

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY MARCH 14, 2017 7:00 p.m.

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

1. **CALL TO ORDER**
 2. **ROLL CALL BY COUNTY CLERK**
 3. **PLEDGE OF ALLEGIANCE**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
 5. **APPROVAL OF THE AGENDA**
 6. **SPECIAL ORDER OF BUSINESS**
 - a. Introduction of Commissioner Robert Dehring, Appointee Circuit Court Judge Branch III – Effective 4/1/2017
 - b. Presentation - Wisconsin Municipal Mutual Insurance Company – Dean Boes
 7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report (Addendum)
 - b. Appointment – Robert F. Dehring, Jr. as Chair of the Jefferson County Security and Facilities Committee (Page 1)
 - c. Resignation – Tim Smith, County Board Supervisor, District 29 (Page 2-3)
 - d. Appointment by County Board Chair – Jenifer Quimby to the Wisconsin River Rail Trail Commission (WRRTC) (Page 4)
 - e. Zoning Committee – Notice of Public Hearing, March 16, 2017 (Page 5-6)
 8. **PUBLIC COMMENT**
 9. **ANNUAL REPORTS**
 - a. Treasurer – John Jensen
 - b. Register of Deeds – Staci Hoffman
 - c. County Clerk – Barb Frank
 - d. County Board Reimbursement Report
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **ADMINISTRATION AND RULES COMMITTEE**
 - a. Ordinance – Amending the Board of Supervisors Rules of Order to include Special Order of Business on the County Board meeting agenda (Page 7)
 - b. Report – Strategic Plan Facilitator (Page 8-17)
 11. **ECONOMIC DEVELOPMENT CONSORTIUM**
 - a. Resolution – Approving and adopting the Jefferson County Economic Development Revolving Loan Fund (RLF) Manual and Lending Guidelines (Page 18-34)
 12. **FINANCE COMMITTEE**
 - a. Resolution – Authorizing year-end requests to carry over funds for fiscal year 2017 (Page 35-40)
 - b. Resolution – Authorizing contingency fund transfer to offset fiscal year 2016 departmental deficits (Page 41-43)

13. HUMAN SERVICES BOARD
 - a. Proclamation – Proclaiming the Month of March 2017 as Professional Social Worker Month (Page 44)
 - b. Proclamation – Proclaiming the Month of April 2017 as Child Abuse and Neglect Prevention Month (Page 45)
 - c. Resolution – Authorizing capital funds of \$85,000 in the Human Services Department budget originally budgeted for replacement of roofing to be transferred for upgrade and replacement of alarm system and authorization to issue an RFP for the project (Page 46-47)
14. PLANNING AND ZONING COMMITTEE
 - a. Report – Approval of Petitions (Page 48)
 - b. Ordinance – Amend Zoning Ordinance (Page 49-50)
15. PUBLIC COMMENT (General)
16. ANNOUNCEMENTS
17. ADJOURN

**NEXT COUNTY BOARD MEETING
APRIL 18, 2017 – 7:00 P.M. - RM 205**



JEFFERSON COUNTY CIRCUIT COURT

BRANCH 2

Honorable William F. Hue

Jefferson County Courthouse
311 S. Center Ave.
Jefferson, WI 53549
(920) 674-7151
Fax: (920) 674-7523

March 1, 2017

Commissioner Robert F. Dehring, Jr.
Waukesha County Courthouse
515 W. Moreland Blvd, Room C335
Waukesha, WI 53188

RE: Appointment to the Jefferson County Security and Facilities Committee

Dear Bob,

Pursuant to SCR 68.05, I am appointing you as Chairperson of the Jefferson County Security and Facilities Committee effective April 1, 2017, when you become a Jefferson County Circuit Court Judge.

Very Truly Yours,

A handwritten signature in dark ink, appearing to read "William F. Hue", with a long horizontal flourish extending to the right.

William F. Hue
Presiding Judge

WTH:kav
cc: County Clerk Barbara Frank

RECEIVED

MAR -2 2017

JEFFERSON CO. CLERK, WI
JEFFERSON COUNTY FINANCE

Office of the Sheriff - Jefferson County



411 S. Center Avenue
Jefferson, Wisconsin 53549-1703

Paul S. Milbrath, Sheriff

Jeffrey Parker, Chief Deputy

Paul Wallace
Administrative Captain



Jerry Haferman
Patrol Captain



Duane Scott
Jail Captain

February 27, 2017

Mr. Jim Schroeder
Jefferson County Board Chair
311 S. Center Ave.
Jefferson, WI 53549

Dear Mr. Schroeder:

Here is notification of the resignation of County Board Supervisor Timothy A. Smith, District #29, dated and effective Monday, February 27, 2017. Per Wisconsin Statute 17.01(7), I am providing you with a copy of this notice. The County Clerk will then be notified.

Sincerely,

Paul S. Milbrath,
Jefferson County Sheriff

PSM:jo

Paul Milbrath

From: First Name Timothy Smith <tladheels@yahoo.com>
Sent: Monday, February 27, 2017 2:51 PM
To: Paul Milbrath
Subject: Resignation

Sherriff Milbrath,

This is Timothy A. Smith District 29 Supervisor for Jefferson County. I am sending you this e-mail to notify you of my resignation from this position effective immediately. Unfortunately due to changes in my personal life I am unable to meet the necessary time requirements. I feel my inability to do that leaves my constituents and fellow board members in an unfair position. I am sorry this had to be the end resolution but would like to thank everybody for their support and understanding. Please let me know if there is anything else you need from me regarding this matter.

Sincerely,
Timothy A. Smith



JEFFERSON COUNTY BOARD

Jefferson County Courthouse
311 S. Center Avenue, Room 204 A
Jefferson, WI 53549
Telephone (920) 674-8607

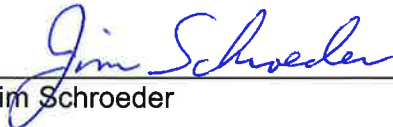
JIM SCHROEDER
County Board Chair

Board Rule 3.06(1)* Appointment to Boards, Commissions, Committees and Other Bodies

I, Jim Schroeder, Chairman of the County Board of Supervisors, Jefferson County, Wisconsin, as the appointing authority, hereby appoint Jenifer Quimby, City of Waterloo to the Wisconsin River Rail Transit Commission for a term ending April 30, 2020.

Effective May 1, 2017.

Dated this 7th day of March, 2017.



Jim Schroeder

**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, March 16, 2017

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, March 16, 2017, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

FROM A-T, AGRICULTURAL TRANSITION TO R-2, RESIDENTIAL

R3958A-17 – Jeffrey & Deborah Lemke: Rezone all of PIN 016-0513-2511-000 (27.404 Acres) to allow for new residential construction along **Koshkonong Mounds Road** in the Town of Koshkonong in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU1913-17 – Oconomowoc Area School District/Joint School District No. 3:

Conditional use to bring into conformance an existing school at **N8425 North Street**, and allow its expansion in accordance with Sec. 11.04(f)1, Conditional Uses b of the Jefferson County Zoning Ordinance. The site is on PIN 012-0816-2111-000 (14.64 Acres) in the Town of Ixonia in a Residential R-1 zone.

CU1914-17 – Ruth Poyer Trust: Allow up to five truck boxes for storage in an A-1, Agricultural zone at **W5812 County Road M**, in accordance with Sec. 11.04(f)6, Conditional Uses k of the Jefferson County Zoning Ordinance. The site is on PIN 016-0514-1041-000 (42.05 Acres) in the Town of Koshkonong.

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.jeffersoncountywi.gov

Amending the Board of Supervisors Rules of Order to include
Special Order of Business on the County Board meeting agenda

Executive Summary

Section 3.01(5) of the Board of Supervisors Rules of Order designates the order of business conducted at all County Board meetings except the April organizational meeting. This section does not provide for a Special Order of Business to be conducted at County Board meetings. The proposed amendment to the Board of Supervisors Rules of Order authorizes Special Order of Business be placed anywhere on the County Board agenda at the discretion of the County Board Chair. The Administration and Rules Committee met on February 22, 2017, and recommended forwarding this ordinance amendment to the County Board for approval.

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

Section 1. Amend Section 3.01(5) of the Board of Supervisors Rules of Order as follows:

(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.
- (m) Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair.

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

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.

Requested by Administration & Rules Committee

J. Blair Ward: 02-24-17; 02-27-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

03-14-17



JEFFERSON COUNTY
OFFICE OF THE COUNTY
ADMINISTRATOR

BEN WEHMEIER
County Administrator

TAMMIE J. JAEGER
Administrative Secretary

311 S. Center Avenue, Room 111
Jefferson, WI 53549
Telephone (920) 674-7101
Website: jeffersoncountywi.gov

"Jefferson County: Responsible government advancing quality of life."

TO: Jefferson County Board of Supervisors

FROM: Administration and Rules Committee &
Ben Wehmeier, County Administrator

DATE: March 2017

SUBJECT: 2017 Strategic Plan Report

One of the specific recommendations to come forward from the Task Force was a need to review and update the County's Strategic Plan which was completed in 2010. In 2016, as part of the budgetary process for FY 2017, the County allocated funds to execute this work. The Administration and Rules Committee then began to prepare a Request for Proposals which was issued in January of 2017. Three finalists were identified and were interviewed by the Administration and Rules Committee last month.

As a result of the interview, the Administration and Rules Committee hired the Chamness Group, of Brookfield, WI, to facilitate an update of the County's Strategic Plan. The budget will be \$15,000-\$20,000. Enclosed with this report you will find information related to the Experience of the Firm and Experience of the Facilitators.

The process will begin by gathering input from key stakeholders in county government. This will include interviews with elected officials and staff as well as opportunities for public input. Once the data collection is complete, findings will be shared. This will assist in reviewing the current mission and vision of the County and determine if any changes need to be made. This process will be key in the development of updated goals and strategies based on these guiding principles and values. Finally, work will take place to develop an actionable plan. It is anticipated that this work will be completed by August of 2017.

As the process begins, more information will be provided with key dates and opportunities for participation. If you have any questions, please reach out to any member of the Administration and Rules Committee or the County Administrator.

Experience of Firm

CHAMNESS GROUP EXPERTISE AND SKILLS

1. *Expertise designing strategic planning process*

Chamness Group has completed over 120 strategic and organizational planning processes in the past 29 years with public, private and nonprofit entities. Each brought its own unique challenges and offered interesting opportunities for the organization. We see our role as facilitators in bringing forward creative ways to work through challenges and build tangible goals for the organization to achieve.

