

**AGENDA**  
**JEFFERSON COUNTY BOARD MEETING**  
**TUESDAY      DECEMBER 12, 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. **APPROVAL OF OCTOBER 24, 2017 AND NOVEMBER 14, 2017 MEETING MINUTES**
7. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report (Addendum)
  - b. Retiree Recognition
  - c. Zoning Committee – Notice of Public Hearing, December 21, 2017 (Page 1-2)
8. **PUBLIC COMMENT**  
**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
9. **ADMINISTRATION AND RULES COMMITTEE**
  - a. Resolution – Adopting the Jefferson County Government Strategic Plan (Page 3-4)
10. **FINANCE COMMITTEE**
  - a. Ordinance – Amending Ordinance establishing approval authority and bill payment procedure (Page 5-6)
  - b. Resolution – Reauthorizing self-insuring worker's compensation liability (Page 7)
  - c. Resolution – Authorizing extension of Enterprise Resource Planning Software Purchase Contract with Tyler Technologies (Page 8-9)
11. **HUMAN RESOURCES COMMITTEE**
  - a. Resolution – Contracting for a county-wide Classification and Compensation Study (excluding represented law enforcement) (Page 10-11)
12. **INFRASTRUCTURE COMMITTEE**
  - a. Resolution – Purchasing and Installing County Boardroom Electrical System and Sound System (Page 12-13)
13. **LAND AND WATER CONSERVATION COMMITTEE**
  - a. Resolution – Authorizing acceptance of bid on County Farm agricultural three-year lease (Page 14)
14. **PARKS COMMITTEE**
  - a. Resolution – Authorizing acceptance of bid on Dorothy Carnes Park (Kemmeter acreage) agricultural three-year lease (Page 15)
15. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval of Petitions (Page 16)
  - b. Ordinance – Amend Zoning Ordinance (Page 17-18)
  - c. Resolution – Authorizing contract with Pictometry International for oblique and overhead aerial imagery in 2018 (Page 19-20)
16. **APPOINTMENT BY COUNTY ADMINISTRATOR**
  - a. Appointment to the Sheriff's Civil Service Commission (Addendum)
17. **PUBLIC COMMENT** (General)
18. **ANNOUNCEMENTS**
19. **ADJOURN**

**NEXT COUNTY BOARD MEETING**  
**February 13, 2018 – 7:00 P.M. – RM 205**

**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, December 21, 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**
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, December 21, 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, which include staff finding of fact, 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 INDUSTRIAL TO RESIDENTIAL R-2**

**R4024A-17 – Eugene Gutzmer Jr/ Merrill Eugene Gutzmer Property:** Rezone 2.3 acres of PIN 004-0515-3222-000 (18.305 Acres) to create a lot around the home at **N462 County Road N** in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. The site is in the Town of Cold Spring.

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

**R4025A-17 – Richard & Cecile Schaffer:** Rezone to create an A-3 zoned lot from PIN 006-0716-1542-002 (1.069 Acres) and an A-3 zoned lot from PIN 006-0716-1542-003

(1.028 Acres) at **N6213 Country View Ln** in the Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

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

**R4026A-17 – Amy Tessman/Amy L Heine Property:** Create a 3.1-acre lot around the home at **N6188 South Farmington Rd** and a new 1-acre building site adjoining it. These are proposed from PIN 008-0715-1334-001 (11.416 Acres) in the Town of Farmington in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4027A-17 – Amy Tessman/Amy L Heine Property:** Create a 1.3-acre building site on the west side of **South Farmington Rd** from part of PIN 008-0715-1333-001 (12.25 Acres) in the Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4028A-17 – Dennis Brant/Alvin B Brant Trust Property:** Rezone to create a 5-acre farm consolidation lot around the home and buildings at **N4470 South Schopen Rd** from PIN 014-0615-0712-000 (38.8 Acre) in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4029A-17 – Scott R Anton:** Rezone 2 acres of PIN 026-0616-3221-000 (30.8 Acres) for a new building site on **County Rd F** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS WITH CONDITIONAL USE PERMIT APPLICATION**

**R4030A-17 & CU1935-17 – Northern Trail Meats LLC/Scott & Tami Zimmerman Property:** Create a 5.4-acre A-2 lot on **County Road Q** in the Town of Milford and Conditional Use to allow for meat processing with retail sales. This site is part of PIN 020-0814-2112-000 (40 Acres). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

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](http://www.jeffersoncountywi.gov)

**Adopting the Jefferson County Government Strategic Plan**Executive Summary

Jefferson County has a strong history of planning. In 2009, the County embarked on its first Strategic Plan that was adopted in 2010. This document provided a significant framework for the work the County included in this current Strategic Plan. Specifically the first Strategic Plan developed the mission and vision statements of the County.

