

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY MARCH 13, 2018 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 THE FEBRUARY 13, 2018 MEETING MINUTES**
7. **COMMUNICATIONS**
 - a. Treasurer's Monthly Report-March (Page 1)
 - b. Report – Update on Classification and Compensation Study (Page 2-5)
 - c. Resolution – Honoring Jimmy Hartwig for his dedication and service to the citizens of Jefferson County
 - d. Zoning Committee – Notice of Public Hearing, March 15, 2018 (Page 6-7)
8. **PUBLIC COMMENT**
9. **ANNUAL REPORTS**
 - a. Treasurer – John Jensen
 - b. Register of Deeds – Staci Hoffman
 - c. County Clerk – Barb Frank
 - d. County Board Meeting Fees
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **ADMINISTRATION AND RULES COMMITTEE**
 - a. Discussion of Proposed 2018-2020 County Board Rules
 - b. Resolution – Designating official county newspaper (Page 8)
11. **FINANCE COMMITTEE**
 - a. Resolution – Authorizing year-end requests to carry over funds for fiscal year 2018 (Page 9-14)
 - b. Resolution – Authorizing contingency fund transfers to offset fiscal year 2017 departmental deficits (Page 15-17)
12. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution – Temporarily increasing hours from a budgeted, part-time Deputy County Clerk/Elections Clerk position to a full-time, Deputy County Clerk/Elections position in the County Clerk's Office (Page 18-19)
13. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval & Denial of Petitions (Page 20)
 - b. Ordinance – Amend Zoning Ordinance (Page 21-22)
 - c. Resolution – Amending Land Information Plan to Include Unmanned Aircraft Systems Program (Page 23)
14. **PROCLAMATIONS**
 - a. Proclaiming the month of April 2018 Child Abuse & Neglect Prevention Month (Page 24)
 - b. Proclaiming the month of March 2018 as Professional Social Work Month (Page 25)
 - c. Proclaiming National Agriculture Day in Jefferson County (Page 26)
15. **SPECIAL ORDER OF BUSINESS**
 - a. Recognition of Outgoing Supervisor – Jennifer Hanneman
16. **PUBLIC COMMENT** (General)
17. **ANNOUNCEMENTS**
18. **ADJOURN**

**NEXT COUNTY BOARD MEETING
APRIL 17, 2018 – 5:00 P.M. – RM 205**

**COUNTY BOARD ORIENTATION
APRIL 10, 2018**

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
March 1, 2018**

Available Cash on Hand		
February 1, 2018	\$	(446,471.16)
February Receipts	\$	<u>11,558,612.60</u>
Total Cash	\$	11,112,141.44
Disbursements		
General - February 2018	\$	9,990,011.51
Payroll - February 2018	\$	<u>1,394,174.52</u>
Total Disbursements	\$	<u>11,384,186.03</u>
Total Available Cash	\$	(272,044.59)
Cash on Hand (in bank) March 1, 2018	\$	1,173,687.50
Less Outstanding Checks	\$	<u>1,445,732.09</u>
Total Available Cash	\$	(272,044.59)
Local Government Investment Pool - General	\$	18,959,569.73
Dana Investments	\$	28,483,589.49
Local Government Investment Pool -Clerk of Courts	\$	26,385.25
Local Government Investment Pool -Farmland Preservation	\$	172,325.56
Local Government Investment Pool -Parks/Liddle	\$	82,845.14
Local Government Investment Pool -Highway Bond	\$	<u>1,896,834.33</u>
	\$	49,621,549.50
2018 Interest - Super N.O.W. Account	\$	364.60
2018 Interest - L.G.I.P. - General Funds	\$	23,493.48
2018 Interest - DANA Investments	\$	93,164.13
2018 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	183.89
2018 Interest - L.G.I.P. - Farmland Preservation	\$	382.50
2018 Interest - L.G.I.P. - Clerk of Courts	\$	58.57
2018 Interest - L.G.I.P. - Highway Bond	\$	<u>4,210.30</u>
Total 2018 Interest	\$	121,857.47

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER



**JEFFERSON COUNTY
HUMAN RESOURCES**

311 South Center Avenue - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Human Resources Director

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

To: Jefferson County Employees
Human Resources Committee
County Board Supervisors

From: Terri Palm, Human Resources Director

Date: February 20, 2018

RE: Update on Classification and Compensation Study

In October, 2017, Jefferson County prepared a Request for Proposals for a Classification and Compensation Study on all County classified positions, excluding deputies and detectives. This study includes looking at positions for internal equity, looking at compensation and benefits based on external comparables and market conditions, recommending a pay plan structure, recommending FLSA exempt status for positions, reviewing and updating job descriptions, and reviewing and recommending compensation and benefit policies based on market and best-practices throughout government structures. In November, 2017, Administration and Human Resources reviewed the 11 proposals submitted and narrowed it down to 3 finalists. The finalists were reviewed by an Employee Focus Group and the Human Resources Committee. The Focus Group consists of 10 employees that represent: a variety of departments and functions; exempt and non-exempt staff; long-term and short-term employees; and employees of different ages, sex and other backgrounds. On November 28, 2017 the Human Resources Committee and Employee Focus Group listened to a presentation from each of the three finalists, with follow up questions from the focus group. On December 6, the Human Resources Committee Recommended the Austin Peters Group, Inc. (APG) to complete a Classification and Compensation Study for Jefferson County, which was approved by County Board on December 12, 2017.

In early January, 2018, APG met with all department heads and division managers via a Skype meeting. During this meeting, APG reviewed who the Austin Peters Group, Inc. is, what the scope of services for the project are, the expectations of department heads in the process, what the project principles are and what this study is not about.

The Project Principals include:

- Project uses outside consulting team to eliminate bias in both internal and external reviews for job classification.
- Interviews are structured.
- Questionnaires are structured.
- Employee and Manager input are critical.
- Process looks at the position not the person.
- Project will focus on a longer term phasing of recommendations, if appropriate.
- Project is intended to get the pay system in alignment with the market.

The Study is Not:

- A process for identifying job cuts, efficiencies, or process improvements.
- A workload study about one department's performance vs. another.
- A listing of pay cuts.
- A workload study.
- About personalities or people, but it is about the positions.
- About rewarding top performers or disciplining poor performers.
- An avenue to raise all employees' pay, but a process to treat employees uniformly and fairly.