Developing a plan can take many forms. Some groups need a full-fledged strategic plan that requires research and trend data, short and long term goals and a vision that looks at the organization 10-20 years into the future. Some groups need a plan that has a clear vision and provides direction but is more operational in its format. This type of plan is typically more tactical in its style and provides more specific and detailed daily, weekly, monthly tasks.

Chamness Group has extensive experience in both formats. In fact, most plans we completed have components of both styles. We work closely with our clients to understand the type of plan that will best move them forward, and work from there.

2. *Expertise integrating and facilitating multiple groups within the process, strategic planning and consensus building among stakeholders within a county setting*

Almost every planning process where we have been engaged has involved multiple stakeholders representing a range of opinions and needs. Sometimes this means working with more than one board in addition to internal and external stakeholders.

In our experience in facilitating strategic planning with the Wisconsin Counties Association we were dealing with two boards in addition to three for-profit entities that are part of the Association's responsibilities. In addition to that, the importance of engaging and communicating with all 72 counties in Wisconsin added another layer to the process. This required a high degree of organization and coordination as well as direct and open input and feedback.

Calumet County's strategic planning process involved a large board and various outside, but related, organizations that were impacting the County's goals and direction – Fox Valley Regional Partnership, the Fox Cities Chamber of Commerce, economic development leaders within the county and the UW Extension office.

Differing opinions often bring forth better ideas and broader solutions. However, facilitating those different opinions – getting diverse groups to hear and understand each other and consider others views - is a bigger challenge. We believe that this is one of the key differentiators of Chamness

Group. We are expert at dealing with people in a wide range of situations and circumstances. Diane Chamness brings mediation experience in addition to coaching and facilitating expertise. We work to customize a process that will best fit the internal and external challenges you face allowing all stakeholders to at least consider other options.

We have had experiences with groups that were wonderfully collaborative and groups that were contentious, at best. In all situations we have never had a failed process and feel comfortable with all personality types.

3. *Communications skills, stature and presence to be credible and work and relate at all levels*

Diane Chamness, who will lead team in your planning process, has developed a reputation for her ability to listen and then assist the group in directly and honestly dealing with the situation at hand. She not just a strategic planner, she is also a certified organizational development specialist and business consultant. She is continuously engaged with business owners, boards, staff and external teams to create meaningful growth. She understands how teams, businesses and individuals think and work. She combines her ability as an expert in organizational growth with strategic growth.

Diane also carries degrees in Business and Professional Communications and knows how to relate to and engage people. She is a regular guest speaker nationally and locally and she conducts training and seminars on planning, communications, succession, board development, conflict management and other topics. She is the host of a live, weekly talk radio show called, "Business Solutions with Diane Chamness".

4. *Expertise working efficiently while assuring full participation*

Diane approaches each facilitation and planning process with passion and purpose. Still, these processes can get complicated. To ensure her full attention and to make certain the process is efficient and complete, Diane works hand in hand with her associate Darci Berg. Darci has worked with Chamness Group for over 11 years and is very familiar with the planning process. She also understands the importance of feedback and regular and organized communication. Together, they work to make the process seamless for the client.

Our best example of this is the work we did with Calumet County. This was a year-long planning process with a contentious board, many external stakeholders and serious issues at stake. Diane and Darci effectively managed the entire process – maintaining focus, working through issues and ultimately creating an operational/strategic plan that has the County focused, working together and moving forward accomplishing their goals.

5. *Highly skilled at translating the discussion outcomes into written strategies and implementation scorecards*

The measurement and implementation of a planning process is critical to its success. About 15 years ago, after struggling with complicated measurement processes, Diane developed an action planning process for clients that details how to implement goals and measure results in a simple format. The action plan includes:

- The vision
- Goals
- Potential obstacles to the goals
- Actionable steps that outline who will be responsible for goal development, the time frame for completion
- How the team will measure success

This has become a very effective tool for clients as it allows them to work through goals efficiently and to keep the process moving. We believe a strategic plan is dynamic and needs to be upgraded and changed as you change. A detailed action plan will allow you to accomplish this.

In addition, with each planning process, Chamness Group provides 2-3 follow up meetings/sessions – at no additional cost to the client – to ensure your process continues to move forward. We instituted this process because we know that planning and then having to implement the plan are two very different things. We do not just want to work with you on a plan; we want to see your plan succeed. If you win, we win.

6. *Preferred experience working with a local government entity.*

Listed below are a sampling of some of the over 120 strategic planning processes we have completed over the last 29 years. We tried to pick a variety of projects relevant to yours and completed with public entities:

Calumet County Strategic and Organizational Plan

Alice Conners – County Board President

920-810-0255

Calumet County was experiencing significant organizational changes. The Administrator was replaced, staff was divided on current policies and leadership and the board was experiencing lack of momentum and was severely divided on direction. To complicate things, the County was changing in significant ways. There was urban sprawl pushing down from Appleton and farms being divided between smaller “gentleman” farms and Mega Farms with expanded milking operations. Commerce and business was not expanding and the board was not successful in attracting new business to the area. Young members of the community were leaving. There was a lack of overall coordination, collaboration and focus.

Chamness Group began the process by meeting with board and staff to understand internal issues. They further engaged in dialogues with key stakeholders throughout the County to catalogue challenges and understand what the residents wanted. Chamness Group conducted a strategic planning and board development process that engaged the entire board over the course of about a year. The result was a plan that helped the board focus on key issues in an organized and prioritized manner. The board and staff reestablished their working relationship with board members taking on a more advisory role with departments. The entire board began to collaborate and work together and today have created many positive changes.

Wisconsin Counties Association Strategic Plan

Mark OConnell, Executive Director

608-663-7188

The Wisconsin Counties Association serves multiple publics in all 72 counties across the state. The organization was in a state of change. A new Executive Director was hired and was looking at how to structure the WCA team to best meet the differing needs of the counties while meeting the goals set by its two boards. Chamness Group was engaged to evaluate all counties and include their many perspectives and differing needs as part of a strategic planning process. We developed a multi-tiered survey process that included electronic, direct mail, phone and in-person surveys, as well as focus groups with representatives from each of the counties. We also conducted half-day listening sessions with the two boards that govern the association. The planning process was done with the two boards over the course of three separate sessions. Chamness Group and the WCA created a plan that restructured the WCA team, how the organization functioned, redefined roles and responsibilities and were able to prioritize how the organization would support the 72 counties going forward.

South 27th Street Business District Association – BID's for City of Milwaukee and City of Greenfield

Julio Maldonado, Former Executive Director

414-349-6591

The historic HWY 41 corridor that stretches the length of 4 miles needed a strategic vision and goals to identify, prioritize and organize the three Business Improvement Districts looking to create economic development along the route. Chamness Group engaged the board, the City of Milwaukee, the City of Greenfield, local businesses and community leaders to facilitate the creation of the Association's first strategic plan. Chamness Group is now working with the Association to assist in the implementing of their goals and help them step through their process, coordinating with the various BID's. Currently Chamness helped to recruit and hire a new Executive Director and is working with the real estate development community to create interest in the area for development.

City of Mequon 2020 Visioning Project

The City of Mequon, Blue Ribbon Citizens Visioning Committee was looking for a team skilled in bringing a community together in consensus about the direction of Mequon's development - which was rapidly changing in terms of demographics and development. Chamness Group was hired by the committee to provide an updated view of how the citizens of Mequon perceived the community today, to bring out the ideas and thoughts on how they wanted the community to be in the future and to follow the trends and models in the Midwest and in other parts of the country in cities like theirs. This work was accomplished in three key ways:

We conducted a statistically valid citywide survey that would seek inputs that would accurately reflected the residents views and preferences, the initiatives they wanted to see implemented, and their vision for the future of Mequon.

We interviewed over 2000 residents through the World Café process, facilitating dialogues to find common ground rather than "butting heads." The results of the survey and dialogues were culminated in a clear and directive vision statement and action plan – one that the committee used to establish policy, goals and make decisions to position Mequon for its future while maintaining the best of its culture and values.

The Hmong Cultural Center of Wisconsin Planning Project

This State of Wisconsin Building Commission was to develop a preliminary plan for a Hmong Cultural Center (or Centers) in the State of Wisconsin. The goal of the project was to provide the State with a written program and business plan that would serve as guidelines for the proposed Center. The program identified community needs and challenges, defined programmatic requirements of a cultural center, identify possible sites and developed a business plan model for the continuing operation of the center. Chamness Group facilitated focus groups and dialogues throughout the state and then engaged in a planning process with the planning team that resulted in the feasibility and business plan for the Center's operation.

Second Street Restaurant Association

In 2006 it became evident that the Walkers Point area of downtown Milwaukee was growing with many new restaurants and businesses. For years this was a blighted area of the city as businesses moved out. Then Wisconsin State Representative Pedro Colon asked Chamness Group to work with the local restaurants that would organize and develop an association for the area. The group was comprised of local area restaurants and interested citizens who worked together to determine a vision and brand for the area and head up improvement initiatives.

Chamness Group worked with the organization through a series of facilitated planning sessions to address common topics of concern and possible business development opportunities and economic growth. A key part of the process included outlining a desired image for the area and ways in which to grow local businesses in line with the vision. They

began by conducting a preliminary qualitative research process to determine common concerns and interests of the group. After building consensus on the expectations, we facilitated planning meetings that looked at key issues and gaps between the future image and the current situation. Finally, goals and specific action items were outlined and we assisted the group in engaging and working with city officials to help create a vital Walkers Point. Today, the area is a vital part of the downtown.

Brookfield Convention and Visitors Bureau Community Brand Study and Planning

Chamness Group worked with the Brookfield Convention and Visitors Bureau (CVB) to facilitate a process for the greater Brookfield area that included the City and Town of Brookfield – who traditionally were politically divided on development ideas and how to grow the community. The Convention and Visitors Bureau Board, along with local businesses and public officials, desired to unite their community by identifying what was really unique about Brookfield and how could they use that to leverage growth, attract more visitors to the area as well as a rallying point to coalesce the greater Brookfield area.

Chamness Group first embarked on research to understand the perceptions and beliefs of the many stakeholders (city and town of Brookfield, Chamber of Commerce, CVB Board, key businesses and residential stakeholders) and those who experience the community (tourists, business travelers, etc.). An extensive quantitative survey, mailed out to 4,000 Midwest contacts, was deployed in addition to three listening sessions where community and business leaders gathered to share ideas and opinions. After analyzing and discussing results with the committee, Chamness Group developed a city strategic plan, a brand positioning statement for the city to use in promotion of the area and implementation plan.