In 2015, the Jefferson County Board Chair initiated a Task Force on County Operations and Organization to begin to identify the short term to long term needs of the County. This Task Force included elected officials, county staff and public members. One of the key outcomes from this process was the need to update the County's Strategic Plan and ensure that it included actionable steps to ensure that the goals of the County identified in the plan were accomplished.

The County set aside funds as part of the 2017 Budget to proceed forward with this update. The Administration and Rules Committee issued a request for proposals in the beginning of 2017 which included an interview process. The Chamness Group was selected to move forward with the process.

Over the course of the past year, The Chamness Group facilitated meetings among various key stakeholders to help receive input onto the vision of the future. Subsequent to this, the Strategic Planning Steering Committee was appointed and met with The Chamness Group to help develop the updated Strategic Plan with Action Plan. The Strategic Planning Steering Committee met on November 9<sup>th</sup> for a final review of the recommend draft plan. On November 14<sup>th</sup> the County Board Chair and County Administrator formally presented the draft Strategic Plan to the full County Board which was made available to the public on the County's website.

The Strategic Planning Steering Committee met on November 9, 2017, and recommended forwarding this draft Strategic Plan to the County Board for adoption. The Administration & Rules Committee met on October 31 and November 29, 2017, and supported forwarding to the County Board for approval.

---

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, a Strategic Plan is a method for creating order, organization and improvement both internally and externally. The process is a disciplined effort to produce fundamental decisions and actions that shape and guide an organization and the vision of the future, and

WHEREAS, a Strategic Plan for Jefferson County would serve as a guide for county government to follow in order to ensure that it provides the programs and services that its citizens need and the action steps to accomplish the goals set out, and

WHEREAS, the Task Force on Operations and Organizations identified updating the County Strategic Plan as a key action step in 2015, and

WHEREAS, the FY 2017 Budget authorized funds necessary to accomplish this task, with the Administration and Rules Committee overseeing the hiring of the facilitator, The Chamness Group, to lead the process, and

WHEREAS, on June 28, 2017, the Administration and Rules Committee made recommendations for appointment of members to the Strategic Planning Committee and at the July 11, 2017, County Board meeting the County Board Chair appointed said persons to the Strategic Planning Committee who were charged with the responsibility for the development of a Strategic Plan for Jefferson County government, and

WHEREAS, the Strategic Planning Committee met six times to prepare the Strategic Plan which included a visioning education session. In addition, Department Heads assisted in the development of action steps related to accomplishing the goals that were laid out. Status reports were provided to the Administration and Rules Committee on a regular basis during the planning process, and

WHEREAS, on November 9, 2017, the County Board Chair and County Administrator presented the recommended draft Strategic Plan for review and commentary, and

WHEREAS, the Jefferson County Board of Supervisors believes that it is in the County's best interest to adopt a Strategic Plan for Jefferson County government.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the Jefferson County Government Strategic Plan, as developed by the Strategic Planning Committee, and

BE IT FURTHER RESOLVED that the Administration and Rules Committee monitor implementation of the Plan and periodically provide the County Board with status reports, along with required amendments that may be needed from time to time, and

BE IT FURTHER RESOLVED that implementation of the Plan be coordinated with the appropriate County Board Committees, and

BE IT FURTHER RESOLVED that the County Board Chair is authorized to develop and appoint working groups to carry out the work required within the Strategic Plan.