Department heads were also provided a market questionnaire to complete and return to APG. This questionnaire was used to assist APG in gathering data from local and regional competitors. This included information such as where employees are recruited from by position; what positions there is high turnover in; the reasons managers think employees resign from positions with the County; which positions, if any, managers feel are underpaid and why; and, what changes in a profession may have occurred that may make it difficult to recruit, attract and retain staff. From this survey and other resources, APG developed a list of private and public-sector employers to be considered to gather comparable market data. This list is attached (Appendix A). The salary and benefit survey was distributed to each of the comparables mid-January, with the expectation to have them returned to APG to begin analysis by mid-February.

All employees were asked to complete a position evaluation questionnaire that asked the same questions of everyone. These questions included:

- Provide the top 10 essential functions
- What is a regular day is like?
- When you come to work, how do you know what needs to be accomplished?
- Describe the kinds of decisions that you were required to make in past week, or the most difficult situation(s) you faced?
- When you need help solving a problem, who or where do you go? Please provide an example.
- List the Education and Experience required and preferred
- List any certificates, licenses and registrations required and preferred
- List any areas of study required and preferred
- List any other skills and abilities required and preferred
- List any other qualifications required and preferred

Each employee was also asked to rank the level of several specific skills necessary for the position, including language, mathematical and reasoning skills. Information was also gathered regarding each position in regards to budgetary impact, supervisory responsibilities and types of contacts made with internal and external citizens or customers. Finally, employees listed any physical, mental or other environmental requirements for their position. Each questionnaire was submitted to the department head and then to Human Resources to review all questionnaires for completeness prior to being submitted to APG.

During the weeks of January 29 and February 5, 2018, two consultants from APG spent six days, on-site, interviewing ALL employees in classified, non-represented, positions. Each interview was scheduled for 20 minutes, and if there wasn't enough time, or if an employee was not able to meet in person with a consultant, employees were provided the consultants' contact information to follow up. The purpose of the interview was to review the position questionnaire and allow employees an opportunity to discuss their job face-to-face with APG. The consultant also completed on-site tours of each department to help them better understand the work environment and conditions. They took the additional time to see several area parks and, thanks to receiving some snow during their visit, even do a ride-along with a

Highway Worker plowing snow. On the last day on-site, APG met with all department heads to review their time on-site and to review and provide guidance on the department head's role and responsibility in reviewing the recommendations in the weeks to come.

The next steps of the Classification and Compensation Study

- In 6 weeks following the interviews and on-site tours (approximately the weeks of March 12-19), APG will provide Department Heads with a *draft on internal equity* for the positions within their individual departments. Department heads will review for internal equity within their department and any questions or difference that they may find compared to APG's recommendation.
- In another 6 weeks, around April 30, Department Heads will be provided a *draft of findings with preliminary range recommendations and financial impact*. At this step the market data is combined with the internal equity/ratings.
- Following 2 more weeks, around May 14, APG will provide draft job descriptions for review. This may or may not incorporate all job descriptions.
- Approximately the week of June 4, APG will hold any employee appeal meetings. More information about this process will be available as this date approaches. In addition, APG will formulate a final recommendation and meet with the governing body.
- On or around June 19, APG will convey final documents and guidance on implementation to Human Resources staff
- Additional Committee meetings may be necessary to discuss implementation, pending the actual financial impact. It was the desire of Administration to have a recommendation before July, 2018, so that any implementation plan approved could be incorporated with the 2019 budget.

These are tentative dates and may change, dependent on receiving completed market surveys, response time from department heads regarding internal equity issues, the number of appeals, the availability and need to have additional Human Resources Committee meetings, and any number of unforeseen or uncontrollable circumstances.

If there are any questions about the Classification and Compensation Study so far, or expectations going forward, please let me know. I will start a Q & A document for any general questions, because if one person has the question, there is a high probability that someone else has the same question. Please don't hesitate to call me at X7103 or email me at terrip@jeffersoncountywi.gov.

APPENDIX A

Market Survey List, we are surveying benchmark positions collecting data on range minimums, range maximums, actual wages, exempt and non-exempt status under Fair Labor Standards Act, number of people in positions and whether individuals have supervisory responsibilities in the market group.

Organization	Type
Calumet	County
Columbia	County
Dane	County
Dodge	County
Eau Claire	County
Fond Du Lac	County
Jefferson	County
La Crosse	County
Manitowoc	County
Ozaukee	County
Portage	County
Rock	County
Saint Croix	County
Sauk	County
Sheboygan	County
Walworth	County
Washington	County
Waukesha	County
Waupaca	County
Fort Atkinson	City
Janesville	City
Jefferson	City
Lake Mills	City
Oconomowoc	City
Sun Prairie	City
Watertown	City
Waterloo	City
Whitewater	City
Cambridge Schools	School
Fort Atkinson Public Schools	School
Jefferson Schools	School
Johnson Creek School District	School
Lake Mills Public Schools	School
Palmyra-Eagle Area School District	School
Waterloo Public Schools	School
Watertown Unified School District	School
20 Private Sector Businesses	Private
BLS	Purchased Data Set

Item 7d

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 15, 2018

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, March 15, 2018, 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, applications for conditional use permits and Zoning Ordinance No. 11 Text Amendment. 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 A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R4045A-18 – Kevin Gordon/Nancy Gordon Trust Property: Rezone PIN 002-0714-1621-004 (4.761 Acres) for a new building site on **Ziebell Road** in the Town of Aztalan. This is being done in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4046A-18 – Tamie Roberts: Create a 1-acre building site from part of PIN 006-0716-1731-000 (16.757 Acres) near **W1928 County Road B**, Town of Concord. This is being done in accordance with Sec. 11.04(f) 8 of the Jefferson County Zoning Ordinance.