Sheboygan County Chamber of Commerce Strategic Planning

After the Sheboygan County Chamber of Commerce underwent a dramatic reorganization of structure and services, it asked Chamness Group to help them identify, research and understand the trends in organizational structures for associations like theirs and define what the community and members needed from the Chamber.

Chamness Group worked with the Chamber to identify and prioritize development goals and create a strategic plan. We evaluated organizational structure options, identified non-profit trends and services and helped them chart a course of action that effectively addressed growth, programs and services, in a membership-driven chamber.

Our goal with this process was to make it as inclusive as possible and solicit feedback and ideas from the Sheboygan community and current and potential Chamber members. Research consisted of 30 qualitative phone interviews with key members and community leaders, a mail and email survey to 1,600 people and 2 community-wide focus groups.

Chamness Group used this research information and worked with the planning committee to develop a strategic plan that addressed the Chamber's future direction, goals and activity areas, including promotion of services to new and existing members of the community.

Experience/Qualifications of Assigned Professional(s)

PROJECT TEAM

Diane Chamness and Darci Berg will be the key team members engaged in the Jefferson County project and will be your primary contacts for all aspects of the work. Diane Chamness will lead the process, engage in internal and external research, conduct all facilitation, develop the action plan with the board and work with you in the implementation of your plan.

Darci Berg will serve as Project Coordinator assisting in research and communication processes, coordinate all activities and communicate all information.

Diane Chamness, President and Project Principal

Cell: 414-975-0732

Email: diane@chamnessgroup.com

Primary Role: Primary Contact, Lead/Manage Project, Assessment, Planning and Facilitation

Diane is President of Chamness Group, and has more than 30 years of professional experience in strategic and marketing planning, organizational development, research and training for both private and public entities.

She is a firm believer that a plan must be built so it can be easily implemented. She personally developed an action planning process to assist organizations in this effort. She also offers, without additional cost, 2-3 implementation meetings/facilitations to each client to ensure the process moves forward.

Diane is an excellent facilitator. She is direct, honest and has the ability to move and motivate teams and keep them on track. Her easy manner is strongly rooted in a solid knowledge of the planning process – allowing her to flex to just about any situation or group, even in the middle of a process, to ensure the right outcomes are achieved.

Diane Chamness:

- Is a strategic thinker well known for her abilities to organize and develop organizations and create innovative programs for growth and business development. She has successfully done this with both private and public entities.
- Is a skilled researcher and facilitator. Diane always comes to the table well-prepared to generate dynamic, thoughtful discussions that result in sound decision-making.
- Has developed a reputation as an excellent problem solver and negotiator and is often brought into organizations just for those skills.

- Receives high praise from clients for her ability to effectively work with difficult business problems and people and getting to the heart of matters quickly, creatively and directly.

Diane has degrees in Business Management and Professional Communications from Alverno College and her certification in Organizational Development from UW-Milwaukee.

Darci Berg, Project Coordinator

Email: Darci@chamnessgroup.com

Primary Role: Research, Coordination of Planning and Facilitation, Project Administration and Communication

Darci is a highly efficient and creative project coordinator who is skilled at effectively organizing and overseeing a variety of projects. She has completed numerous qualitative and quantitative research studies.

Darci excels at organizing people, ideas and programs that deliver exceptional results. She has actively participated in planning for Calumet County, the South 27th Street Business District Association, Sheboygan County Chamber of Commerce, United Way of Waukesha, and many more.

In addition, she has played a key role in coordinating community listening sessions with agencies, the general public and specific subsets of the population with the United Way of Greater Milwaukee, Milwaukee/Waukesha County Consortium for Public Health Preparedness and WisDOT.

RESOLUTION NO. 2016-__

Approving and adopting the Jefferson County Economic Development
Revolving Loan Fund (RLF) Manual and Lending Guidelines

Executive Summary

The Jefferson County Economic Development Consortium (JCEDC) on behalf of the County administers the County’s Revolving Loan Fund (RLF) program with the assistance of the Finance Department. The RLF serves to assist businesses in gap financing for specific needs such as equipment purchases. Historically, requests for these funds were made through a loan review committee and the JCEDC Board with final approval by the County Board. The County currently has over \$500,000 available for this program.

Recently the JCEDC and staff began to review past practices and policies for administering RLF loans and determined that formal loan administration policies needed to be adopted. As a result, the JCEDC director drafted the Revolving Loan Fund Manual and Lending Guidelines based on best practices. This document was reviewed with the County Administrator, Corporation Counsel and the State Department of Administration. The JCEDC Board of Directors reviewed the Manual and Lending Guidelines on February 23, 2017, and recommends approval.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Jefferson County administers a Revolving Loan Fund program to assist businesses with providing low interest loans, and

WHEREAS, the Jefferson County Economic Development Consortium serves as the administrator of the program with support from other County departments, and




WHEREAS, the County has a fiduciary role in oversight of these funds, and

WHEREAS, the attached Revolving Loan Fund Manual and Lending Guidelines follows current best practices in administering these loans.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby adopts the attached Jefferson County Economic Development Revolving Loan Fund Manual and Lending Guidelines.

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Jefferson County Economic Development Consortium 02-14-17
Ben Wehmeier: 01-24-17; J. Blair Ward: 02-20-17
REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

JEFFERSON COUNTY WISCONSIN ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (RLF) MANUAL AND LENDING GUIDELINES

Prepared by:
Jefferson County Economic Development Consortium
(JCEDC)
864 Collins Road
Jefferson, WI 53549

The US Government, through the Housing & Community Development Act of 1974, established the Community Development Block Grant (CDBG) Program and has allowed each state to administer CDBG funds for non-entitlement areas. Wisconsin previously granted CDBG funds to Jefferson County for the purpose of making Economic Development loans to various businesses, subject to the conditions in this manual.

TABLE OF CONTENTS

SECTION 1. GENERAL PROVISIONS	4
1.1 PURPOSE	4
1.2 OBJECTIVES	4
1.3 AMENDMENTS and MODIFICATIONS	4
SECTION 2. ADMINISTRATION & OVERSIGHT	5
2.1 PROGRAM IMPLEMENTATION & OVERSIGHT	5
2.2 RESPONSIBLE PARTIES & FUNCTIONS	5
2.3 LOAN REVIEW COMMITTEE MEETINGS	5
2.4 RECORDKEEPING	6
2.5 ADMINISTRATIVE COSTS.....	7
SECTION 3. ELIGIBILITY & LENDING GUIDELINES	7
3.1 ELIGIBLE AREA.....	7
3.2 ELIGIBLE APPLICANTS & PROJECT QUALIFICATIONS.....	8
3.3 ELIGIBLE USES	8
3.4 INELIGIBLE USES.....	9
3.5 MINIMUM REQUIREMENTS.....	9
SECTION 4. LOAN REVIEW, TERMS AND CONDITIONS	10
4.1 LOAN REVIEW	10
4.2 TERMS AND CONDITIONS	11
4.3 DEFAULT PROCEDURES.....	12
SECTION 5. APPLICATION PROCEDURES	12
5.1 DISCUSSION OF REQUIREMENTS	12
5.2 TIMING	12
5.3 PRIORITY	12
5.4 LOAN APPLICATION.....	13
5.5 REVIEW PROCESS.....	13
SECTION 6. DISTRIBUTION OF FUNDS.....	13
6.1 LOAN PROCEDURES	13
SECTION 7. POST APPROVAL REQUIREMENTS	15

7.1	OBLIGATION OF LOAN RECIPIENT	15
SECTION 8. PERFORMANCE MONITORING		15
8.1	PRIVATE LEVERAGE COMMITMENTS	15
8.2	HIRING OF NEW EMPLOYEES	15
8.3	DEFAULT.....	16
SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING		16
9.1	RLF PROGRAM	16
SECTION 10. LOAN SERVICING		16
10.1	MONITORING	16
10.2	RECORDKEEPING	16

SECTION 1. GENERAL PROVISIONS

1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Economic Development Revolving Loan Fund Manual and Lending Guidelines, is to present the criteria which governs the economic development activities assisted with funds made available through Jefferson County's Revolving Loan Fund (RLF) program, and to assist potential loan applicants seeking RLF funds for their projects.

1.2 OBJECTIVES

Economic development activities assisted with funds made available through the RLF Program are intended to:

- (1) Encourage the creation and retention of permanent jobs at a competitive wage, appropriate to the skills and experience of the local labor force.
- (2) Encourage new private investment into Jefferson County in the form of fixed asset investment, particularly in land and buildings.
- (3) Perpetuate a positive and proactive business climate.
- (4) Encourage the retention and expansion of existing businesses and attract desirable new businesses.
- (5) Support a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- (6) Encourage the development and use of modern technologies that increase productivity and efficiency.
- (7) Encourage Agricultural-related businesses to invest in capital improvements to increase production.

1.3 AMENDMENTS and MODIFICATIONS

Jefferson County may from time to time amend the provisions imposed by the policies and procedures contained within the RLF manual. Amendments are subject to approval by the Wisconsin Department of Administration, which administers the Wisconsin Community Development Block Grant (CDBG) Program

SECTION 2. OVERSIGHT & ADMINISTRATION

2.1 PROGRAM IMPLEMENTATION AND OVERSIGHT

The Jefferson County Economic Development Consortium (JCEDC) is the designated entity authorized by the County Board of Supervisors to manage loan generation, market the County's RLF program and provide guidance and assistance to potential program applicants. The Executive Director for the JCEDC is the RLF Administrator. The County Finance Department manages the financial accounting and reporting functions on outstanding loans. The County Corporation Counsel is responsible for creating all documents necessary to execute the loan, and is involved as needed on any actions necessary to remedy deficiencies or defaults.

2.2 RESPONSIBLE PARTIES AND FUNCTIONS

- (1) Jefferson County has established a Loan Review Committee comprised of individuals who represent broad Community interests and have special expertise and knowledge of commercial lending and economic development processes. The Loan Review Committee shall consist of not less than 3 members and not more than 5 members.
- (2) The Loan Review Committee is authorized to review, select and recommend loan applications to the governing body for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the program. Annual activity reports shall be provided by the RLF Administrator to the Jefferson County Board of Supervisors.
- (3) The JCEDC Staff shall explain the Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The staff shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the RLF program. The JCEDC Staff will evaluate all loan requests and assess whether an environmental review is necessary. Staff will provide guidance and counseling to applicants on all costs associated with applying for RLF funds, including the environmental review process, timeline and costs.
- (4) The RLF Administrator shall periodically review Borrower financial statements and loan amortization schedules, and review and approve documentation of business expenditures financed with RLF proceeds. The County Finance Department will maintain RLF accounting records and these will be segregated from other Jefferson County accounts. The County Finance Department with input from the RLF Administrator, will compile all documentation necessary to provide semi-annual reports to the Wisconsin Development of Administration regarding the use of the RLF funds.
- (5) The Jefferson County Corporation Counsel shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and counsel Jefferson County on default matters. Jefferson County Corporation Counsel shall record RLF security instruments in accordance with loan documents.
- (6) The County Finance Department shall be responsible for the maintenance of all other records for the local RLF, particularly those related to the expenditures of the RLF monies for program administration purposes.