*Fiscal Note: Adoption of this resolution will not result in any additional cost to the County. Action steps that require funding will follow the normal budgetary process to determine the appropriation of funds. An initial \$40,000 has been earmarked in the FY 2018 budget for initial execution of the plan.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by

Administration & Rules Committee

Ben Wehmeier & J. Blair Ward: 12-05-17; 12-06-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

12-12-17

## ORDINANCE NO. 2017-\_\_

## Amending Ordinance establishing approval authority and bill payment procedure

Executive Summary

In 2008 the Administrative Services Operational Audit recommended review of the bill approval process and on June 10, 2008, an ordinance establishing approval authority and bill payment procedures was adopted. In 2017 the County implemented Tyler Technologies Munis, which includes processes for electronic approval of payments, rendering the review of physical documentation obsolete. The Finance Committee met on December 12, 2017, and recommended forwarding this ordinance to the County Board for approval.

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

Section 1. The Establishing Approval Authority and Bill Payment Procedure ordinance is amended as follows:

## ESTABLISHING APPROVAL AUTHORITY AND BILL PAYMENT PROCEDURE

Section 1. ~~The Finance Department Committee, the Human Services Board, and the Highway Committee shall have authority to pay all claims made against the County. The Finance Committee, Human Services Board and Highway Committee shall be authorized to approve vouchers review payments in the amounts budgeted for the affected departments. The Finance Department shall make payments at least weekly and report all payments to said upon approval by said committees or boards. Said committees or boards shall review selected payments and supporting documentation. Each of the named committees or boards may delegate authority to staff to approve particular types of payments by filing a list thereof with the Finance Department who is authorized to make payments of such items without further approval. Staff shall report all such authorized payments to the respective committee or board at its next meeting.~~ [am. 2/16/10, Ord. 2009-26; Ord. No. 2014-20, 09-09-14]

Section 2. ~~Notwithstanding the foregoing, the Finance Department is authorized to pay the following charges before committee approval [Ord. No. 2014-20, 09-09-14]:~~

A. ~~Court ordered payments. These may include, but are not limited to:~~

- ~~(1) Birth record requests~~
- ~~(2) Juror and witness payments~~
- ~~(3) Attorney billings~~

B. ~~Payments to vendors early to capture any early payment discounts~~

C. ~~Payments to vendors to avoid late and/or interest charges. These typically include, but are not limited to:~~

- ~~(1) Repetitive monthly lease payments~~
- ~~(2) Overnight delivery services~~
- ~~(3) Credit card issuers~~

~~D. Fiduciary funds held in trust for others. These may include, but are not limited to:~~

- ~~(1) Drainage Board~~
- ~~(2) Monthly/quarterly/annual amounts due to the State of Wisconsin~~

~~E. Self-funded insurance payments to claim administrators~~

- ~~(1) Workers compensation~~
- ~~(2) Unemployment compensation~~
- ~~(3) Health/dental claims~~

~~F. Billings from internet applications to avoid interruption in service~~

~~G. Payments contractually required for immediate payment. These are typically medical and construction contracts.~~

~~H. Postage meter replenishment~~

~~I. Utility billings~~

- ~~(1) Telephone~~
- ~~(2) Electric~~
- ~~(3) Natural gas~~

~~J. Payroll deduction and payroll tax items~~

~~K. For items not listed above, the Finance Director, Assistant Finance Director or County Clerk may authorize payment earlier than weekly based on the circumstances. In the event a question exists concerning the propriety of early payment, the issue shall be decided by the County Administrator. [Ord. No. 2014-20, 09-09-14]~~

~~L.A. The Finance, Highway or Human Services Departments shall submit payment registers or vouchers to each approving board or committee monthly, showing payments made under this policy. [Ord. No. 2014-20, 09-09-14]~~

Section 2. This ordinance shall be effective upon passage and publication as permitted by law.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Finance Committee

12-12-17

Marc DeVries: 11-30-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**Reauthorizing self-insuring worker's compensation liability**Executive Summary

Currently the County is self-insured for worker's compensation instead of having an outside insurance provider. Every three years the County must file a resolution to self-insure with the Department of Workforce Development. The County works with an insurance consultant to determine if there is cost savings to the County to stay self-insured. The estimated amount per year for the premium would be approximately \$649,153 or \$1,947,459 for three years. From 2014 through 2016 the County spent \$972,417 on claims, administration costs and excess premiums. The Finance Committee met on November 9, 2017, and recommended forwarding this resolution to the County Board for approval.