R4047A-18 – Erik & Jennifer Stafford: Rezone to create a 1.4-acre and a 1.7-acre building site on **County Road Y** in the Town of Jefferson from part of PIN 014-0615-1733-000 (25.271 Acres). This is being done in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4048A-18 –James McManama/Blessed Acres LLC Property: Rezone a part of PIN 032-0814-0123-001 (50.12 Acres) to reconfigure an existing 6-acre A-3 zoned lot without affecting that lot's net acreage. The site is on **County Road T** in the Town of Watertown. This is being done in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

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

R4049A-18 – James McManama/Blessed Acres LLC Property: Rezone parts of PINs 032-0814-0123-001 (50.12 Acres) zoned A-1 and 032-0814-0123-002 (6 Acres) zoned A-3 to enlarge an existing N zone to 10 acres. The site is in the Town of Watertown on **County Road T**. This is being done in accordance with Sec. 11.04(f) 12 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU1940 -18 – Faith Community Church: Modify the existing conditional use to allow expansion of the facility with a 7,585 square foot building addition, an addition to the existing entrance canopy and a new 1,200 square foot detached garage on PIN 016-0514-1521-001 (24.4 Acres). The property is at **W5949 Hackbarth Road**, Town of Koshkonong in a Residential R-2 zone. This is being done in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU1941-18 – Solid Investments Inc: Conditional use to allow an extensive on-site storage structure in a Residential R-2 zone near **County Road H and Blue Spring Lake Drive**, Town of Palmyra. This is on PIN 024-0516-2723-000 (38.04 Acres). This is being done in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU1942-18 – Solid Investments Inc: Conditional use to allow farm-type animals in a Residential R-2 zone on PIN 024-0516-2723-000 (38.04 Acres). This is in the Town of Palmyra, near **County Road H and Blue Spring Lake Drive**. This is being done in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU1943-18 – Daybreak Foods Inc: Modify the existing conditional use to allow reconstruction and expansion of the current chicken layer and pullet facility on **Crossman Road** in the Town of Lake Mills. This will involve PINs 018-0713-2731-000 (45.79 Acres), 018-0713-2731-001 (0.68 Acres), 018-0713-2732-000 (21.326 Acres), 018-0713-2733-001 (13.82 Acres), 018-0713-2734-000 (22.691 Acres), 018-0713-2743-000 (37.791 Acres) and 018-0713-2744-000 (39.848 Acres), all zoned A-1, Exclusive Agricultural. This is being done in accordance with Sec. 11.04(f)6 and Sec. 11.05(d) of the Jefferson County Zoning Ordinance.

ZONING ORDINANCE TEXT AMENDMENT

T4050A-18 – Jefferson County: Petition to amend Sec. 11.11(a)4 of the Jefferson County Zoning Ordinance to Comply with Wisconsin Statutes Section 59.69(10)(b)2.

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

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so that appropriate arrangements can be made.

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

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

RESOLUTION NO. 2017-__

Designating official county newspaper

Executive Summary

Every two years Jefferson County enters into a contract with a local newspaper to serve as the County's official newspaper for the publication of County Board proceedings and other necessary legal publications as required by Wisconsin Statutes. The existing contract with the *Daily Jefferson County Union* expires on April 16, 2018. The Administration & Rules Committee solicited proposals from the *Daily Jefferson County Union* and the *Watertown Daily Times* to be the County's official newspaper for the next two years commencing April 17, 2018. There was only one bid submitted by the *Daily Jefferson County Union* at 76 cents per line. After reviewing the bid, the Administration & Rules Committee recommends selecting the *Daily Jefferson County Union* as the official county newspaper for the 2018-2020 term of the Jefferson County Board of Supervisors.

WHEREAS, the Administration & Rules Committee has solicited proposals from the *Daily Jefferson County Union* and the *Watertown Daily Times* to be the County's official newspaper for the next two years commencing April 16, 2018, and

WHEREAS, the *Daily Jefferson County Union* was the only bidder at 76 cents per line, and

WHEREAS, the Administration & Rules Committee recommends selecting the *Daily Jefferson County Union* as the official county newspaper for the 2018-2020 term of the Jefferson County Board of Supervisors, and

WHEREAS, the Administration & Rules Committee recommends continuing to print the minute book in house.

NOW, THEREFORE, BE IT RESOLVED that the *Daily Jefferson County Union* be designated the County's official newspaper for April 2018 – April 2020, and the bid of the *Daily Jefferson County Union* to publish the County Board proceedings and other necessary legal publications be accepted in the amount of 76 cents per line.

Fiscal Note: Publication costs are increasing by 2.7% per line. The fiscal impact of this resolution is estimated to be \$1,120 per year for 2018 through 2020 based on 2017 publication requirements and increasing the cost per line by 2 cents for publishing the County Board proceedings and other necessary legal publications (excluding election notices which are published in both papers).

Ayes____ Noes____ Abstain____ Absent____ Vacant____

Requested by Administration & Rules Committee

03-13-18

J. Blair Ward: 03-05-18

REVIEWED: Administrator BW Corp. Counsel JB Finance Director: MB

RESOLUTION NO. 2017-____

Authorizing year-end requests to carry over funds for fiscal year 2018

Executive 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 \$34,570,232.90 proposed to be carried over from fiscal year 2017 to fiscal year 2018, and of this amount, \$11,517,228.19 requires County Board approval. This resolution will authorize carryover funds of \$11,523,088.19 from fiscal year 2017 to fiscal year 2018. The Finance Committee considered this resolution at its March 8, 2018 meeting and recommended forwarding this resolution to the County Board for approval.

WHEREAS, the Executive Summary is hereby incorporated 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 8, 2018,

Governmental funds	Non-spendable	254,614.43	
Governmental funds	Spendable, restricted	1,842,871.02	1,842,871.02
Governmental funds	Spendable, committed	2,544,533.42	2,544,533.42
Governmental funds	Total	4,642,018.87	
Proprietary funds	Capital net position	22,798,390.28	
Proprietary funds	Restricted net position	184,052.82	184,052.82
Proprietary funds	Non-restricted net position	6,945,770.93	6,945,770.93
Proprietary funds	Total	29,928,214.03	
Grand Total		34,570,232.90	11,517,228.19

WHEREAS, the Finance Committee recommends certain funds be designated as non-lapsing for fiscal year 2018 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 8, 2018, and referenced above, totaling \$11,517,228.19, are designated as non-lapsing in the 2017 budget and carried over to the 2018 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 position represents items that are depreciated along with land (which is not depreciated). Restricted net position relates to municipal deposits for subsequent year work by the County. Non-restricted net position includes both required items and discretionary items.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