2.3 LOAN REVIEW COMMITTEE MEETINGS

Committee meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Committee members and the general public shall be given prior notice of each meeting. A majority

of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action.

2.4 RECORD KEEPING

Written records of program activities, including RLF Committee meetings, loan applications, and related documents, shall be maintained in appropriate files in the RLF Administrator's offices. All files shall be maintained in a secure place with limited access by authorized personnel. The Jefferson County Corporation Counsel shall be consulted regarding compliance with state and county public records laws and records retention requirements.

The following files shall be established and maintained for each loan recipient:

- (1) **Loan Application File:** This file contains all applications, business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to Jefferson County, including all applicable correspondence.
- (2) **Loan Recommendation File:** This file contains a summary of the analysis, recommended actions for the application, and a copy of the minutes from the Loan Review Committee meeting summarizing the action taken on the loan request.
- (3) **Loan Closing File:** This file contains copies of all loan-closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence, shall be placed in a locked, fireproof safe. The Jefferson County Corporation Counsel shall be involved in helping create and complete this file to ensure complete loan documentation. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees.
- (4) **"Tickler File" System:** A tickler file system shall be established and maintained to ensure that loan repayments, financial information, the loan agreement, UCC updates, and other time sensitive documentation requirements are tracked and obtained as required. The system shall include the following monthly coded index files:
 - 1) Expiration dates for property, casualty and life insurance policies;
 - 2) Due dates for all financial statements;
 - 3) Expiration dates for UCC financing statements, the reminder to update being at least 45 days prior to the expiration of the UCC filing onhand;
 - 4) Scheduled dates of annual loan performance and covenant reviews;
 - 5) Dates for site visits;
 - 6) Due dates for property tax payments and dates by which Jefferson County expects to hear from the applicant regarding confirmation of payment of taxes;
 - 7) Review dates for job monitoring; and
 - 8) Dates on which loan recipients will be notified of scheduled changes in the loan amortization schedule per loan agreements.
- (5) **Financial Statement File:** This file contains the business' periodic financial statements as required by the loan covenants; along with a statement indicating that these have been reviewed by the RLF Loan Review Committee, the RLF Administrator and County Finance Department, if deemed appropriate.
- (6) **Progress Report File:** Loan recipients are required to submit periodic progress reports during the

outstanding term of the loan to the JCEDC. JCEDC Staff shall make periodic site visits to verify information in the progress report and financial statements. These site visits shall be documented for the file.

- (7) Site Visit File. Site visits shall be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits will be placed in the file, particularly highlighting any information that can help in rating the overall condition/risk of the loan.
- (8) Repayment Monitoring File: This file includes the loan amortization schedule, status of payments, and the outstanding balance of the loan. Observations suggesting concerns or problems shall be reported to the RLF Committee. Electronic automatic payments will be made from designated Borrower account to designated County account, on the date agreed-upon and documented in the Loan Closing documentation.
- (9) Loan Review File: All loans will be reviewed annually and/or at times as deemed necessary by Jefferson County. The review shall follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, UCC filings); overall financial condition of the business; the presence of material liens or lawsuits; and violations of loan covenants and suggested corrective actions as needed.

2.5 ADMINISTRATION COSTS

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses of up to twenty (20) percent of program income may be used for direct loan administrative costs. In addition to paying costs for RLF administration, these funds may be used for the following:

- (a) Legal costs.
- (b) Consulting fees for credit analysis, business plan reviews and technical assistance.
- (c) Office supplies, copying, typing, mailing, and related costs.
- (d) Training costs.

To generate additional revenue to cover administrative costs, the JCEDC may establish loan origination fees, closing fees, servicing fees, and other fees associated with processing an application or servicing a loan. All fees collected will be deposited into the RLF. The accounting of the fee revenue deposited into the RLF shall include separate line items to track administrative expenses recovered.

SECTION 3. ELIGIBILITY & LENDING GUIDELINES

3.1 ELIGIBLE AREA

The RLF program is open and available to eligible applicants within the corporate limits of Jefferson County.

3.2 ELIGIBLE APPLICANTS & PROJECT QUALIFICATIONS

- (1) Applicants must be named as an owner, sole proprietor, Chief Executive Officer or other officer authorized by the business to enter into contracts with the County of Jefferson on behalf of the business seeking assistance.

- (2) Eligible applicants will be representatives of legitimate for-profit businesses or proposed for-profit businesses, not engaging in the activities listed in section 3.4 of this document.
- (3) Applicants shall not be disqualified based on age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other form of discrimination prohibited by the laws of the State of Wisconsin or the United States of America.
- (4) Loan amounts requested must be consistent with the following criteria:
 - a. Loans cannot exceed 25% of total project costs;
 - b. Loan requests are tied to jobs affected at a rate of \$20,000 per FTE (full-time equivalent) employee. The Loan Review Committee may, at its discretion, raise the amount up to \$35,000 per FTE employee.
 - c. Jobs affected (created or retained) through this project loan request must be documented as created or retained within 24 months of the loan closing. Failure to do so may result in the applicant being forced to pay back the entire loan within 30 days of not meeting the 24-month deadline.
- (5) Applicants must submit a check for \$250 payable to the JCEDC, along with a completed application and all required attachments. If the loan is approved, \$100 of the \$250 will be applied toward repayment of the loan. If the project requires an environmental review, applicant will be responsible for all costs associated with the environmental review process.*
- (6) Applicants with existing businesses will provide full financial information for three (3) years prior to the application date and financial projections for the next two years. Applicants seeking assistance for proposed new businesses will provide personal financial information for three years prior to the application date and financial projections for the next three years.
- (7) Applicants will provide a description of the jobs to be created or retained by their project. The applicants must project the number of full-time positions for the first 3 years of their project. Full-time positions will be determined by adding up all hours worked by all employees affected (new jobs created or existing jobs retained by this project) and dividing by 2080.
- (8) Applicants must provide a description of the property and proof of ownership, if presently owned, to be used as collateral to secure the financing sought.
- (9) Applicants must enter into an Authorization Agreement for Automated Debits/Deposits.
- (10) In cases where the RLF does not have sufficient loan funds available to meet the gap financing need of the project, the JCEDC will work to identify other alternatives to close the financing gap.

These may include, but are not limited to:

- a. Wisconsin Economic Development Corporation (WEDC) Funds
- b. Other Municipal Revolving Loan Funds
- c. Industrial Revenue Bonds
- d. CDBG, Economic Development Grants, State of WI

*environmental reviews are generally necessary for projects requesting loan funds for the purchase or rehabilitation of real estate.

3.3 ELIGIBLE USES

Program loans shall generally provide gap financing for eligible projects that will result in creating or retaining jobs in Jefferson County. Gap financing may be used for the following activities:

- (1) The acquisition of land, buildings, and fixed equipment.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
- (4) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- (5) Working capital for inventory and/or direct labor costs.
- (6) Purchase of livestock, machinery or equipment necessary to significantly increase long-term productivity outcomes for ag-related businesses.

3.4 INELIGIBLE USES/USERS

Program funds shall not be available to certain applicants or for the activities as described below:

- (1) Refinancing or consolidating of existing debt.
- (2) Specialized equipment that is not essential to the business operation.
- (3) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- (4) Routine maintenance projects.
- (5) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are an eligible use.
- (6) Land/property/stocks deemed to be speculative investments or similar companies.
- (7) Real estate investment companies.
- (8) Lending institutions.
- (9) Gambling operations.
- (10) Any expenditure related to the project but occurring prior to the loan application being approved by the Loan Review Committee.
- (11) Other businesses not serving the interests of Jefferson County.
- (12) Members of the governing body, loan review board, or any other County official, employee, or agent who exercises decision-making functions or responsibilities in connection with the implementation of this program.
- (13) Loans that are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited). The Loan Review Committee reserves the right to identify other ineligible uses for the program.
- (14) Applicants with outstanding property tax liabilities are ineligible.

3.5 MINIMUM PROJECT REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Loan Review Committee.
- (2) Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every \$20,000 of program funds requested. The Committee may require lower job cost where warranted, (i.e. taking into consideration type of jobs, hourly wage, etc.).
- (3) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.

- (4) Low and Moderate Income (LMI) Benefits. Project applications must demonstrate the ability to meet the CDBG National objective of benefiting low to moderate income households. The objective mandates that at least 51% of the project jobs will be held by or made available to persons in qualified LMI households. LMI qualifications are issued annually by County. LMI households are those with a combined income of less than eighty (80) percent of the median household income, for the County where the project is located.
- The applicant must document that at least 51% of either hired or receiving first consideration for hiring, were qualified LMI persons. “Received First Consideration” means the applicant documents and uses a hiring practice that demonstrates that at least 51% of individual interviewed for such positions are qualified as LMI. Hiring practices must postings of available positions with the local Job Service Office or Workforce Development Boards.
 - The following documentation evidencing compliance must be collected: (Please see Attachment 1 for current year LMI guidelines for Jefferson County)
 - A listing of all job titles planned to be available to LMI individuals. Applicant should have a written plan for providing ‘first consideration’ for jobs as described above, that ensures that at least 51% can be filled by LMI individuals; proof that at least 51% of LMI qualified individuals were given first consideration for jobs; documentation of the hiring process used, a list of the LMI individuals interviewed for particular positions that is aligned with the criteria in Attachment 1.
- (5) Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes. These include, but are not limited to:
- Federal CDBG Regulations 24 CFR 570;
 - Allowable Use of Funds – Omni Circular;
 - Davis Bacon Act (Act 40-USC 276a-276 a-5; USC 327-333);
 - Acquisition/Relocation (CH 32 WI Statutes; Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970, as amended; 49 CFR 24 Sec. 104(d)(1) & 106(d)(7) of HCDA;
 - Lobbying Sec. 319 of public law 101-102; 24 CFR 87 Appendix A & B; and
 - Monitoring 24 CFR 85.10 (e) & 84.53 (e).
- (6) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the Jefferson County a project implementation schedule not exceeding 24 months for project completion and job creation, and maintain the positions created for 24 months.
- (7) Federal Anti-Piracy. The applicant must certify that it does not have immediate plans to relocate jobs in violation of CDBG Anti-Piracy regulations. The following language will be included in all agreements with the applicant. “The applicant certifies that it is in compliance with and will maintain compliance with CDBG Anti-Piracy regulations as stated in 24 CFR 570.482(h). Violation of this regulation will constitute an Event of Default.”