WHEREAS, the executive summary is incorporated into this resolution, and

WHEREAS, Jefferson County is a qualified political subdivision of the State of Wisconsin, and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that an employer covered by the Act either insure its liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or be exempted from insuring liabilities with a carrier by assuming the responsibility for its own worker's compensation risk and payment, and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department, and

WHEREAS, a resolution to self-insure must be filed with the Department every three years,

NOW, THEREFORE, BE IT RESOLVED that Jefferson County shall continue its self-insured worker's compensation program in compliance with Wisconsin Administrative Code DWD 80.60(3), and

BE IT FURTHER RESOLVED that:

- (1) The County Board shall provide for the continuation of the self-insured worker's compensation program that is currently in effect.
- (2) Barbara A. Frank, County Clerk, is authorized to forward a certified copy of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.
- (3) The County Administrator is directed to sign a certified copy hereof in accordance with Wisconsin Administrative Code DWD 80.60 (3)(b).




*Fiscal Note: The County has self-insured worker's compensation liability since 1981. The average annual cost of this program fluctuates each year. The County's cost was about 31% of conventional insurance when last priced by the County's insurance consultant in 2017.*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Finance Committee

12-12-17

Barb Frank: 11-16-17; J. Blair Ward: 11-28-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**RESOLUTION NO. 2017-\_\_**

**Authorizing extension of Enterprise Resource Planning Software Purchase  
Contract with Tyler Technologies**

Executive Summary

In 2015, county staff sent out an RFP (Request for Proposals) for new ERP (Enterprise Resource Planning) software. There were a total of seven (7) proposals submitted to the County for consideration. Staff from multiple departments reviewed the proposals and selected two (2) companies to conduct demonstrations for county staff. After going through the demonstrations and considering feedback from staff, the determination was made to select Tyler Technologies with MUNIS software.

The Tyler MUNIS software replaces the County's current JD Edwards/AS400 software that was purchased in 1996. This software will be used for finance and human resources information management and is intended to replace all applications currently used by those departments.

During payroll implementation, it became apparent that the base package purchased by the County is not capable of accommodating the scheduling and time reporting needs of certain departments. The County seeks to eliminate the current manual processes and replace them with electronic scheduling, time reporting and approval, while also significantly boosting its ability to track and analyze certain pay types such as the various types of overtime incurred by staff throughout the County. Without expanding the software, the manual process and high level summary information would continue to be keyed into the new system from paper timesheets.

The County created an ad hoc committee consisting of members from Finance, Human Resources, Human Services, and the Sheriff's Office to evaluate options for time entry. The Committee considered four options and is recommending that the County extend its contract with Tyler Technologies to purchase and implement its Executime solution.

The contract cost for the new software including installation, conversion, maintenance and hardware is approximately \$120,000 including vendor travel expenses estimated at \$10,000 and a \$10,000 contingency. The annual maintenance cost on the extended software ranges from approximately \$10,200 to \$16,700 annually over the course of the next 10 years.

The new package would ultimately replace our current Kronos reporting system and the Schedule Soft system used by the Sheriff's Office. Termination of these licenses would result in \$9,000 of savings annually which would offset the cost of ongoing maintenance for Executime. These annual maintenance costs are estimated to range from \$10,163 to \$16,652 from years 2 to 10 following implementation.

This resolution authorizes the County Administrator to enter into a professional services contract extension with Tyler Technologies for the purchase of Executime timekeeping system for the

County. The cost estimates for software, implementation, travel and contingency are \$60,000 for 2017 and \$60,000 for 2018. The Finance Committee met on December 12, 2017, and recommended forwarding this resolution to the County Board for approval of a professional services contract extension with Tyler Technologies for the purchase of Executime timekeeping system.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, staff have previously recommended that the County purchase and implement new ERP (Enterprise Resource Planning) software to improve on functionality and efficiency, and

WHEREAS, the base time reporting package purchased by the County does not fully meet the needs of the County, and

WHEREAS, after due consideration, the Finance Committee recommends that the County proceed forward with the extension of its contract with Tyler Technologies to purchase and implement the Executime solution.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a professional services contract extension with Tyler Technologies to purchase and implement the Executime solution with the estimated cost of \$60,000 funded from the 2017 budget and \$60,000 funded from the 2018 contingency budget.