3-13-18

Marc DeVries: 03-08-18; Blair Ward: 03-08-18

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

Note: When it states "as for 2018 budget" this is what is in the 2018 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
General Rev and Exp	11001	594808		Resolution 2015-36 Purchase Park Land of of County Hwy A		34,122.00		
General Rev and Exp	11001	521219		Carry forward professional services budget		58,811.00		
General Rev and Exp	11001	594808		Resolution 2016- Purchase Property at 302 & 304 S Center and 201 E Dodge St		12,902.00		105,835.00
Central Services	11201	594822		Electric Service Upgrade-North End Courthouse applied to Board Room project		25,000.00		
Central Services	11201	594822		Replace hot water heating coil in AHU#2 Courthouse		23,000.00		48,000.00
Child Support	11301	531303		Efiling special project - funded with Incentive payment		11,000.48		11,000.48
Clerk of Courts	11401	594810		Video conferencing and paint/carpet project		50,000.00		50,000.00
County Board	11601	531333		Video Services of County Board Meeting in dispute		4,440.05		
County Board	11602	593409		Remaining 2017 budget for Literacy Council		2,500.00		
County Board	11603	699700		Remaining carryover from 2018 budget		40.00		
County Board	11603	521219		Planning sessions carryover from 2017		260.00		
County Board	11603	594950		Historical Commission restricted funds carried forward from 2016		2,756.73		9,996.78
County Clerk	11705	594950		Remaining ICC funds		139.00		
County Clerk	11705	699700		Remaining ICC funds as per 2018 budget		178.00		317.00
Economic Development	11901	594955		JCEDC vested benefit reserve		21,345.82		
Economic Development	11901	594950		Remaining JCEDC fiduciary funds		70,616.36		91,962.18
Emergency Mgmt	12006	699992		Revenue from Hazmat-Train Derailment-Replace supplies			1,566.75	1,566.75
Fair Park	12103	485106		Remaining Fair Donations		32,301.79		32,301.79
Finance Department	12201	594818		ERP System (Tyler Munis)		157,972.00		157,972.00
Land Conservation	12407	594950		Farmland Preservation Adjustment		32,253.20		
Land Conservation	12407	699800		Farmland Preservation, capital as per 2018 budget		92,881.00		125,134.20
Land Information	12503	594950		Remaining land records modernization funds as per Wisc Statutes		66,578.88		
Land Information	12503	699700		Remaining land records modernization funds as per 2017 budget		100,268.00		166,846.88
Parks Department	12801	594820		Korth Park (Fort Health Care) Playground Sign		2,000.00		
Parks Department	12801	594829		Boat Launch, Donated Funds matched with Stewardship Grant		18,201.20		
Parks Department	12801	594821		New Pavement at Pohlman Park		8,800.00		
Parks Department	12801	594820		Remaining Bicycle Implementation Plan		10,051.00		
Parks Department	12802	594960		Remaining Carol Liddle estate funds, restricted by estate		82,661.39		
Parks Department	12803	594950		Remaining Carlin Weld Parks funds, restricted by source		2,068.59		
Parks Department	12803	699700		Carlin Weld Park funds as per 2018 budget		15,000.00		
Parks Department	12805	594950		Remaining Carnes Park, non-lapsing request for capital items			119,790.95	
Parks Department	12805	699992		Carnes Park Development funds as per 2018 budget			24,000.00	
Parks Department	12805	594822		Mason Log Home Restoration Funds, restricted by source		16,120.15		
Parks Department	12807	699992		Remaining Garman Nature Preserve, restricted by source		42.85		
Parks Department	12807	699700		Garman Nature Preserve - sign project		329.19		
Parks Department	12807	699700		Garman Nature Preserve - vegetation		1,500.00		
Parks Department	12808	699992		Remaining Glacial Heritage, restricted by source		18,444.93		
Parks Department	12810	699800		Remaining Bike Trail donations, adjust for actual		(41,912.07)		

Note: When it states "as for 2018 budget" this is what is in the 2018 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Spendable Fund Balances	Total
						Restricted Committed	
Parks Department	12810	699800		Remaining Bike Trail donations, restricted by source as per 2018 budget			
Parks Department	12810	699800		Interurban Recreation Trail donations		65,765.00	
Parks Department	12810	699800		Glacial River Trail repair		82,892.92	
Parks Department	12810	699800		Mountain bike park		2,066.13	
Parks Department	12811	699992		Remaining Dog Park funds		10,595.87	
Parks Department	12811	699992		Remaining Dog Park funds as per 2018 budget			100,435.50
						7,824.00	546,677.60
Zoning	12901	699700		Comprehensive Plan Update/Transportation Plan as per 2017 budget			85,000.00
Zoning	12902	594950		Solid Waste funds restricted by both grants and contracts		(15,017.42)	
Zoning	12902	699700		Solid Waste funds as per 2018 budget		102,306.00	172,288.58
Register of Deeds	13002	521295		Redaction Funds restricted by statute		10,549.67	10,549.67
Sheriff Department	13101	594810		CIS MDC Offsite Access Project			125,002.00
Sheriff Department	13101	594811		Propane Systems for 2015 Tahoes (2017 expense credit)			7,739.79
Sheriff Department	13101	594811		Propane Systems for 2016 Tahoes (5)			48,040.74
Sheriff Department	13101	594811		Insurance proceeds received for propane system on totaled squad			4,693.61
Sheriff Department	13103	594810		Lake Mills Receiver Site Project			22,687.55
Sheriff Department	13108	699700		Jail assessment funds restricted by Wisconsin Statutes		199,565.90	
Sheriff Department	13108	699700		Jail assessment funds restricted by Wisconsin Statutes per 2018 budget		16,450.00	
Sheriff Department	13109	699992	31901	Remaining restricted donations -- K-9 related		10,554.50	
Sheriff Department	13109	699992	31902	Remaining restricted donations -- Community Program		1,004.65	
Sheriff Department	13109	699992	31904	Remaining restricted donations -- Honor Guard		1,359.52	
Sheriff Department	13109	699992	31906	Remaining restricted donations -- Tactical Air Wing		94.00	
Sheriff Department	13109	699992	31307	Remaining restricted donations -- Dive Team		618.21	
Sheriff Department	13109	699992	31908	Remaining restricted donations -- DTF		624.19	
Sheriff Department	13110	699992		Funds restricted by source -- Drug Education		165.30	
Sheriff Department	13110	699992		Funds restricted by source -- Drug Education as per 2018 budget		1,400.00	
Sheriff Department	13111	699992		Funds restricted by source -- Drug Resitution		10,161.10	
Sheriff Department	13112	699992		Funds restricted by source -- Vehicle Forfeiture as per 2018 budget		5,634.43	
Sheriff Department	13113	699992		Funds restricted by source -- Drug Task Force		6,460.32	
Sheriff Department	13114	699992		Funds restricted by source -- Federal Forfeitures		(2,476.46)	
Sheriff Department	13114	699992		Funds restricted by source -- Federal Forfeitures as per 2018 budget		213,284.00	
Sheriff Department	13115	699992		Funds restricted by source -- CEASE Marijuana as per 2018 budget		201.00	
Sheriff Department	13116	699992		Funds restricted by source -- State Forfeitures		4,961.58	
Sheriff Department	13116	699992		Funds restricted by source -- State Forfeitures as per 2018 budget		8,800.00	687,025.93
UW Extension	13301	594950		Donation from Dec 2008 regarding 4-H fees adjustment			(345.00)
UW Extension	13301	699700		Donation from Dec 2008 regarding 4-H fees, per 2018 budget			1,680.00
UW Extension	13301	594819		Furnishing for Meeting rooms			10,000.00
UW Extension	13302	531348		Remaining funds for UWEX Program			(400.05)
UW Extension	13302	699700		UWEX Program as per 2018 budget			2,298.00
UW Extension	13303	531348		Remaining funds Agricultural program			100.44
UW Extension	13303	699700		Remaining funds Agricultural program as per 2018 budget			4,716.00
UW Extension	13303780	531348		Master Gardener program			480.20
UW Extension	13303780	699700		Remaining funds Master Gardener Program as per 2018 budget			2,170.00
UW Extension	13303781	531348		Remaining funds Pesticide Program			1,282.06
UW Extension	13303781	699700		Pesticide Programs as per 2018 budget			7,667.00
UW Extension	13303782	531348		Remaining funds Tractor Safety Program			(323.76)
UW Extension	13303782	699700		Tractor Safety Program as per 2018 budget			4,380.00
							33,704.89