SECTION 4. LOAN REVIEW, TERMS AND CONDITIONS

4.1 LOAN REVIEW

Once all information is received by the JCEDC, a meeting of the Loan Review Committee will be arranged. The applicant(s) will be required to attend this meeting. The Loan Review Committee is responsible for reviewing, approving and making recommendations for approval to the Jefferson County Board of Supervisors. All loans require County Board approval. Meetings of the Loan Review Committee are scheduled as needed. The County Board of Supervisors normally meets monthly on the second Tuesday evening of the month.

Following the first meeting of the Loan Review Committee, committee members may request additional information and a second meeting may be needed prior to a recommendation to the County

Board.

Committee meetings are subject to the Wisconsin Open Meetings law which requires at least 24 hours public notice prior to the meeting. The discussions of the Loan Review Committee may be conducted in closed session in the discretion of the Committee pursuant to s.19.85 (1)(e) Wis. Stats. The County Board may also adjourn to closed session when reviewing and discussing financial matters as they relate to a loan request.

4.2 TERMS AND CONDITIONS

Once approved by the County Board, the Jefferson County Corporation Counsel prepares the loan documents required for the individual loan. These documents may include, but are not limited to, the following:

- (1) Real estate mortgage;
- (2) Assignment of land contract;
- (3) Term loan agreement;
- (4) General Security Agreement;
- (5) UCC Filing with Secretary of State;
- (6) General Business Agreement;
- (7) Personal Guarantee;
- (8) Authorization Agreement for Automated Debits/Deposits
- (9) Any other documents deemed necessary by the Jefferson County Corporation Counsel.

The County Board reserves the right to set all of the other terms of the loan. The Term Loan Agreement will spell out all of the guidelines of the loan; define default and the consequences of such action. The Agreement will enumerate how the funds will be expended and the required bookkeeping system for the loan recipient.

The applicant must agree that he/she will not discriminate against any employee, applicant for employment, supplier or contractor due to age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other form of employment discrimination prohibited by the laws of the State of Wisconsin or the United States of America.

Loan terms and conditions shall be structured on need and ability to repay. The Loan Review Committee and the JCEDC shall determine loan terms and interest rates on an individual basis. Unless the Loan Review Committee and JCEDC determine otherwise, there shall be two interest rates are available to applicants. Borrowers who start repayments immediately following the loan closure will pay two percent (2%) for the entire amortization of the loan. Borrowers choosing to defer payments of principal and interest for six-months will pay four percent (4%) for the entire amortization period of the loan. The length of the amortization schedule will be determined by the Loan Review Committee in conjunction with the applicant, and is dependent upon the amount of the loan; the type of project assisted and the number of jobs affected and will require County Board approval. Minimum standards shall include the following:

- (1) Loan Amount. Loan amounts are subject to the availability of program funds. No loan request exceeding 25% of total project costs will be considered.
- (2) Interest Rate. The interest rate shall be established by the Loan Review Committee.
- (3) Terms for Loans.
 - (a) Working capital loans shall have a maximum term of seven years.
 - (b) Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
 - (c) Real estate loans shall have a maximum term of 12 years which can be amortized over 20 years with the option of refinancing for an additional 8 years.

- (d) Loans shall not have a term longer than the terms of the other private financing in the project.
- (4) Period of Payment. Terms may include longer amortization schedules with balloon payments. Amortization schedules shall be set up for monthly payments.
- (5) Repayment. Payment of interest and/or principal may be deferred during the implementation period of the assisted activity if merited in the loan application. Interest may accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (6) Prepayment. There shall be no prepayment penalties.
- (7) Collateral. Jefferson County will have the highest priority on assets securing the loan to ensure that RLF loans are adequately secured.

4.3 DEFAULT PROCEDURES:

In the event of a default or a pending default, Jefferson County will notify the loan recipient in writing of a deficiency and the subsequent actions to be taken should the payment not be made within a specified time frame. Late payments and default situations will be set forth in the Borrower's promissory note. All payments received from applicant shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.

If an applicant anticipates or is experiencing problems with meeting reporting criteria and/or experiencing other operational problems impacting the ability to meet loan criteria, the Borrower shall contact the RLF Administrator and the JCEDC and/or RLF Administrator may work directly with the borrower to identify actions necessary to correct the identified problems or deficiencies.

Should the routine loan review process reveal evidence of problems during the loan period that may place the loan at risk of default, the account shall be turned over to the Jefferson County Corporation Counsel to initiate legal actions necessary to protect the loan and to ensure the maximum repayment of the balance due. If necessary, Corporation Counsel will initiate foreclosure proceedings or take other legal action deemed necessary to protect Jefferson County's interests.

SECTION 5. APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the JCEDC. The JCEDC shall assist the applicant, as is reasonably necessary in completing the application. All financial information shall be kept in a secured place with limited access by authorized personnel only.

5.2 TIMING

Applications may be submitted at any time during the calendar year. The process to approve a loan application includes a meeting with the loan review committee which will occur within one month of submission of all documentation necessary for the committee to make a determination. If an application is recommended for approval, the Loan Review Committee will forward the application to the Jefferson County Board of Supervisors for final approval. The County Board of Supervisors normally meets monthly on the second Tuesday evening of the month.

5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to

proceed. In the event that multiple loan fund requests exceed available funds, the following criteria will be used to determine applicant priority:

- (1) Eligibility of the applicants.
- (2) Eligibility of the project to be undertaken.
- (3) The extent to which private funds are to be leveraged.
- (4) The extent to which jobs are to be created, and the type jobs and wages.
- (5) The extent to which the loan can be secured.
- (6) Evidence of ability to repay the loan.
- (7) Size of the loan requested.
- (8) Timing of the proposed expenditures.
- (9) Completeness of application.
- (10) Other factors as deemed appropriate.

5.4 LOAN APPLICATION

Applicants shall submit an application using the form available from the RLF Program and adhere to the requirements set forth in Section 3 of this manual, in addition to any other requirements established by the Loan Review Committee or the JCEDC.

5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The JCEDC staff will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.5. If the application is not complete, staff will inform the applicant of the deficiencies.
- (2) Formal Review. The Loan Review Committee will meet to review an application within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is deemed acceptable for funding, the Loan Review Committee will forward the proposal to the Jefferson County Board of Supervisors for final approval; or to another body authorized to act on loan requests by the County Board.
- (3) Negotiation of Terms. Upon the tentative acceptance by the governing body, the JCEDC and/or the Jefferson County Corporation Counsel will contact the business in writing to review and explain the terms of the loan.
- (4) Notice of Award. If the application is approved, a closing date will be scheduled to execute the necessary loan documents.
- (5) Rejection of Award. If the application is not approved, the JCEDC will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

SECTION 6. DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Loan Review Committee must have reviewed and approved a complete application for an eligible applicant.
- (2) Loan Agreement. Jefferson County's attorney shall prepare a loan agreement, which shall be executed by Jefferson County and the Chief Executive Officer of the business.
- (3) Promissory Note. A promissory note shall be prepared by Jefferson County and signed by the Chief Executive Officer of the business at the time of loan closing. The note must be dated; it

must reference the agreement between Jefferson County and the business; and it must specify the amount and terms of the loan funds delivered.

- (4) Security. Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by Jefferson County and executed at the time of the loan closing. The Jefferson County attorney or the RLF Administrator, shall record the instrument and place a copy in the project file to include:
 - (a) Mortgage and/or security agreement.
 - (b) UCC searches and filing.
 - (c) Guarantee agreement.
 - (d) Title insurance or Abstract.
 - (e) Assignment of Life Insurance.
 - (f) Casualty Insurance binder.
 - (g) Personal guarantee.
 - (h) Other documentation as may be appropriate.
- (5) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the RLF Administrator after the loan proceeds are fully disbursed. The repayment schedule shall be dated and signed by both the County and the Chief Executive Officer of the business. At that time, the repayment schedule shall be attached to both parties' copies of the agreement.
- (6) Evidence of Permits, etc. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
- (7) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the RLF Administrator.
- (8) Fixed Equipment. Fixed equipment financed with program funds must have been purchased, delivered, and installed. The RLF Administrator shall verify the installation of fixed equipment.
- (9) Other Documentation. As appropriate or necessary, the applicant may be asked to provide the following:
 - (a) A certificate of status from the Department of Financial Institutions.
 - (b) The Articles of Incorporation and by-laws.
 - (c) A Board or Corporate resolution authorizing the borrowing of funds and a Secretary's certificate.
 - (d) Current financial statements.
 - (e) Evidence of having secured other funds necessary for the project.
 - (f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the RLF Administrator will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Secretary of State. (Appendix A. contains a model Loan Closing Documentation Checklist).

SECTION 7. POST APPROVAL REQUIREMENTS

7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, Borrowers shall agree to comply with the following. Refusal to comply with any of these could place the loan in default. Borrower shall:

- (1) Document the creation or retention of the agreed upon number of jobs within 24 months of the date of the execution of the loan agreement with Jefferson County.
- (2) Not discriminate on the basis of age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other basis prohibited by the laws of the State of Wisconsin or the United States of America in any employment or construction activity related to the use of the business loan funds.
- (3) Use loan proceeds in accordance with the loan agreement.
- (4) Permit inspections by persons authorized by Jefferson County of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but are not limited to, contracts, materials, equipment, payrolls, and conditions of employment.
- (5) Maintain records on the project as may be requested by Jefferson County. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (6) Submit periodic progress reports to the RLF Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
- (7) Maintain fire and extended coverage insurance on the project property required during the term of the loan. Jefferson County shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy if loan proceeds were used to purchase items covered by insurance. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (8) Abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti- Kickback" Act; and, all regulations pursuant to these Acts.
- (9) Collect the attached self-certification forms from every applicant for each job created to ensure compliance with LMI guidelines. (Please see Attachment 1)

SECTION 8. PERFORMANCE MONITORING

8.1 PRIVATE LEVERAGE COMMITMENTS

The JCEDC shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks.