*Fiscal Note: The new software, hardware, maintenance, implementation and conversion are approximately \$100,000; travel expense is estimated at \$10,000 and project contingency of \$10,000. The annual maintenance on the software will range from \$10,163 to \$16,652 during years 2 to 10 following implementation. The 2017 budget is hereby amended to transfer \$60,000 from contingency and the 2018 budget is hereby amended to transfer \$60,000 from contingency to complete the project. As a budget amendment, this resolution requires twenty (20) affirmative votes for passage.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by Finance Committee

12-12-17

Marc DeVries: 12-12-17; J. Blair Ward: 12-05-17

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

**RESOLUTION NO. 2017-\_\_**

**Contracting for a county-wide Classification and Compensation Study (excluding represented law enforcement)**

Executive Summary

In order to remain competitive in the employment market, it is necessary for Jefferson County to ensure that employee wages are able to attract and retain qualified employees. This requires periodic classification compensation studies to be conducted by consultants specializing in this area. The last wage classification and compensation study conducted for Jefferson County was completed in 2012. Due to the changing employment trends, it is necessary to conduct a classification and compensation study in 2018 to ensure that employee wages are consistent with the employment market and revise all position job descriptions to be compliant with the Americans with Disabilities Act Amendments Act (ADAAA) and other applicable employment law regulations. The Human Resources Committee met on December 6, 2017, and recommended forwarding this resolution to the County Board for approval.

---

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, the County's goal is to attract and retain qualified workers by maintaining competitive wages and benefits with other comparable counties and private companies within the same geographic area, and

WHEREAS, a position classification and total compensation study will provide insight and recommendations as to whether the County's current compensation structure, policies and practices are effective or in need of adjustment in order to meet this goal, and

WHEREAS, the Human Resources Director prepared a Request for Proposals for qualified firms to review and recommend changes to the current County classification system utilizing accepted practices in the management and design of compensation systems in accordance with federal and state laws and to revise position job descriptions to be compliant with federal and state employment law regulations, and

WHEREAS, the Human Resources Committee interviewed the following three (of eleven) vendors who submitted proposals:

	Base Cost	Additional Expenses (not required)
<b>The Austin Peters Group, Inc.</b> (Overland Park, Kansas – Regional Office)	\$56,940	\$27,630 to complete 228 position descriptions; \$1,430 for additional travel as may be requested
<b>Carlson Dettmann Consulting</b> (Middleton, Wisconsin)	\$79,800  or  \$15,000 for market analysis only	\$22,800 to complete 228 position descriptions; \$175 per appeal; \$225 per hour for employee interviews  \$200 per analysis of position for first 50 positions; \$225 per analysis thereafter
<b>McGrath Human Resources Group</b> (Wonder Lake, Illinois)	\$47,852	\$13,800 to complete 228 position descriptions

WHEREAS, the Human Resources Committee received feedback from an Employee Focus Group which consisted of 10 employees representing different departments, positions and employee demographics throughout the County, and

WHEREAS, the Human Resources Committee also reviewed the proposals of the firms which included experience and qualifications; understanding of county-related issues; the firm's ability, commitment and accessibility to provide the services required; the firm's transparency and involvement of department heads, supervisors and employees; and a timeline for implementation and cost; and recommended contracting with The Austin Peters Group, Inc.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with The Austin Peters Group, Inc. for a county-wide classification and compensation study (excluding represented law enforcement) and the review of 228 position descriptions for a base cost of \$56,940, plus possible additional expenses not to exceed a total cost of \$86,000.




*Fiscal Note: Revenues A/C 9801.521219 (Assigned – Comp study) to Human Resources A/C 41.521219 (Other Professional Services), with \$20,000 allocated to the FY 2017 Budget and \$60,000 allocated to the FY 2018 Budget. There is also \$6,000 in the Human Resources Position Classification A/C 41.521227 for the purpose of Reclassifications that will be incorporated within the study. This is a budget amendment requiring 20 out of 30 affirmative votes from the total membership of the County Board.*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by: Human Resources Committee

12-12-17

Terri M. Palm-Kostroski: 11-30-17, 12-06-17; J. Blair Ward: 12-05-17; Benjamin Wehmeier: 12-05-07

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**Purchasing and Installing County Boardroom Electrical System and Sound System**Executive Summary