Note: When it states "as for 2018 budget" this is what is in the 2018 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Spendable Fund Balances	Total
						Restricted Committed	
Veterans Services	13401	593719		Veterans Relief Services		376.89	
Veterans Services	13402	593719		Veterans Relief Services		25,423.79	25,800.68
General Fund Totals					0.00	1,126,460.02	1,150,520.39
Health Department	24	351300		Prepaid asset reserve (Prepaid Health Ins paid by Employer)	20,574.48		
Health Department	24	354900		Working capital (3 Month Operating Expense)		388,993.00	
Health Department	4115	669700		Operating to reduce levy as per 2018 budget		154,545.00	
Health Department	4101	531349		Restricted Donations for Parents as Teachers		4,181.00	568,293.48
Human Services	25	353100		Prepaid asset reserve	234,039.95		
Human Services	65063000	529299		Motivational Interviewing Training for Child and Family		31,667.00	
Human Services	63032011	529299		Motivational Interviewing Training for Behavioral Health		15,833.00	
Human Services	61169900	521219		Contract with Impact Answering		10,000.00	
Human Services	61169900	511210		Emergency help for Fiscal and ADCRC		16,592.00	
Human Services	61169900	511210		Emergency help for custodial projects		12,340.00	
Human Services	65060900	594950		Remaining child abuse donations, restricted by source		2,234.00	
Human Services	65060900	594950		Remaining child / family donations, restricted by source		2,281.00	
Human Services	63020911	594950		Remaining Zero Suicide		270.00	
Human Services	65050900	594950		Remaining Juvenile Justice donations		1,110.00	
Human Services	65070900	594950		Remaining Safe & Stable Families donations		3,639.00	
Human Services	63020911	594950		Remaining CSP Consumer Council donations		884.00	
Human Services	63020911	594950		Remaining CCSs Donations		247.00	
Human Services	65060900	594950		Remaining Foster Parents donations		425.00	
Human Services	65060900	594950		Remaining FP Recruit donations		473.00	
Human Services	65060900	594950		Remaining Homeless Families donations		500.00	
Human Services	65060900	594950		Remaining Sports Scholarship donations		500.00	
Human Services	62081700	594950		Vehicle escrow funds, restricted by source	69,697.00		
Human Services	65060900	594950		Donations unrestricted		268.00	
Human Services	61169900	531303		Tablets for Intake (7 Microsoft Surface Pro)		7,700.00	
Human Services	61169900	531314		Re-do the Watertown Conf Room (downstairs panel room)		26,000.00	
Human Services	61169900	594822		Heat, electric, insulation, drain, etc. for Maint shed		52,102.00	
Human Services	61169900	594810		Video/Recording Equipment		12,000.00	
Human Services	61169900	594820		Expand and stripe the parking lot		29,420.00	
Human Services	61169900	594810		Fix AC at main building		60,000.00	
Human Services	61169900	594822		Replace cabinets and countertops at Hillside kitchen (first floor)		15,000.00	
Human Services	61169900	594822		Fix offices and conference room at Hillside (upstairs)		15,000.00	
Human Services	61169900	531314		8 office replacements, flooring replacement, and furniture for a conference/meeting room		30,000.00	
Human Services	61169900	594813		Mondo Board for Dept Conf Room		10,603.00	
Human Services	63029011	554504		Increased hospitalization expenses		110,000.00	
Human Services	65067000	552504		Youth Care-Out of state court ordered placement		215,000.00	985,824.95
Capital Projects	8151	594950		Committed for future projects		810,920.03	810,920.03
Total Governmental Funds					254,614.43	1,842,871.02	2,544,533.42
							4,642,018.87

Jefferson County
Final Non-Lapsing Requests
For the Year Ended December 31, 2017

Page 4 of 4

Note: When it states "as for 2018 budget" this is what is in the 2018 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Spendable Fund Balances		Total
						Restricted	Committed	
						Proprietary Funds -- Net Assets		
					Capital	Restricted	Non-Restricted	Total
Highway Department	5	361100		Capital net assets	22,626,578.28			
Highway Department	5	361200		Contributed capital -- state salt shed/brine equipment	171,812.00			
Highway Department	5	3625xx		Road equity, multiple municipalities			184,052.82	
Highway Department	5	362600		Restricted for Pension Benefit			0.00	
Highway Department	5	363100		Maintain inventory balances at 2006 levels				653,171.69
Highway Department	5	363200		Over-recovered fringe benefit pool to be allocated in 2016				(36,475.68)
Highway Department	5	363250		Over-recovered small tools pool to be allocated in 2016				(17,727.44)
Highway Department	5	363260		PBM Reserve				202,044.93
Highway Department	5	363350		Inventory net assets				947,278.48
Highway Department	5	363400		Prepaid asset reserve (Prepaid Health Ins paid by Employer)				74,351.08
Highway Department	53241	699992		Fixed Asset replacement (machinery operations)				3,093,979.99
Highway Department	53311	699992		General Maintenance				275,831.15
Highway Department	53312	699992		Cty Hwy Construction - General Paving				165,808.36
Highway Department	53312	699992		Cty Hwy Construction to finish CTH A (Crossmand Rd -Lake Mills)				920,740.21
Highway Department	53312	699992		Cty Hwy Construction to finish CTH P (Pipersville-Ixonia)				255,000.00
Highway Department	53312	699992		Cty Hwy Construction to finish CTH J (CTH "G"-Jefferson)				80,000.00
Highway Department	53312	699992		Cty Hwy Construction to finish CTH N (CTH B-CTH A)				60,000.00
Highway Department	53313	699992		Winter maintenance balance for future Winter Maintenance expense				271,768.16
Totals					22,798,390.28	184,062.82	6,945,770.93	29,928,214.03
					Total all Funds			34,570,232.90