8.2 HIRING OF NEW EMPLOYEES

The JCEDC shall monitor the applicant's progress in meeting agreed upon job creation or retention goals. Job creation must be documented using payroll records. Before-project and after- project payroll records should be provided by the applicant to document job creation. Failure of the business to provide the targeted number of jobs may be a condition for default unless the business can show it made a good faith effort to create the targeted number jobs but did not succeed due to reasons beyond its control. In all hires the applicant must meet the LMI requirement

8.3 DEFAULT

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at Jefferson County's option, become immediately due and payable. To exercise this option, Jefferson County shall prepare a written notice to the business. The notice shall specify the following:

- (a) The default.
- (b) The action required to cure the default.
- (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
- (d) Any penalties incurred as a result of the default.

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

9.1 RLF PROGRAM

Repaid loans shall be re-deposited into the Revolving Loan Fund account and used in a manner consistent with the policies and procedures manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The RLF account shall be audited on an annual basis and the RLF Administrator shall provide reports at times and on forms as required by the State of Wisconsin.

SECTION 10. LOAN SERVICING

10.1 MONITORING

The RLF Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to ensure continued repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met particularly in regard to job creation and expenditures of matching funds.

A loan servicing file shall be established and maintained for each loan recipient that includes all written correspondence; a record of important telephone conversations; a list of applicable loan covenants; certificates of insurance for builder's risk, property-casualty, and life insurance, as applicable; and documentation for job creation and retention including low and moderate income certifications forms.

10.2 RECORDKEEPING

In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:

- (a) A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
- (b) A CDBG Loan Repayment Register that records repayments made by each business which has received a loan from the RLF and tracks the balance of repayments from all loans from the RLF.
- (c) A Collection Register for every loan made. Each register will contain the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
- (d) RLF Loan Repayment Registers that record repayments made by each business, which has received a loan from the RLF that tracks the balance of repayments from all loans from the RLF.

RESOLUTION NO. 2016-_____

Authorizing year-end requests to carry over funds for fiscal year 2017Executive Summary

At year end, departments are required to submit carryover requests for funds that are unspent. If the County Administrator approves the request, it is reviewed by the Finance Committee and acted on by the County Board for approval. There is a total of \$36,222,456.46 proposed to be carried over from fiscal year 2016 to fiscal year 2017, and of this amount, \$12,342,282.87 requires County Board approval. This resolution will authorize carryover funds of \$12,342,282.87 from fiscal year 2016 to fiscal year 2017. The Finance Committee considered this resolution at its March 9, 2017 meeting and recommended forwarding this resolution to the County Board for approval.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, at the close of each fiscal year, it may be desirable to carry over funds in some accounts so that they can be used in the next budget year, and

WHEREAS, the Finance Committee has reviewed the collective requests of all departments to carry over the funds designated in the various accounts below, more particularly set forth in the Finance Committee minutes of March 9, 2017,

Governmental funds	Non-spendable	256,847.90	
Governmental funds	Spendable, restricted	3,499,338.91	3,499,338.91
Governmental funds	Spendable, committed	1,771,104.98	1,771,104.98
Governmental funds	Total	<u>5,527,291.79</u>	
Proprietary funds	Capital net assets	23,623,325.69	
Proprietary funds	Restricted net assets	160,509.13	160,509.13
Proprietary funds	Restricted for Pension	542,557.59	542,557.59
Proprietary funds	Non-restricted net assets	<u>6,368,772.26</u>	6,368,772.26
Proprietary funds	Total	<u>30,695,164.67</u>	
Grand Total		36,222,456.46	12,342,282.87

WHEREAS, the Finance Committee recommends certain funds be designated as non-lapsing for fiscal year 2017 in the amounts as listed above,

NOW, THEREFORE, BE IT RESOLVED that the funds in the accounts identified in the Finance Committee minutes of March 9, 2017, and referenced above, totaling \$12,342,282.87,

are designated as non-lapsing in the 2016 budget and carried over to the 2017 departmental budgets which are hereby amended in the respective amounts.

Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage.

Explanation of governmental funds: Non-spendable funds are funds that include prepaid items, deposits, and inventory accounts. Spendable, restricted funds are funds that are legally restricted by statutes, contracts, purchase orders, or funding source. Spendable, committed funds are funds that are spendable at the discretion of the County.

Explanation of proprietary funds (Highway): Capital net assets are items that are depreciated along with land. Restricted net assets relate to municipal deposits for subsequent year work by the County. Non-restricted net assets include both required items and discretionary items.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

3-14-17

Brian Lamers: 02-20-17, 03-06-17; Blair Ward: 02-22-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

Note: When it states "as for 2017 budget" this is what is in the 2017 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances Restricted	Committed	Total
General Rev and Exp	9801	594808		Resolution 2015-36 Purchase Park Land of of County Hwy A			34,122.00	
General Rev and Exp	9801	594808		Resolution 2016- Purchase Property at 302 & 304 S Center and 201 E Dodge St			210,000.00	244,122.00
County Board	11	531333		Video Services of County Board Meeting in dispute			4,500.00	
County Board	14	699700		Remaining Historical Commission funds as per 2017 budget		2,830.67		
County Board	14	594950		Remaining Historical Commission operating reserve adjustment		(73.94)		7,256.73
Economic Development	31	594955		Increase JCEDC vested benefit reserve to actual		15,505.89		
Economic Development	31	594950		Increase JCEDC fiduciary funds operating reserve		(3,503.64)		
Economic Development	31	699700		Remaining JCEDC fiduciary funds as per 2017 budget		156,323.00		168,325.25
Human Resources	41	521219		Professional Services-Arbitrations and Hearings			17,468.00	
Human Resources	41	532334		Air Fare for National Conference for Director			450.00	
Human Resources	41	532339		Parking for National Conference for Director			65.00	
Human Resources	41	532336		Lodging for National Conference for Director			1,072.00	
Human Resources	41	532335		Meals for National Conference for Director			110.00	
Human Resources	41	532350		Leadership development for County Admin-not done in 2016			1,000.00	
Human Resources	41	532350		Coaching for Accountability sessions for 2017			5,000.00	
Human Resources	41	521219		Independent Contractor Audit not Anticipated			1,500.00	26,665.00
Register of Deeds	1002	521295		Land Records Management System-Data Conversion		1,110.67		
Register of Deeds	1002	699700		Redaction Funds restricted by statue as per 2017 budget		43,472.00		44,582.67
County Clerk	1213	594950		Remaining ICC funds		(542.07)		
County Clerk	1213	699700		Remaining ICC funds as per 2017 budget		720.00		177.93
Land Information	1303	594950		Remaining land records modernization funds as per Wisc Statutes		31,668.90		
Land Information	1303	699700		Remaining land records modernization funds as per 2017 budget		67,815.00		99,483.90
Parks Department	1801	594820		Korth Park (Fort Health Care) Playground Sign			2,000.00	
Parks Department	1801	594829		Donation for Cappie's Landing Property Development			7,237.54	
Parks Department	1801	594829		Boat Launch, Donated Funds matched with Stewardship Grant			30,000.00	
Parks Department	1801	594829		New Pavement at Pohiman Park			12,000.00	
Parks Department	1801	594820		Remaining Bicycle Implementation Plan			10,051.00	
Parks Department	1806	594960		Remaining Carol Liddle estate funds, restricted by estate		39.56		
Parks Department	1806	699800		Carol Liddle estate funds as per 2017 budget		81,928.00		
Parks Department	1809	594950		Remaining Carlin Weld Parks funds, restricted by source		(4,093.64)		
Parks Department	1809	699700		Carlin Weld Park funds as per 2017 budget		25,055.00		
Parks Department	1812	594950		Remaining Carnes Park, non-lapsing request for capital items			31,675.62	
Parks Department	1812	699700		Carnes Park Development funds as per 2017 budget			86,426.00	
Parks Department	1812	594822		Mason Log Home Restoration Funds, restricted by source		18,761.00		
Parks Department	1814	699992		Remaining Garman Nature Preserve, restricted by source		0.19		
Parks Department	1814	699700		Garman Nature Preserve funds as per 2017 budget		329.00		

Jefferson County
Final Non-Lapsing Requests
For the Year Ended December 31, 2016

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
Parks Department	1816	699992		Remaining Glacial Heritage, restricted by source		2,500.00		
Parks Department	1816	699700		Glacial Heritage Development funds as per 2017 budget		16,209.00		
Parks Department	1824	699992		Remaining Bike Trail donations, restricted by source		(87,098.07)		
Parks Department	1824	699800		Remaining Bike Trail donations, restricted by source as per 2017 budget		110,951.00		
Parks Department	1826	699992		Remaining Dog Park funds			25,064.91	
Parks Department	1826	691100		Remaining Dog Park funds as per 2017 budget			54,247.00	423,283.11
Central Services	1901	594822		Electric Service Upgrade-North End Courthouse			25,000.00	
Central Services	1901	594820		Flagpole and Employee outside area			20,000.00	
Central Services	1901	535247		Employee Break Rooms			15,000.00	60,000.00
Sheriff Department	2001	531317		Tactical Vests for SWAT (6)			6,999.50	
Sheriff Department	2001	531317		Lethal Launchers (3) & Holsters (2)			1,519.97	
Sheriff Department	2001	594811		Propane Systems for 2016 Tahoes (6)			48,040.74	
Sheriff Department	2001	594811		Replacement Tahoe (\$31,108 Received from Insurance)			36,108.00	
Sheriff Department	2010	699992		Funds restricted by source -- Drug Education	(30.24)			
Sheriff Department	2010	699700		Funds restricted by source -- Drug Education as per 2017 budget	1,520.00			
Sheriff Department	2011	699992		Funds restricted by source -- Drug Restitution	377.26			
Sheriff Department	2011	699700		Funds restricted by source -- Drug Restitution as per 2017 budget	8,719.00			
Sheriff Department	2012	699992		Funds restricted by source -- Vehicle Forfeiture	1,702.43			
Sheriff Department	2012	699700		Funds restricted by source -- Vehicle Forfeiture as per 2017 budget	3,932.00			
Sheriff Department	2014	699992	011	Remaining restricted donations -- K-9 related	6,376.48			
Sheriff Department	2014	699992	012	Remaining restricted donations -- Community Program	959.65			
Sheriff Department	2014	699992	014	Remaining restricted donations -- Honor Guard	1,209.52			
Sheriff Department	2014	699700	016	Remaining restricted donations -- Tactical Air Wing	94.00			
Sheriff Department	2014	699992	017	Remaining restricted donations -- Dive Team	618.21			
Sheriff Department	2014	699992	018	Remaining restricted donations -- DTF	937.75			
Sheriff Department	2102	699992		Funds restricted by source -- Drug Task Force	10.35			
Sheriff Department	2104	699992		Funds restricted by source -- Federal Forfeitures	4,457.83			
Sheriff Department	2105	699700		Funds restricted by source -- Federal Forfeitures as per 2017 budget	209,057.00			
Sheriff Department	2108	699992		Funds restricted by source -- CEASE Marijuana as per 2017 budget	201.00			
Sheriff Department	2108	699992		Funds restricted by source -- State Forfeitures	2,704.28			
Sheriff Department	2108	698800		Funds restricted by source -- State Forfeitures as per 2017 budget	5,259.00			
Sheriff Department	2203	594950		Jail assessment funds restricted by Wisconsin Statutes	(22,011.15)			
Sheriff Department	2203	699700		Jail assessment funds restricted by Wisconsin Statutes per 2016 budget	165,523.00			484,235.58
Finance Department	2601	594818		ERP System (Tyler Munis)			318,623.72	318,623.72
Emergency Mgmt	2703	594960		Remaining flood mitigation program fund (HMGF)			69,959.70	
Emergency Mgmt	2703	699800		Remaining flood mitigation program fund (HMGF) as per 2017 budget			93,728.00	
Emergency Mgmt	2706	699700		Hazmat Operations as per 2017 budget			3,035.00	
Emergency Mgmt	2706	699992		Revenue from Hazmat-Train Derailment-Replace supplies			1,476.63	168,199.33
Veterans Services	5302	593719		Veterans Relief Services			17,222.42	17,222.42