The County Clerk and County Administrator obtained quotes for the County Boardroom audio project. A summary of the criteria requested to update the sound and electrical systems includes: moving the location of the audio rack, adding electrical outlets to all workstations, replacing wires to the microphones, removing all unused and outdated cables and wires, adding two wireless microphones and one lapel microphone, implementing feedback reduction by reducing the number of speakers, installing assistive listening devices to comply with ADA requirements, enabling audio recording for certain committee meetings and employee training sessions, and adding presenter sound integration and easy hookup for cable TV. This project will replace an electrical system and sound system originally installed in 1982 and last updated in 1993. All vendors have indicated they are on the State of Wisconsin contract list. The Infrastructure Committee met on December 4, 2017, and recommended forwarding this resolution to the County Board for approval to contract with Current Electric to install an electrical system and Communication Engineering Company (CEC) to install the sound system in the Jefferson County Boardroom.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the current sound system in the County Boardroom was installed in 1982 and last updated in 1993, and

WHEREAS, the 2017 and 2018 County budgets contain funds for an upgrade of the County Boardroom sound system and electrical system, and

WHEREAS, the following quotes were received for the purchase and installation of a new sound system and electrical system.

ELECTRICAL SYSTEMVendor

Current Electric	\$7,225 (30 duplex outlets/station)
------------------	--

SOUND SYSTEM

<u>Vendor</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
Enterprise Systems Group	\$64,248 (wireless)	\$36,322 (desktop mic/speaker)		
Communication Engineering Co.	\$38,500*			
SKC Electric	\$42,591 (all hard wired)	\$53,547 (wireless)	\$59,235 (wireless/2 mics)	\$46,779**

NOTES:

\*Bid proposed not replacing microphones because they were recently installed and addressed issues in the existing wiring and central control system. Bid also proposed hardwiring the system for better reliability; and included assisted listening (ADA).

\*\*Bid proposed a hybrid system with hardwired connections and a new base; moveable wireless; and assisted listening (ADA)

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Current Electric in the amount of \$7,225 for the installation of a new electrical system which includes the installation of 30 duplex outlets to each workstation in the County Boardroom.

BE IT FURTHER RESOLVED that the County Administrator is authorized to enter into a contract with Communications Engineering Company (CEC) in the amount of \$38,500 for the installation of a new sound system in the County Boardroom as described above.



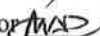
*Fiscal Note: The \$7,225 will be paid from 1901.594822 as part of the Electric Service Upgrade project as included in the FY17 Budget. The \$38,500 is budgeted in 1901.594822 as part of the FY 2018 Budget.*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Infrastructure Committee

12-12-17

Barb Frank: 12-01-17; Ben Wehmeier: 12-05-17; J. Blair Ward: 12-05-17, 12-06-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2017-\_\_

Authorizing acceptance of bid on County Farm  
agricultural three-year lease

Executive Summary

The Jefferson County Land and Water Conservation Department accepted bids for a 3-year lease for rental of the county farmland consisting of approximately 346 acres. One bid was submitted by Jeff & Monica Gerner offering to pay \$290.25 per acre. The Land and Water Conservation Committee met on November 15 2017, and recommended accepting the bid of Jeff & Monica Gerner and forwarding this resolution to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County Farm property lease expires in February 2018, and

WHEREAS, the Land & Water Conservation Department has solicited bids for a new three-year lease term commencing March 1, 2018, running through February 28, 2021, and

WHEREAS, Jeff & Monica Gerner, W8215 Perry Road, Fort Atkinson, were the only bidders having submitted a bid of \$290.25 per acre, and

WHEREAS, it is recommended by the Land & Water Conservation Committee that the total 346 acres be leased to Jeff & Monica Gerner who are the current tenants.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a three-year lease with Jeff & Monica Gerner for 346 acres totaling \$301,279.50.




