
Schultz	\$50,050.00
Rennhack Construction	\$50,953.00
RR Walton	\$52,000.00
Sommers Construction	\$55,700.00
Ptaschinski	\$60,500.00

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to contract with Zenith Tech as the lowest responsible bidder for concrete curb and gutter work on County Highway J in 2016.

Fiscal Note: Funds for this project have been allocated in Highway Construction Account No. 53312.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-19-16

Bill Kern: 04-08-16

REVIEWED: Administrator Bla; Corp. Counsel DDL; Finance Director P

RESOLUTION NO. 2016-__

Resolution approving 2016 seal coat oil vendor quotes

Executive Summary

On March 31, 2016, the Highway Department received price quotes from area vendors for seal coat emulsions. The Highway Department purchases the asphalt from the vendor and the vendor delivers the material to the job site. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project.

WHEREAS, the Jefferson County Highway Committee is authorized to receive quotes on bituminous asphalt products needed in 2016, and

WHEREAS, such quotes were received and opened on March 31, 2016, with the following results:

<u>Company</u>	<u>Type of Asphalt (emulsion)</u>	<u>Price</u>
Henry G. Meigs, Inc.	CRS-2 (Applied)	\$1.7940 per gallon
	CRS-2 (Product)	\$1.6740 per gallon
	HFRS-2 (Applied)	\$1.7900 per gallon
	HFRS-2 (Product)	\$1.6740 per gallon
	HFRS-2P (Applied)	\$1.9640 per gallon
	HFRS-2P (Product)	\$1.8440 per gallon
	CSS-1 (FOB Ship Pt.)	\$1.5000 per gallon
	CRS-2PD (Applied)	\$1.5840 per gallon
	CRS-2PD (Product)	\$1.4600 per gallon
Flint Hills – Farhner Asphalt	CRS-2 (Applied)	\$1.8248 per gallon
	HFRS-2 (Applied)	\$1.8248 per gallon
	HFRS-2P (Applied)	\$2.0705 per gallon
	CRS-2P (Applied)	\$2.0705 per gallon

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase emulsion products from the vendors listed at the quoted prices in 2016.

Fiscal Note: The Highway Department will determine the best price for each project (cost of product plus trucking) when selecting a plant location. The department will also consider plant schedule and availability. Funds have been allocated in 2016 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-19-16

Bill Kern: 04-08-16

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

RESOLUTION NO. 2016-__**Resolution approving 2016 asphalt pulverizing and milling bids**Executive Summary

On March 31, 2016, the Highway Department received bids from area vendors for asphalt pulverizing and milling. The Highway Department schedules all projects to work on-site with the selected vendor.

WHEREAS, the Jefferson County Highway Committee is authorized to receive bids on full depth pulverizing and milling needed in 2016, and

WHEREAS, such bids were received and opened on March 31, 2016, with the following results:

Company**Full Depth Pulverizing**

Payne & Dolan

\$0.2650 per sq. yd.

Pavement Maintenance

\$0.3600 per sq. yd.

The Kraemer Company

\$0.3950 per sq. yd.

WK Construction

\$0.4380 per sq. yd.

Tri-County Paving

\$0.4500 per sq. yd.

Company**Milling**

WK Construction

\$0.358 per sq. yd. @ 1 inch depth

\$0.388 per sq. yd. @ 2 inch depth

\$0.489 per sq. yd. @ 3 inch depth

\$0.528 per sq. yd. @ 4 inch depth

Tri-County Paving

\$0.600 per sq. yd. @ 1 inch depth

\$0.650 per sq. yd. @ 2 inch depth

\$0.700 per sq. yd. @ 3 inch depth

\$0.750 per sq. yd. @ 4 inch depth

Pavement Maintenance

\$1.09 per sq. yd. @ 1 inch depth

\$1.09 per sq. yd. @ 2 inch depth

\$1.11 per sq. yd. @ 3 inch depth

\$1.18 per sq. yd. @ 4 inch depth

Payne & Dolan

\$1.23 per sq. yd. @ 1 inch depth

\$1.28 per sq. yd. @ 2 inch depth

\$1.33 per sq. yd. @ 3 inch depth

\$1.38 per sq. yd. @ 4 inch depth

The Kraemer Company

\$1.82 per sq. yd. @ 1 inch depth

\$1.89 per sq. yd. @ 2 inch depth

\$1.98 per sq. yd. @ 3 inch depth

\$2.07 per sq. yd. @ 4 inch depth

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal bids for 2016 from all vendors utilizing the lowest priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used.