RESOLUTION NO. 2017-____

Authorizing contingency fund transfer to offset fiscal year 2017 departmental deficitsExecutive 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 \$56,258 from the contingency fund to various county departments due to fiscal year 2017 deficits. The Finance Committee considered this resolution at its March 8, 2018 meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, due to circumstances arising after the 2017 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 2017:

Department	Org Code	Account Number	Deficit Amount	Original Levy	Percent of Levy
County Administration	11101	599999	3,000	364,390	0.8%
Central Services	11201	599999	7,276	677,699	1.1%
Clerk of Courts	11403	599999	24,192	1,519,489	1.6%
Land Information	12505	599999	7,355	370,986	
Land & Water Conservation	12405	599999	1,783	255,725	0.7%
Medical Examiner	12701	599999	12,652	100,930	12.5%
Total			<u>56,258</u>		
Contingency Fund			56,258		
General Fund			-		
Total			<u>56,258</u>		

WHEREAS, the Finance Committee recommends that the above departmental deficits be funded by the transfers set forth above totaling \$56,258.

NOW, THEREFORE, BE IT RESOLVED that the aforementioned transfers of funds are hereby approved and the 2017 budget is amended to reflect the same.

Fiscal Note:

The contingency fund has a balance of \$340,112, of which \$56,258 is needed to offset the deficit for 2017.

Professional development funds were not included in the Administration budget for 2017.

Central Services encountered some unexpected projects that demanded immediate attention.

The Clerk of Courts overage is mainly for court order attorney fees.

Surveyor spent more time than anticipated assisting departments that Land Information does not bill which caused a small deficit in Land Information.

The Land & Water Conservation Department has a deficit due to less State Aid received than anticipated.

Medical Examiner had a higher caseload than expected in 2017.

As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

3-13-18

Marc DeVries 03-08-18; Blair Ward: 03-08-18

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

Jefferson County
Departmental Surplus (Deficit) Recap
For the Year Ended December 31, 2017

Dept	Department	General Ledger Surplus (Deficit)	Estimated Additional Activity	Actual Non-Lapsing Request	Actual Surplus (Deficit)	Deficit Transfer		Amended Surplus (Deficit)	Original Tax Levy 2017	Surplus/ (Deficit) as a % of Levy
						Contingency Fund	General Fund			
000	General Revenues	1,183,360	206,012	(105,834)	1,283,538	(56,258)	-	1,227,280	(7,409,580)	-16.6%
001	County Board	24,942	-	(9,998)	14,944	-	-	14,944	439,288	3.4%
003	Economic Development	91,982	-	(91,982)	20	-	-	20	-	0.0%
004	Human Resources	14,189	-	-	14,189	-	-	14,189	426,153	3.3%
008	County Administrator	(2,993)	-	-	(2,993)	3,000	-	7	364,390	0.0%
010	Register of Deeds	130,680	-	(10,550)	120,130	-	-	120,130	(155,782)	-77.1%
012	County Clerk	45,184	-	(317)	44,867	-	-	44,867	213,850	21.0%
013	Land Information	159,492	-	(166,847)	(7,355)	7,355	-	-	370,985	0.0%
014	County Treasurer	108,723	-	-	108,723	-	-	108,723	(732,238)	-14.8%
016	District Attorney	7,079	-	-	7,079	-	-	7,079	697,769	1.0%
017	Corporation Counsel	1,101	-	-	1,101	-	-	1,101	361,341	0.3%
018	Parks	664,556	-	(546,677)	117,879	-	-	117,879	761,111	15.5%
019	Central Services	40,724	-	(48,000)	(7,276)	7,276	-	-	677,699	0.0%
020	Sheriff	918,132	-	(887,026)	231,106	-	-	231,106	12,108,832	1.9%
023	Child Support	58,582	-	(11,000)	47,582	-	-	47,582	158,947	29.9%
024	Clerk of Courts	25,808	-	(50,000)	(24,192)	24,192	-	-	1,519,489	0.0%
025	Medical Examiner	(12,652)	-	-	(12,652)	12,652	-	-	100,930	0.0%
026	Finance	177,299	-	(157,972)	19,327	-	-	19,327	465,350	4.2%
027	Emergency Management	124,315	-	(1,587)	122,748	-	-	122,748	74,885	163.9%
053	Veterans Services	28,330	-	(25,800)	2,530	-	-	2,530	167,151	1.5%
068	UW Extension	131,126	-	(33,705)	97,421	-	-	97,421	261,674	37.2%
069	Fair Park	50,507	-	(32,302)	18,205	-	-	18,205	53,118	34.3%
070	Land Conservation	123,351	-	(125,134)	(1,783)	1,783	-	-	255,725	0.0%
071	Zoning	214,925	-	(172,289)	42,636	-	-	42,636	314,555	13.6%
099	Library System	316	-	-	316	-	-	316	1,072,311	0.0%
General Fund totals		4,309,058	206,012	(2,276,980)	2,238,080	-	-	2,238,080	12,568,174	17.8%
240	Health	49,079	-	(4,181)	44,898	-	-	44,898	838,207	5.4%
250	Human Services	957,797	(206,012)	(751,785)	-	-	-	-	8,517,494	0.0%
300	Debt Service	-	-	-	-	-	-	-	1,134,343	0.0%
400	Capital Projects	1,210,920	-	(810,920)	400,000	-	-	400,000	-	0.0%
700	Highway	844,080	-	-	844,080	-	-	844,080	1,974,733	42.7%
750	MIS	62,376	-	-	62,376	-	-	62,376	-	0.0%
County totals		7,433,310	-	(3,843,866)	3,589,444	-	-	3,589,444	25,032,951	14.3%