*Fiscal Note: Total rent payable to Jefferson County for the three-year term is \$301,279.50.*

Ayes\_\_\_\_ Noes\_\_\_\_ Abstain\_\_\_\_ Absent\_\_\_\_ Vacant\_\_\_\_

Requested by  
Land & Water Conservation Committee

12-12-17

J. Blair Ward: 11-29-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

## RESOLUTION NO. 2017-\_\_

**Authorizing acceptance of bid on Dorothy Carnes Park (Kemmeter acreage)  
agricultural three-year lease**

Executive Summary

Jefferson County Parks Department accepted bids for a 3-year lease for rental of approximately 76 acres of cropland located in Dorothy Carnes County Park. Two bids were submitted. The Parks Committee recommended accepting the bid of W. D. Hoard & Sons Co. and forwarding this resolution to the County Board for approval.

WHEREAS, the executive summary is incorporated into this resolution, and

WHEREAS, the Dorothy Carnes Park (Kemmeter acreage) agricultural lease expires the 28<sup>th</sup> day of February 2018, or removal of lessee's last seasonal crops, whichever comes first, and

WHEREAS, the Parks Committee has solicited bids for a three-year lease commencing March 1, 2018, and ending February 28, 2021, with the following results expressed on a per acre basis:

<u>Bidder</u>	<u>3 Year Bid</u>	<u>Annual</u>	<u>Per Acre</u>
W.D. Hoard and Sons Co.	\$70,680.00	\$23,560.00	\$310.00
Jeff & Monica Gerner	\$45,657.00	\$15,219.00	\$200.25

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a three-year lease with W.D. Hoard and Sons Company for the 76 acres of cropland located in Dorothy Carnes County Park for the annual rental payment of \$23,560.00.

*Fiscal Note: Total rent for the three-year term is \$70,680.00, which will be used for habitat restoration or future park development.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Parks Committee

Mary Nimm: 11-29-17; J. Blair Ward: 11-29-17; 11-30-17

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 November 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 R4015A-17, R4016A-17, R4017A-17,  
R4018A-17, R4019A-17, R4020A-17, R4021A-17, R4022A-17 AND R4023A-17**

**DATED THIS 27TH DAY OF NOVEMBER 2017**

**Donald Reese, Secretary**

**THE PRIOR MONTH'S AMENDMENTS R4007A-17, R4008A-17, R4009A-17, R4010A-  
17, R4011A-17 AND R4012A-17 ARE EFFECTIVE UPON PASSAGE BY COUNTY  
BOARD, SUBJECT TO WIS. STATS. 59.69(5).**

Deb Magritz: 11-29-17

12-12-17

**ORDINANCE NO. 2017-\_\_****Amend Zoning Ordinance**

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

WHEREAS, Petitions R4015A-17, R4016A-17, R4017A-17, R4018A-17, R4019A-17, R4020A-17, R4021A-17, R4022A-17 and R4023A-17 were referred to the Jefferson County Planning and Zoning Committee for public hearing on November 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 1.23-acre lot around a pre-1978 home at **W9554 Britzke Road** and a vacant 1.12-acre building site nearby, both from PIN 018-0713-3131-000 (15.7 acres) in the Town of Lake Mills. This is being done in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval and a suitable soil test for the vacant lot, and upon approval and recording of a final certified survey map, including extraterritorial plat review if necessary. This utilizes the last available A-3 zone for the property; therefore, rezoning is also conditioned upon recording of an affidavit acknowledging that fact. R4015A-17 – Rita Marty

Create a 2.3-acre building site on **County Road G** from part of PIN 030-0813-2431-001 (15.7 acres) in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The site is in the Town of Waterloo. Rezoning is conditioned upon road access approval, receipt of suitable soil test and approval and recording of a final certified survey map. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. R4016A-17 – Kennedy-Paus Trust

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

Reconfigure an existing A-3 lot on **Ridge Lane**, removing 0.633 acre from its north (PIN 012-0816-1042-003 - 2 acres) and adding 0.633 acre to its south from PIN 012-0816-1042-001 (21.476 acres). The site is in the Town of Ixonia. This proposal is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval, receipt of a suitable soil test and approval and recording of a final certified survey map. The petitioner is reminded that development cannot occur on slopes exceeding 20%. R4017A-17 – Steven and Dyan Pasono

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

Rezone in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance to create a 2.17-acre A-2 zone at **W158 Concord Center Drive**. The site is in the Town of Concord on PIN 006-0716-1344-

002 (3.58 acres). Rezoning is conditioned upon receipt and recording of a final certified survey map for the zone. R4018A-17 – David T. Beres/D. Thomas Landscaping LLC property