Fiscal Note: Funds have been allocated in 2016 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-19-16

Bill Kern: 04-08-16

REVIEWED: Administrator BL, Corp. Counsel JSB; Finance Director BC

RESOLUTION NO. 2016-____

Resolution approving 2016 Local Road Improvement Program asphalt bids

Executive Summary

The Jefferson County Highway Department and local governments receive funding through the Wisconsin Department of Transportation (WisDOT) Local Road Improvement Program (LRIP) for select projects. For 2016, Jefferson County bid one project that includes funding from WisDOT in the LRIP Program for asphalt material purchases (Aztalan Street, Village of Johnson Creek).

WHEREAS, the Jefferson County Highway Committee was authorized to receive bids on pre-mixed asphalt (E-1) products needed in 2016, and

WHEREAS, such bids were received and opened on March 31, 2016, with the following results:

<u>Company</u>	<u>Bid Prices (E1, PG64-22 Asphalt)</u>
Payne & Dolan, Inc.	\$38.85 per ton, \$35.95 per ton, \$34.95 per ton
<i>**Lowest combined asphalt bid including haul cost.</i>	
Rock Road Co., Inc.	\$44.25 per ton, \$42.00 per ton, \$40.00 per ton
Wolf Paving	\$42.40 per ton, \$39.50 per ton, \$36.60 per ton

NOW, THEREFORE, BE IT RESOLVED the asphalt bid for the Local Road Improvement Program (LRIP) project on Aztalan Street in the Village of Johnson Creek be awarded to Payne & Dolan, Incorporated.

Fiscal Note: The Wisconsin Department of Transportation requires asphalt purchase projects through the Local Road Improvement Program (LRIP) be awarded to a paving contractor. The funds for asphalt purchases will come from the Village of Johnson Creek.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-19-16

Bill Kern: 04-08-16

REVIEWED: Administrator Bl; Corp. Counsel JB; Finance Director B-

RESOLUTION NO. 2016-__

Resolution approving 2016 pre-mixed asphaltic concrete vendor quotes

Executive Summary

On March 31, 2016, the Highway Department received quotes from all area vendors for pre-mixed asphalt. The Highway Department purchases the asphalt from the vendors and delivers the material to the job site for placement by county crews. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project.

WHEREAS, the Jefferson County Highway Committee is authorized to receive quotes on pre-mixed asphaltic concrete products needed in 2016, and

WHEREAS, such quotes were received and opened on March 31, 2016, with the following results:

<u>Company</u>	<u>Price (per ton)</u>	<u>Location</u>
Wolf Paving	\$42.40, \$39.50, \$36.60 PG64-22	Delafield
	\$42.85, \$39.95, \$37.05 PG58-28	Delafield
Wolf Paving	\$42.55, \$39.65, \$36.75 PG64-22	Sun Prairie
	\$42.75, \$40.10, \$37.20 PG58-28	Sun Prairie
Payne & Dolan, Inc.	\$38.85, \$35.95, \$34.95 PG64-22	LaGrange
	\$39.10, \$36.20, \$35.20 PG58-28	LaGrange
Rock Road Company	\$44.25, \$42.00, \$40.00 PG64-22	Milton
	\$45.25, \$43.00, \$41.00 PG58-28	Milton

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase pre-mixed asphaltic concrete products at the listed prices from any of the asphalt vendors in 2016.

Fiscal Note: The Highway Department will determine the best price for each project (Asphalt price plus trucking) when selecting a plant location. The department will also consider plant schedule and availability. Funds have been allocated in 2016 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Highway Committee
Bill Kern: 04-08-16

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

04-19-16

RESOLUTION NO. 2016-__

Resolution Authorizing Highway Department Trucks and Equipment PurchasesExecutive Summary

Bids were solicited by the Highway Department for eight (8) 2017 Model single axle trucks, dump boxes, and winter maintenance equipment. Bids were received and opened on March 29, 2016, as listed below. The Highway Department determined Lakeside International to be the lowest responsible bidder for single axle trucks and Monroe Truck Equipment to be the lowest responsible bidder for truck equipment.