Jefferson County
Final Non-Lapsing Requests
For the Year Ended December 31, 2016

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
UW Extension	6801	594950		Donation from Dec 2008 regarding 4-H fees adjustment			0.00	
UW Extension	6801	699700		Donation from Dec 2008 regarding 4-H fees, per 2017 budget			1,680.00	
UW Extension	6801	594819		Furnishing for Meeting rooms			10,000.00	
UW Extension	6801	531303		Printer budgeted but never purchased			3,000.00	
UW Extension	6803	531348		Remaining funds for UWEX Program			(870.96)	
UW Extension	6803	699700		UWEX Program as per 2017 budget			2,483.00	
UW Extension	6811	531348		Remaining funds Agricultural program			115.19	
UW Extension	6811	699700		Remaining funds Agricultural program as per 2017 budget			3,539.00	
UW Extension	6815	531348		Master Gardener program			(318.68)	
UW Extension	6815	699700		Remaining funds Master Gardener Program as per 2017 budget			2,215.00	
UW Extension	6816	531348		Remaining funds Pesticide Program			(346.83)	
UW Extension	6816	699700		Pesticide Programs as per 2017 budget			8,029.00	
UW Extension	6819	531348		Remaining funds Tractor Safety Program			(589.85)	
UW Extension	6819	699700		Tractor Safety Program as per 2017 budget			4,419.00	33,353.87
Fair Park	6906	485106		Remaining Fair Donations		1,624.79		
Fair Park	6906	699800		Fair donations as per 2017 budget		28,477.00		30,101.79
Land Conservation	7019	594950		Farmland Preservation Adjustment			30,957.31	
Land Conservation	7019	699800		Farmland Preservation, capital as per 2017 budget			92,881.00	123,838.31
Zoning	7101	699700		Comprehensive Plan Update/Transportation Plan as per 2017 budget			35,000.00	
Zoning	7109	594950		Solid Waste funds restricted by both grants and contracts		45,180.64		
Zoning	7109	699700		Solid Waste funds as per 2017 budget		141,002.00		221,182.64
General Fund Totals					0.00	1,087,759.32	1,382,894.93	2,470,654.25
Health Department	240	351300		Prepaid asset reserve (Prepaid Health Ins paid by Employer)	19,036.62			
Health Department	240	354900		Working capital (3 Month Operating Expense)		421,491.00		
Health Department	4700	669700		Operating to reduce levy as per 2016 budget		130,199.00		
Health Department	4501	531314		Restricted Donations for purchase of Pack n Play Cribs		2,500.00		573,226.62
Human Services	250	353100		Prepaid asset reserve	237,811.28			
Human Services	5001	594950		Remaining child abuse donations, restricted by source		3,746.56		
Human Services	5001	594950		Remaining child / family donations, restricted by source		2,433.52		
Human Services	5001	594950		Remaining Zero Suicide		213.36		
Human Services	5005	594950		Remaining Juvenile Justice donations		1,255.32		
Human Services	5021	594950		Remaining Safe & Stable Families donations		2,834.07		
Human Services	5195	594950		Vehicle escrow funds, restricted by source		65,137.19		
Human Services	5001	594950		Donations unrestricted			3,575.37	
Human Services	5001	529299		MIS Training unspent budgeted amount to finish training in 2017			4,000.00	
Human Services	5210	594820		Tie alarm system into 911 and security company			50,454.68	
Human Services	5001	552504	071	Youth Care-Out of state court ordered placement			267,180.00	638,641.35

W:\Finance shared\Office\Excel\2016\Non-Lapsing Requests\Non lapsing requests 2016

Final

3/8/2017 9:12 AM

Jefferson County
Final Non-Lapsing Requests
For the Year Ended December 31, 2016

Department	Bus Unit	Acct #	Sub Acct	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
Capital Projects	8151	594950		Demolition and New Highway Shop-remaining funds		1,781,769.57		1,781,769.57
MIS-Power Group	8501	594820		Sheriff UPS			43,000.00	
MIS-Overhead	8510	594813		Air Conditioning Replacement			20,000.00	63,000.00
Total Governmental Funds								
					256,847.90	3,499,338.91	1,771,104.98	5,527,291.79
Proprietary Funds -- Net Assets								
	Capital	Restricted	Non-Restricted					Total
Highway Department	23,424,973.69			Capital net assets				
Highway Department	198,352.00			Contributed capital -- state salt shed/brine equipment				
Highway Department		160,509.13		Road equity, multiple municipalities				
Highway Department		542,557.59		Restricted for Pension Benefit				
Highway Department			623,456.46	Maintain inventory balances at 2006 levels				
Highway Department			148,085.99	Over-recovered fringe benefit pool to be allocated in 2016				
Highway Department			(2,438.43)	Over-recovered small tools pool to be allocated in 2016				
Highway Department			179,829.71	PBM Reserve				
Highway Department			976,993.71	Inventory net assets				
Highway Department			74,028.94	Prepaid asset reserve (Prepaid Health Ins paid by Employer)				
Highway Department			2,498,478.75	Fixed Asset replacement (machinery operations)				
Highway Department			137,675.00	General Maintenance				
Highway Department			1,622,325.00	Cty Hwy Construction to finish CTH J, A, P, W and N in 2016				
Highway Department			110,337.13	Winter maintenance balance for future Winter Maintenance expense				
Totals								
	23,623,325.69	703,066.72	6,368,772.26					30,695,164.67
Total all Funds								
								36,222,456.46

RESOLUTION NO. 2016-_____**Authorizing contingency fund transfer to offset fiscal year 2016 departmental deficits**Executive Summary

At year end, the County Administrator requests a budget transfer from contingency or general funds to offset department deficits. This request is reviewed by the Finance Committee and acted on by the County Board for approval. This resolution will authorize transferring \$197,666 from the contingency fund to various county departments due to fiscal year 2016 deficits. The Finance Committee considered this resolution at its March 9, 2017 meeting and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, due to circumstances arising after the 2016 budget was adopted, the following transfers of funds are necessary from the contingency appropriation account and/or general fund as indicated to close the accounting books for 2016:

Department	Bus Unit	Account Number	Deficit Amount	Original Levy	Percent of Levy
County Administration	81	599999	1,438	265,029	0.5%
County Treasurer	1401	599999	169,468	(821,664)	20.6%
Corporation Counsel	1701	599999	850	350,991	0.2%
Sheriff	2001	599999	10,381	12,231,125	0.1%
Clerk of Courts	2401	599999	5,878	1,561,913	0.4%
Land & Water Conservation	7001	599999	9,651	236,468	4.1%
Total			197,666		
Contingency Fund			197,666		
General Fund			0		
Total			197,666		

WHEREAS, the Finance Committee recommends that the above departmental deficits be funded by the transfers set forth above totaling \$197,666,

NOW, THEREFORE, BE IT RESOLVED that the aforementioned transfers of funds are hereby approved and the 2016 budget is amended to reflect the same.

Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage.

The contingency fund has a balance of \$333,464, of which \$197,666 is needed to offset the deficit for 2016.

The main reason for the Administration Department budget was partially due to additional increases in wages that were not originally budgeted

The County Treasurer was due to the negative adjustment to fair market value on investments of approximately \$350,000.

The Corporation Counsel office's deficit is due to a few miscellaneous items that went over budget.

The Sheriff's department deficit is due to overtime and worker's compensation over budget.

The Clerk of Courts overage is mainly for court order attorney fees that were approximately \$130,000 over budget.

The Land & Water Conservation Department has a deficit due to less permit and fee revenue than anticipated.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

3-14-17

Brian Lamers: 02-20-17; Blair Ward: 02-22-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

Jefferson County
Departmental Surplus (Deficit) Recap
For the Year Ended December 31, 2016