**FROM A-1., EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE**

Rezone in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance to create an 11.5-acre N zone to be added to adjoining property at **N5086 County Road P**. The site is in the Town of Concord on PIN 006-0716-3142-000 (13.582 acres). Rezoning is conditioned upon recording of either a certified survey map or a deed transferring the property. R4019A-17 – Theresa Huebner/Edward Schutten property

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

Rezone 0.19 acre of PIN 006-0716-1411-001 (3.209 acres) to add it to adjoining A-2 zoned property at **W594 County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon recording of either a final certified survey map, including extraterritorial plat review if necessary, or a deed transferring the property. R4021A-17 – David Christian/Dakalomi LLC property

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

Rezone 0.15 acre of PIN 006-0716-1411-002 (1.091 acres) to add it to adjoining A-1 zoned property near **County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval and recording of either a final certified survey map, including extraterritorial plat review if necessary, or a deed transferring the property. R4022A-17 – David Christian/Lars & Joan Anderson property

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

Rezone 0.39 acre of PIN 006-0716-1411-003 (3.756 acres) to add it to adjoining A-1 zoned property near **County Road B** in the Town of Concord. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval and either a final certified survey map, including extraterritorial plat review if necessary, or a deed transferring the property. R4023A-17 – David Christian/Jeffery & Jennifer Gaal property

The above rezonings shall be null & void & 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

12-12-17

Deb Magritz: 11-29-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**RESOLUTION NO. 2017-\_\_****Authorizing contract with Pictometry International  
for oblique and overhead aerial imagery in 2018.**Executive Summary

Digital aerial photography funded by the Land Information Program has been a valuable tool for mapping, planning, zoning, land and water conservation, parks, public safety and other government functions throughout the County. The addition of oblique imagery which is taken at an angle between 40 and 45 degrees greatly enhances the ability of staff, committees and commissions to conduct preliminary site evaluations and investigations. Jefferson County contracted with Pictometry International Corporation in April of 2008 to take oblique and overhead imagery county-wide. Pictometry flight crews came back in June of 2008 to take oblique imagery of the flooded lands and structures along Lake Koshkonong and the Rock River at no additional charge. Contracting with Pictometry International Corporation for 2018 imagery would maintain continuity of GIS integration tools and other software programs and applications developed to access the 2008 oblique imagery. Based on the unique services provided by Pictometry International Corporation and the desire to maintain continuity there were no other proposals solicited for this project.

The Land Information Council met on July 12, 2017, and recommended funding a 2018 spring flight of Pictometry. The Land Information Council also recommended amending the Land Information Plan to include the acquisition of Pictometry imagery. The Planning & Zoning Committee met on November 27, 2017, and recommended forwarding this resolution to the County Board for approval to contract with Pictometry International Corporation for oblique and overhead imagery in the spring of 2018 and to amend the Land Information Plan to include Pictometry imagery.

---

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, oblique imagery of Jefferson County will provide information on land features and structures that can be used to update the county land use inventory for updating the County Comprehensive Plan as well as numerous other county and local governmental uses, and

WHEREAS, oblique and overhead imagery were last contracted for in 2008 through Pictometry International Corporation, and

WHEREAS, Pictometry International Corporation has developed integrated tools currently used by Jefferson County and continuing to contract with Pictometry International Corporation will allow Jefferson County to maintain continuity with GIS applications to access oblique imagery from 2008.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors does hereby authorize the Land Information Office to contract with Pictometry International Corporation, Rochester, New York, to acquire new overhead and oblique imagery in the spring of 2018 at a cost of \$91,537.50.

*Fiscal Note: The non-tax levy Land Information Program funded by a portion of the document recording fees in the Register of Deed's Office account number 1303.521219 will fund the entire amount of the \$91,537.50 pictometry project over a 3 year period. The 2018 budget includes \$30,512.50 for this purpose and also includes \$61,025 in the operating reserve fund account number 1303.594950 to fund payments of \$30,512.50 in 2019 and \$30,512.50 in 2020.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Planning and Zoning Committee

12-12-17

Andy Erdman 11-27-2017

REVIEWED: Administrator PR; Corp. Counsel DBL; Finance Director MAD