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

WHEREAS, bids were solicited for eight (8) 2017 Model single axle trucks, dump boxes, and winter maintenance equipment, and such bids were received and opened on March 29, 2016, with the following results:

Truck Vendors

Company: Lakeside International
Make & Model: 2017 International 7500
Bid (8 Trucks): **\$708,800.00**

Company: Kriete Truck/Mack
Make & Model: 2017 Mack
Bid (8 Trucks): \$814,400.00

Company: Truck Country Freightliner
Make & Model: 2017 Freightliner
Bid (8 Trucks): \$743,256.00

Company: V & H/Western Star
Make & Model: 2017 Western Star
Bid (8 Trucks): \$718,776.00

Truck Equipment Vendors

[Truck box, plow, wing, spreader, hydraulic controls, pre-wet tank, lights, set-up]

Equipment Company: Monroe Truck Equipment
Make & Model: All equipment bid
Bid (8): **\$723,326.00**

Equipment Company: Casper Truck Equipment
Make & Model: All equipment bid
Bid (8): \$792,462.00

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

WHEREAS, Jefferson County Highway Department recommends purchasing eight (8) 2017 Model International 7500 single axle trucks from Lakeside International from Madison, Wisconsin, for the bid price of \$708,800 and further recommends purchasing the equipment for the eight (8) trucks from Monroe Truck Equipment for the net bid price of \$723,326, with both vendors being the lowest responsible bidders.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase eight (8) 2017 Model International 7500 single axle trucks from Lakeside International from Madison, Wisconsin, for the bid price of \$708,800 and further authorized to purchase the equipment for the eight (8) trucks from Monroe Truck Equipment for the net bid price of \$723,326, with both vendors being the lowest responsible bidders.

Fiscal Note: Funds for this purchase have been allocated in the Highway Department Equipment Operations Cost Center Account No. 53241. The Highway Department will also be trading or selling ten existing single axle trucks with this purchase. The trade values of the ten trucks are valued at \$680,000

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Highway Committee

Bill Kern: 04-08-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

04-19-16

RESOLUTION NO. 2016-____

Eliminate a part-time Elder Benefits Specialist position, a vacant part-time Disabled Benefit Specialist position, a vacant part-time Aging & Disability Resource Specialist I position and create one full-time Elderly and Disabled Benefit Specialist position at Human Services

Executive Summary

Jefferson County currently has one full-time and one part-time Elder Benefits Specialist position that provide benefit counseling and education, legal information, advocacy and representation to Jefferson County residents 60 years of age and older. The County also has one full-time and one *vacant* part-time Disabled Benefit Specialist position, which provide similar services to disabled, adult residents. In addition, the County has one *vacant* part-time Aging and Disability Resource Specialist I position that provides a variety of counselling services to the elderly and disabled adults of Jefferson County. With the intensifying need and demand to provide these crucial services to the elderly and disabled, and with the fast-growing population of both elderly and disabled adults in Jefferson County, it is becoming more and more critical to provide consistent continuity of care to these residents. Recently, there has been a high-level of turnover in the non-benefited, part-time positions, hindering the ability to provide consistent continuity of care.

The Human Services Director, with the support of the Human Services Board and the County Administrator, is requesting the elimination of one part-time Elder Benefits Specialist position, one *vacant* part-time Disability Benefits Specialist, one *vacant* part-time Aging and Disability Resource Specialist I position and creation of one full-time Elder and Disabled Benefits Specialist position. This new position would provide services to *both* the elderly and disabled adult residents of Jefferson County. Federal and state funding is available to cover any additional expenses of a full-time position.

On March 15, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the elimination of the three aforementioned part-time positions and creation of the full-time Elder and Disabled Benefits Specialist position at Human Services.

WHEREAS, Jefferson County currently has one full-time and one part-time Elder Benefits Specialist position that provide benefit counseling and education, legal information, advocacy and representation to Jefferson County residents 60 years of age and older, and

WHEREAS, the County also has one full-time and one *vacant* part-time Disabled Benefit Specialist position, which provide similar services to disabled, adult residents and a *vacant* part-time Aging and Disability Resource Specialist I position that provides a variety of counselling services to the elderly and disabled adults of Jefferson County, and

WHEREAS, with the intensifying need and demand to provide these crucial services to the elderly and disabled, and with the fast-growing population of both elderly and disabled adults in

Jefferson County, it is becoming more and more critical to provide consistent continuity of care to these residents, and

WHEREAS, in order for Jefferson County to continue to provide consistent continuity of care to the elderly and disabled adult residents of Jefferson County, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one part-time Elder Benefits Specialist position, one vacant Disability Benefits Specialist position, one vacant part-time Aging and Disability Resources I position and the creation of one full-time Elder and Disability Benefits Specialist to provide consistent continuity of services to both County residents 60 years of age and older *and* disabled adult residents.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to eliminate one part-time Elder Benefits Specialist position, one vacant Disability Benefits Specialist position, one vacant part-time Aging and Disability Resources I position and create of one full-time Elder and Disability Benefits Specialist to provide consistent continuity of services to both County residents 60 years of age and older *and* disabled adult residents to become effective upon passage.