6-Mar-17 Updated

Dept	Department	General Ledger Surplus (Deficit)	Budgetary Only Accounts	Estimated Additional Activity	Actual Non-Lapsing Request	Actual Surplus (Deficit)	Deficit Transfer		Amended Surplus (Deficit)	Original Tax Levy 2016	Actual Surplus (Deficit)
							Contingency Fund	General Fund			
000	General Revenues	1,017,479.00			(244,122.00)	773,357.00	(197,666.00)		575,691.00	(7,367,457.00)	10.5%
001	County Board	18,529.00			(7,256.00)	11,273.00			11,273.00	392,202.00	2.9%
002	Economic Development	168,326.00			(168,326.00)	0.00			0.00	0.00	0.0%
004	Human Resources	46,089.00			(26,665.00)	19,424.00			19,424.00	455,087.00	4.3%
008	County Administrator	(1,438.00)				(1,438.00)	1,438.00		0.00	265,029.00	-0.5%
010	Register of Deeds	176,039.00			(44,583.00)	131,456.00			131,456.00	(181,459.00)	72.4%
012	County Clerk	14,618.00			(178.00)	14,440.00			14,440.00	226,974.00	6.4%
013	Land Information	103,838.00			(99,483.00)	4,355.00			4,355.00	362,066.00	1.2%
014	County Treasurer	(169,468.00)				(169,468.00)	169,468.00		0.00	(821,664.00)	-20.6%
016	District Attorney	16,892.00				16,892.00			16,892.00	674,578.00	2.5%
017	Corporation Counsel	(850.00)				(850.00)	850.00		0.00	350,991.00	-0.2%
018	Parks	514,992.00			(423,284.00)	91,708.00			91,708.00	760,167.00	12.1%
019	Central Services	72,655.00			(60,000.00)	12,655.00			12,655.00	654,388.00	1.9%
020	Sheriff	473,854.00			(484,235.00)	(10,381.00)	10,381.00		0.00	12,231,125.00	-0.1%
023	Child Support	47,430.00				47,430.00			47,430.00	166,519.00	28.5%
024	Clerk of Courts	(5,878.00)				(5,878.00)	5,878.00		0.00	1,561,913.00	-0.4%
025	Medical Examiner	4,709.00				4,709.00			4,709.00	99,320.00	4.7%
026	Finance	323,105.00			(318,624.00)	4,481.00			4,481.00	451,156.00	1.0%
027	Emergency Management	172,236.00			(168,199.00)	4,037.00			4,037.00	74,224.00	5.4%
053	Veterans Services	21,938.00			(17,222.00)	4,716.00			4,716.00	160,363.00	2.9%
068	UW Extension	77,800.00			(33,354.00)	44,446.00			44,446.00	317,552.00	14.0%
069	Fair Park	87,105.00			(30,102.00)	57,003.00			57,003.00	70,349.00	81.0%
070	Land Conservation	114,187.00			(123,838.00)	(9,651.00)	9,651.00		0.00	236,468.00	-4.1%
071	Zoning	290,931.00			(221,183.00)	69,748.00			69,748.00	323,637.00	21.6%
099	Library System	217.00				217.00			217.00	1,041,235.00	0.0%
General Fund Totals		3,585,335.00	0.00	0.00	(2,470,654.00)	1,114,681.00	0.00	0.00	1,114,681.00	12,504,763.00	8.9%
Fund	Fund	Beginning Fund Balance 1-Jan-16	Current Activity	Estimated Additional Activity	Ending Fund Balance 31-Dec-16	Percentage Change					
100	General Fund	30,021,264.00	(483,860.00)		29,537,404.00	-1.6%					
240	Health Department	832,482.00	(91,229.00)		741,253.00	-12.3%					
250	Human Services	992,258.00	(353,617.00)		638,641.00	-55.4%					
300	Debt Services	75,384.00	(75,384.00)		0.00	0.0%					
400	Capital Projects	1,848,046.00	(66,276.00)		1,781,770.00	-3.7%					
700	Highway Department	31,902,666.00	(833,177.00)		31,069,489.00	-2.7%					
750	MIS Fund	0.00	0.00		0.00	0.0%					
Total Govt Funds		65,672,100.00	(1,903,543.00)	0.00	63,768,557.00	-3.0%					
							Ending fund balance 12/31/15 63,768,557.00				
							Less beginning fund balance (65,672,100.00)				
							Subtotal (1,903,543.00)				
							Increase due to operations (1,903,543.00)				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				

PROCLAMATION

Proclaiming the month of March 2017 as Professional Social Work Month

WHEREAS, social workers have the right education and experience to guide individuals, families, and communities through complex issues and choices, and

WHEREAS, social workers connect individuals, families, and communities to available resources, and

WHEREAS, social workers are dedicated to improving the society in which we live, and

WHEREAS, social workers are positive and compassionate professionals, and

WHEREAS, social workers stand up for others to make sure everyone has access to the same basic rights, protections, and opportunities, and

WHEREAS, social workers help people help themselves, whenever and wherever they need it most, and

WHEREAS, social workers have been the driving force behind important social movements in the United States and abroad.




NOW, THEREFORE, BE IT RESOLVED in recognition of professional social workers and their commitment and dedication to individuals, families, and communities everywhere through legislative advocacy, service delivery, research, and education, the Jefferson County Board of Supervisors hereby proclaims the month of March 2017 as Professional Social Work Month and calls upon all citizens to join with the National Association of Social Workers and the Jefferson County Human Services Department in celebration and support of social workers and the social work profession.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Services Board

03-14-17

Kathi Cauley: 02-09-17; J. Blair Ward: 02-20-17

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

PROCLAMATION

Proclaiming the month of April 2017 as Child Abuse and Neglect Prevention Month

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Jefferson County, and

WHEREAS, every child is entitled to be loved, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse, and neglect, and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood, and

WHEREAS, Jefferson County has many dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need, and

WHEREAS, our communities are stronger when all citizens become aware of child maltreatment prevention and become involved in supporting parents to raise their children in a safe and nurturing environment, and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community, and

WHEREAS, the Human Services Board, at its February 24, 2017, meeting, unanimously approved a motion recommending the County Board of Supervisors adopt this proclamation,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the month of April 2017 to be Child Abuse and Neglect Prevention Month.

Fiscal Note: Adoption of this proclamation will not have any fiscal impact to the County other than the expenditure of staff time. Promotion materials will be funded by outside private donations.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Services Board

03-14-17

Kathi Cauley: 02-09-17; J. Blair Ward: 02-20-17

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

RESOLUTION NO. 2016-__

Authorizing capital funds of \$85,000 in the Human Services Department budget originally budgeted for replacement of roofing to be transferred for upgrade and replacement of alarm system and authorization to issue an RFP for the project

Executive Summary

In the 2017 Human Services Budget there was \$85,000 allocated for purposes of installing a new roof on the Health and Human Services Building. In preparation for developing a scope of work for the project, it was determined that the existing roof could last up to five more years with minimal cost, and immediate replacement of the roof was not necessary. During this time, an analysis of the fire alarm systems for the four buildings that make up the south campus (Hillside Office, Health and Human Services Building, Lueder Haus and the Workforce Development Center which houses UW-Extension and Jefferson County Economic Development Consortium as well), indicated that significant upgrades were needed in all four buildings for proper protection of persons and property. The initial estimated cost is approximately \$120,000.

At the Human Services Board meeting on February 14th, this was brought forward as a potential issue and the recommendation was for staff to bring back a resolution for review at the March 14th Human Services Board meeting that would authorize the transfer of \$85,000 from the roof project to the fire alarm project, and in accordance with the County Purchasing Policy, provide authorization to issue a Request for Proposals as this fire alarm project was not originally in the FY 2017 Budget. The Finance Committee reviewed this on March 9th and the Infrastructure Committee and Health and Human Services Board reviewed this resolution on March 14th and recommended forwarding to the County Board for approval. Required funds for this project in excess of \$85,000 will come from 2016 carryover funds pending approval by the County Board.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Jefferson County staff have determined that the roof on the Health and Human Services building does not require immediate replacement as originally thought, and

WHEREAS, it has been identified that additional work is needed on the fire alarm systems of all four buildings referenced above, and

WHEREAS, the Human Services Board has recognized in the interest of public safety that work on the alarm system should be a priority project, and

WHEREAS, deferring the Health and Human Services Building roofing project will provide \$85,000 toward replacing fire alarm systems with the remaining funds being available via the FY 2016 to FY 2017 Budget Carryover request upon approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the transfer of \$85,000 in the FY 2017 Budget from the Health and Human Services Roofing Project to the South Campus Fire Alarm Project.

BE IT FURTHER RESOLVED that the County Administrator is authorized to publish a Request for Proposals (RFP) for the South Campus Fire Alarm project in accordance with the Jefferson County Purchasing Policy Ordinance.

Fiscal Note: The estimated cost of the project is \$120,000. With the transfer of \$85,000 from the roofing project to the fire alarm project and pending approval of \$45,000 in carryover funds from FY 2016 to 2017, adequate funds will be available in the Human Services Budget to execute the project. As this is a Budget Amendment 20 votes are required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Human Services Board, Infrastructure Committee, Finance Committee 03-14-17

Ben Wehmeier: 03-08-17 REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____

**REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on August 18, 2016, December 15, 2016, and February 16, 2017, 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 R3918A-16, R3942A-16, R3956A-17
AND R3957A-17**

DATED THIS 27TH DAY OF FEBRUARY 2017

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS R2958A-04, R3940A-16, R3941A-16,
R3942A-16, R3943A-16, R3944A-16, R3945A-16, R3946A-16, R3947A-16, R3948A-16,
R3949A-16, R3950A-17, R3951A-17, R3952A-17, R3713A-17, R3954A-17 and R3955A-17
ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS.
59.69(5).**

ORDINANCE NO. 2016-__**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, Petition R3918A-16 was referred to the Jefferson County Planning and Zoning Committee for public hearing on August 18, 2016, Petition R3942A-16 was referred on December 15, 2016, and Petitions R3956A-17 and R3957A-17 were referred for public hearing on February 16, 2017, 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 A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL
RESIDENTIAL**

Create a 2-acre farm consolidation lot around the home at **N7004 County Road P** from PIN 006-0716-0632-000 (51.25 acres). The site is in the Town of Concord. Rezoning is conditioned upon approval and recording of a final certified survey map, showing not more than 150 feet of lot depth from County Road P, and up to two acres in size. This is in conjunction with Sec. 11.04(e), 11.04(f)6 & 8 of the Jefferson County Zoning Ordinance. R3942A-16 – Steve Wareham/Wareham Properties II LLC

Create a 2.6-acre farm consolidation lot around the home and buildings at **N8825 Willow Road** from part of PIN 032-0814-1421-000 (31.133 acres) in the Town of Watertown in accordance with Sec. 11.04(e) and 11.04(f)6 & 8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map, including extraterritorial plat review if necessary. Access for the remaining A-1 zoned land is required. R3956A-17 – Charles & Christine Teich

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

Rezone to create a 22.4-acre Natural Resource zone from part of PINs 008-0715-2823-000 (40 acres) and 008-0715-2824-000 (40 acres) near **N5594 Switzke Road** in the Town of Farmington. This action is conditioned upon approval and recording of a final certified survey map for the lot; a note shall be placed on the survey that no residential structures are allowed. This is in

accordance with Sec. 11.04(e) and 11.04(f)12 of the Jefferson County Zoning Ordinance. This petition was previously approved at 21.2 acres. R3918A-16 – Jack D. Wendorf Trust

Create a 9-acre Natural Resource zone near **County Highway A** in the Town of Oakland from part of PIN 022-0613-2831-002 (50.65 acres) in accordance with Sec. 11.04(e) and 11.04(f)12 of the Jefferson County Zoning Ordinance. This is conditioned upon approval and recording of a final certified survey map for the lot. R3957A-17 – Viola Behm



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

03-14-17

Deb Magritz: 03-06-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 