Fund	Description	Beginning Fund Balance	Current Activity	Estimated Additional Activity	Ending Fund Balance	Percentage Change
100	General Fund	29,537,402	185,843	206,012	29,929,257	1.3%
240	Health Department	741,253	(83,620)	-	657,633	-11.3%
250	Human Services Department	638,641	556,967	(206,012)	989,596	55.0%
300	Debt Service	-	-	-	-	0.0%
400	Capital Projects	1,781,770	(970,850)	-	810,920	-54.5%
500	Highway	30,744,773	(416,557)	-	30,328,216	-1.4%
700	MIS	-	-	-	-	0.0%
Total Funds		63,443,839	(728,217)	-	62,715,622	-1.1%

RESOLUTION NO. 2017-_____

Temporarily increasing hours from a budgeted, part-time Deputy County Clerk/Elections Clerk position to a full-time, Deputy County Clerk/Elections Clerk position in the County Clerk's Office

Executive Summary

The Deputy County Clerk/Elections Clerk position is designated as a full-time position that, for the last several years, had wages budgeted at 20 hours per week with benefits, including Wisconsin Retirement, Health Insurance, Dental Insurance and Life Insurance, budgeted at 50% of the employer-contribution. The Deputy County Clerk/Elections Clerk position has been shared with a similarly situated Program Assistant position in Economic Development, allowing the incumbent to work both of these jobs at a full-time status. In the 2017 and 2018 budgets, the Program Assistant in Economic Development was fully funded as a full-time position and effective March 1, 2018, Economic Development was authorized to increase the incumbent's hours to a full-time Program Assistant. Consequently, the Deputy County Clerk/Elections Clerk position became vacant in the County Clerk's Office.

The County Clerk has requested to increase the hours of the Deputy County Clerk/Elections Clerk to full-time, providing extra staffing to continue a high-level of customer service, which includes issuing passports, marriage licenses, Department of Motor Vehicle licenses and DNR licenses, as well as assisting with all election-related duties. Finance staff regularly assists with the aforementioned duties, with the exception of election-related functions. However, throughout 2018, the Finance staff will be immersed in the configuration, implementation and training of the Payroll module through Munis, the County's new Enterprise Resource Planning (ERP) system. This module is scheduled to go live on October 1, 2018. The County Administrator has reviewed the request for an increase of hours and is recommending to increase the hours of the Deputy County Clerk/Elections Clerk position to full time on a temporary basis, through December 31, 2018, to accommodate the increase of workload demanded from the ERP implementation.

On February 27, 2018, the Administration and Rules Committee supported a temporary increase of hours for the Deputy County Clerk/Elections Clerk position in the County Clerk's office through the end of the year. On March 8, 2018, the Finance Committee approved the increase of Passport Execution Fees by \$10 per passport, effective April 2, 2018, as required by the US Department of State. In 2017 the County Clerk's Office issued 1025 passports, which, pro-rated, will provide an additional \$7,687.50 in revenue. In addition, there was an increase of 95 passports and 110 passport pictures from 2016 to 2017. This additional revenue will help fund the temporary increase in hours for the Deputy County Clerk/Elections Clerk position.

On March 13, 2018, the Human Resources Committee reviewed the request from the County Clerk and recommendation of the County Administrator for a temporary increase of hours from 20 hours per week to 40 hours per week for the Deputy County Clerk/Elections Clerk position in the County Clerk's Office. After reviewing the increased workload due to the implementation of Munis and an

increase in passport fees, the Human Resources Committee recommends approval to increase the hours of the Deputy County Clerk/Elections Clerk position in the County Clerk's Office through December 31, 2018.

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

WHEREAS, due to the County's implementation of the Enterprise Resource Planning (ERP) system through 2018, there is a known significant increase in workload in the Finance Department, thereby reducing the amount of assistance available to the County Clerk's Office, and

WHEREAS, the number of passport licenses and photos have increased over the last year, and

WHEREAS, the County Fee Schedule needs to be amended to reflect the upcoming change in Federal Law which dictates that the executive fees for issuing passports will increase from \$25 to \$35 per passport effective, April 2, 2018, generating an expected increase of annual revenue for the County of \$10,250, and

WHEREAS, the Deputy County Clerk/Elections Position is currently budgeted at as a 20-hour per week position, along with one-half of benefits.

NOW, THEREFORE, BE IT RESOLVED that the 2018 County Budget setting forth position allocations and funding in the County Clerk's Office is hereby amended to increase the Passport executive fees from \$25 to \$35 per passport, effective April 2, 2018, and increasing the hours and benefits from part-time to full-time for the Deputy County Clerk/Elections Clerk position, to become effective upon passage of this resolution. The County Finance Director is authorized to make the budget adjustments necessary to implement this resolution.

Fiscal Note: The total annual cost for 2018 due to the increase of hours and contributing 100% towards county-paid benefits for the Deputy County Clerk/Elections Clerk (Grade 4) in the County Clerk's Office is \$20,743. The increase of revenues due to the \$10 increase of passport executive fees is estimated to be \$7,687. The remaining \$13,056 is anticipated to be off-set by excess revenues and, therefore, no additional tax-levy is expected. As a budget amendment to the County Clerk's budget, County's Fee Schedule and Classification of Authorized Positions, County Board approval requires a two-thirds majority vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Human Resources Committee

03-13-18

Terri M. Palm: 03-06-18, 03-07-18; J. Blair Ward: 03-06-18; Marc DeVries: 03-07-18

REVIEWED: Administrator BV; Corp. Counsel JB; Finance Director MD

**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 February 15, 2018, 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 R4037A-18, R4038A-18, R4039A-18,
R4040A-18, R4041A-18, R4042A-18, R4043A-18 and R4044A-18**

DATED THIS 26th DAY OF FEBRUARY 2018

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS R3974A-17, R4009A-17, R4014A-17,
R4023A-17, R4026A-17, R4027A-17, R4028A-17, R4029A-17, R4030A-17, R4031A-18,
R4033A-18, R4034A-18, R4035A-18, R4036A-18 AND R3997A-17 ARE EFFECTIVE
UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).**

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 R4037A-18, R4038A-18, R4039A-18, R4040A-18, R4041A-18, R4042A-18, R4043A-18 and R4044A-18 were referred to the Jefferson County Planning and Zoning Committee for public hearing on February 15, 2018, 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 INDUSTRIAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

Rezone to create a 2.307-acre A-3 zone around the home at **N462 County Road N** from PIN 004-0515-3222-000 (28.305 acres) in the Town of Cold Spring. Approval is conditioned upon road access approval for the remnant Industrial zone, and receipt and recording of a final certified survey map for the A-3 lot with the proposed lot line adjustments, including extraterritorial plat review if necessary. R4037A-18 – Eugene Gutzmer Jr.