Fiscal Note: The fiscal impact due to eliminating the three part-time positions (Elder Benefits Specialist, Disability Benefits Specialist and Aging and Disability Resource Specialist I) and creating a full-time Elder and Disability Benefits Specialist position will cost Jefferson County \$2,673 per year. This position is fully funded by Federal and State dollars; therefore, no tax levy is required. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Resources Committee

04-19-16

Terri M. Palm: 03-10-16; J. Blair Ward: 04-13-16

REVIEWED: Administrator BL, Corp. Counsel JBL, Finance Director BL

RESOLUTION NO. 2016-__**Resolution Designating Snowmobile Trails on County Land**Executive Summary

Jefferson County Resolution 1972-61 was adopted by the Jefferson County Board of Supervisors designating specific county land for the purpose of snowmobiling and included land that was formerly known as the Countryside Home and Hospital and land on which the current Jefferson County Highway facility has been built. Following sale of the former Countryside Home and Hospital and construction of the current Jefferson County Highway facility, the County land designated in Resolution 1972-61 for the purpose of snowmobiling was no longer available for snowmobile trail use. Because of this, the Jefferson County Snowmobile Community has requested that Jefferson County designate alternate County land that can be used for connecting existing snowmobile trails within the County. The Land and Water Conservation Committee considered this request and recommends that the County owned land described below and in the attached map be designated for snowmobile trail use.

WHEREAS, Jefferson County Resolution 1972-61 was adopted by the Jefferson County Board of Supervisors designating County land for the purpose of snowmobiling that included land on which the former Countryside Home and Hospital was located and land on which the current Jefferson County Highway facility has been built, and

WHEREAS, following the sale of the former Countryside Home and Hospital and construction of the current Jefferson County Highway facility, the County land designated for the purpose of snowmobiling is no longer available for snowmobile trail use, and

WHEREAS, the Jefferson County Snowmobile Community has requested that Jefferson County designate alternate County land that can be used for connecting existing snowmobile trails within the County, and

WHEREAS, the attached map designates County land to be used for snowmobile trails with such trails being located south of the current highway facility, west of Highway 26, over Highway 26 by way of Highway W and using the Glacial River Trail as a crossing point.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County Resolution 1972-61 is hereby repealed in its entirety and the County land shown in the attached map, incorporated by reference, is hereby designated for snowmobile trail use with such trails being located south of the current highway facility, west of Highway 26, over Highway 26 by way of Highway W and using the Glacial River Trail as a crossing point.

BE IT FURTHER RESOLVED that travel on the aforementioned land shall be by designated trails as indicated by trail markings and nothing contained in the resolution shall authorize random snowmobiling upon County owned land.


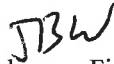

BE IT FURTHER RESOLVED that the Land and Water Conservation Committee shall have oversight and control of the use and location of the trails on County property not inconsistent with this resolution and shall report any complaints to the County Administrator, which in the discretion of the County Board, may be cause for termination of this authorization.

Fiscal Note: This resolution will have no fiscal impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Land & Water Conservation Committee

J. Blair Ward: 03-15-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

04-19-16

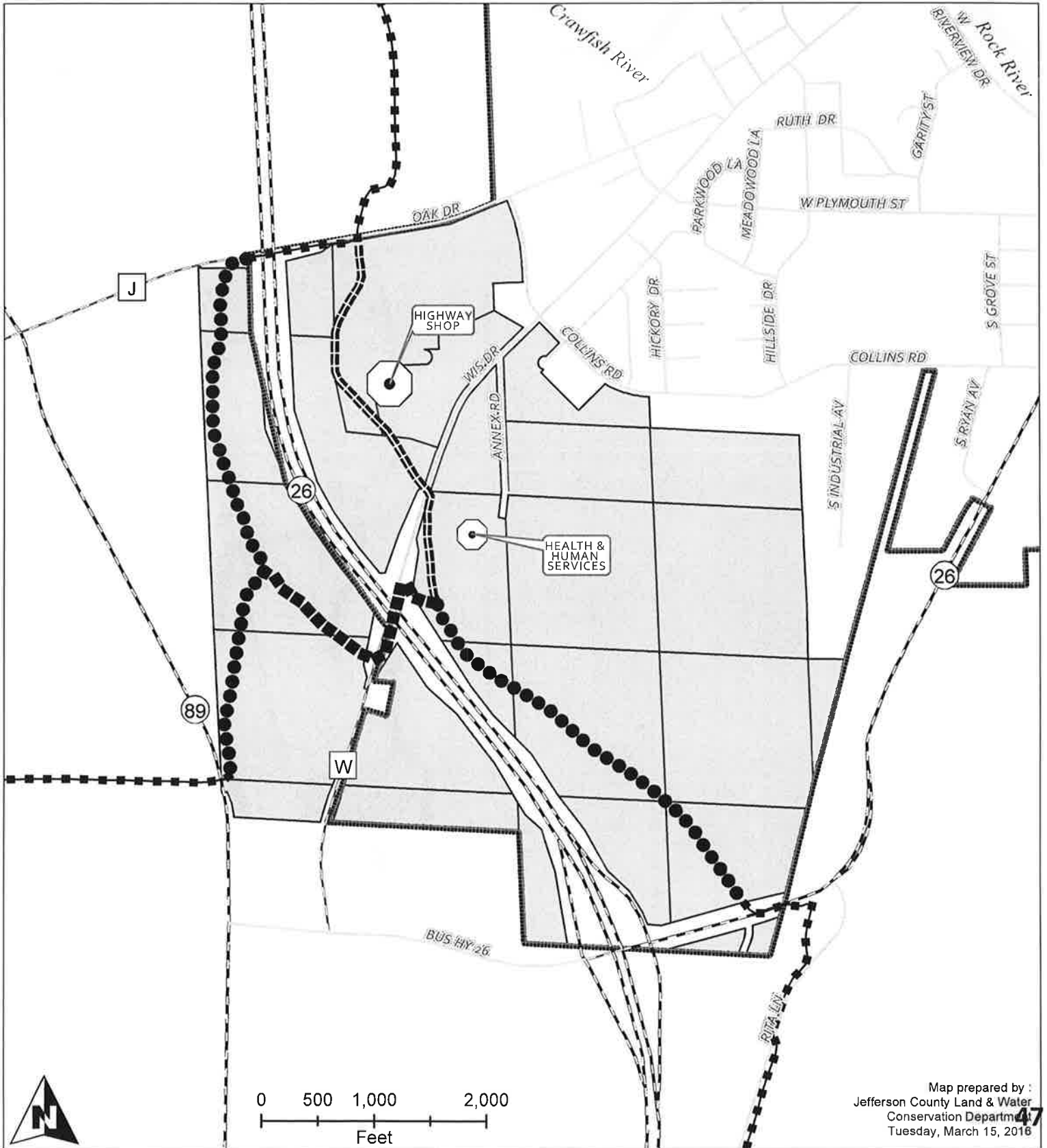
Exhibit A

SNOW MOBILE TRAIL

County Land
City of Jefferson

PROPOSED COUNTY FARM
ALIGNMENT
PROPOSED TRAIL CONNECTOR

VACATED
CURRENT TRAIL ALIGNMENT



**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 March 17, 2016, 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 R3869A-16, R3870A-16 AND R3781A-16

DATED THIS 28th DAY OF MARCH 2016

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS R3865A-16, R3866A-16 AND R3867A-16 ARE
EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS.**

59.69(5).

Deb Magritz: 04-04-16

04-19-16

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 R3869A-16, R3870A-16 and R3871-16 were referred to the Jefferson County Planning and Zoning Committee for public hearing on March 17, 2016, 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 EXCLUSIVE AGRICULTURAL A-1 TO A-3, AGRICULTURAL/RURAL
RESIDENTIAL**

Create a 3-acre lot around the existing home at **N4895 County Road Y** in the Towns of Aztalan, Farmington and Jefferson from PINs 002-0714-3644-000 (39.144 acres), 008-0715-3133-001 (0.12 acre), 014-0614-0111-000 (26.66 acre) and 014-0615-0622-002 (1 acre) owned by the James & Susan Schroedl Trust, and 008-0715-3133-000 (14.836 acres) owned by the Raymond & Cheryl Rupprecht Trust. This action is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3869A-16 – James Schroedl

Create a 1-acre lot on **Schwemmer Lane** in the Town of Koshkonong from part of PIN 016-0514-1844-001 (47.166 acres). Rezoning is conditioned upon road access approval, receipt of a suitable soil test, and approval and recording of a final certified survey map, including extraterritorial plat review if necessary. R3870A-16 – Kurt Reed

Rezone to create a 1-acre building site at **N8287 County Road Y** from part of PIN 032-0815-1941-002 (22.3 acres) in the Town of Watertown. This 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, approval and recording of a final certified survey map, including extraterritorial plat review if necessary. Due to the City of Watertown's airport protection zone, the structures on this lot are restricted to no more than an elevation of 968. R3871A-16 – Robin Schroepfer



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 & Zoning Committee

04-19-16

Deb Magritz: 04-04-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 