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

Create a 1.1-acre vacant building site on the west side of **Haas Road**, Town of Hebron, from part of PIN 010-0615-2744-000 (40 acres). This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for both the A-3 lot and remnant A-1 land, receipt of a suitable soil test and approval and recording of a final certified survey map for the A-3 lot. R4038A-18 – Loren Lindl (ADL Properties, LLC)/Roger Britzke property

Create a 2.2-acre farm consolidation lot around the home and buildings at **N2976 Haas Road**, and create a 1.1-ac vacant building site adjacent, both from PIN 010-0615-2744-000 (40 acres) on the east side of Haas Road in the Town of Hebron. The prime ag land lot utilizes the last available A-3 lot; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the lot and the remnant A-1 zone, receipt of a suitable soil test, and approval and recording of a final certified survey map. R4039A-18 – Loren Lindl (ADL Properties, LLC)/Roger Britzke property

Rezone to create two, 1.2-acre vacant building sites on **McMillen Road** in the Town of Koshkonong from part of PIN 016-0514-3341-000 (40 acres). These prime ag land lots utilize the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the

lots, receipt of suitable soil test for each lot and approval and recording of a final certified survey map, including extraterritorial plat review if necessary. R4040A-18 – Joe Kennedy/Ashling Hills Farm LLC property

Create a 2.2-acre vacant building site from part of PIN 016-0614-3512-001 (30 acres) on **Kutz Road** in the Town of Koshkonong. This prime ag land lot utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the lot and for the remnant A-1 area, receipt of a suitable soil test and approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4041A-18 – John & Natalie Kutz/D&S Kutz Joint Revocable Trust property

Create a 4 acre lot around the home and buildings at **N4435 County Road G** in the Town of Oakland from part of PIN 022-0613-1211-000 (32.07 acres). This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon approval and recording of a final certified survey map for the lot. R4042A-18 – Jennifer Martin

Create a 1-acre lot around the home at **W9521 Waterloo Road** on PIN 030-0813-1821-000 (38.023 acres) in the Town of Waterloo. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval for the A-1 remnant and upon approval and recording of a final certified survey map, including extraterritorial plat review if necessary. R4043A-18 – Wilkes LLC

Create a 1-acre lot around the home at **N7841 Geise Lane** in the Town of Waterloo from part of PIN 030-0813-2942-000 (40.5 acres). Rezoning is conditioned upon road access approval and fire number assignment for the remnant A-1 area, and upon approval and recording of a final certified survey map for the A-3 lot. R4044A-18 – Wilkes LLC

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

03-13-18

Deb Magritz: 03-02-18

REVIEWED: Administrator , Corp. Counsel ; Finance Director 

RESOLUTION NO. 2017-__**Amending Land Information Plan to Include Unmanned Aircraft Systems Program**Executive Summary

An Unmanned Aircraft Systems (UAS) workgroup with representatives from Administration, Corporation Counsel, Highway, Land and Water Conservation, Land Information, Parks and the Sheriff's Office was formed in 2017 to study the use of UAS in county government. The workgroup identified numerous potential benefits of a UAS program for public safety, transportation, recreation and conservation. A budget of \$17,000 was recommended in the 2018 Land Information Program Budget for UAS training, equipment and software. The UAS workgroup will continue to develop appropriate training, policies and standard operating procedures to implement a safe, ethical and sustainable UAS program. Wisconsin Statutes require expenditures from Land Information Program funds to implement the goals and objectives of the County Land Information Plan. The Jefferson County Land Information Plan, developed in December of 2015 and adopted in March of 2016, does not include a UAS program. To maintain compliance with Land Information Program requirements, the Land Information Plan should be amended to include a UAS program. The Land Information Council recommended approval of the UAS program budget and amending the Land Information Plan on July 27, 2017. The Planning and Zoning Committee met on February 9, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, Unmanned Aircraft System collection and analysis of land information would benefit numerous county governmental operations, and

WHEREAS, funding for an Unmanned Aircraft System program was approved in the 2018 Land Information Program Budget, and

WHEREAS, Wisconsin Statute 59.72 (5) (b) 3. requires that Land Information Program funds are to be used to develop, implement and maintain the countywide plan for land records modernization.

NOW, THEREFORE, BE IT RESOLVED that the County Land Information Plan goals and objectives be amended to include development of an Unmanned Aircraft Systems Program.

Fiscal Note: This resolution will have no fiscal impact. The non-tax levy Land Information Program funded by a portion of the document recording fees in the Register of Deed's Office accounts 12503.521220, 12503.521296 and 12503.594810 will fund future UAS expenditures at a cost not to exceed \$17,000.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Planning and Zoning Committee

03-13-18

Andy Erdman: 02-02-18; J. Blair Ward: 02-07-18; 02-09-18; 03-06-17

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

PROCLAMATION

Proclaiming the month of April 2018 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 13, 2018 meeting, unanimously voted to forward this Proclamation to the County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the month of April 2018 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

03-13-18

J. Blair Ward: 02-05-18; 02-06-18

REVIEWED: Administrator BW; Corp. Counsel JW; Finance Director MS

PROCLAMATION

Proclaiming the month of March 2018 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 2018 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

03-13-18

J. Blair Ward: 02-07-18

REVIEWED: Administrator Blw; Corp. Counsel JBW; Finance Director MP

PROCLAMATION

Proclaiming National Agriculture Day in Jefferson County

WHEREAS, agriculture provides jobs for 7,869 Jefferson County residents, and

WHEREAS, agriculture accounts for \$1.88 billion in Jefferson County's total economic activity, and

WHEREAS, agriculture contributes \$512 million to Jefferson County's total income, and

WHEREAS, agriculture positively impacts everyone in Jefferson County and is recognized for providing safe, abundant and affordable food, and

WHEREAS, the value of agriculture plays an essential role for maintaining a strong economy in Jefferson County as well as Wisconsin, and

WHEREAS, the University Extension Education Committee, at its February 11, 2018 meeting, recommended sending this Proclamation to the Jefferson County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims March 20, 2018, as National Agriculture Day in Jefferson County.

Fiscal Note: This proclamation will have no fiscal impact.

Ayes_____Noes_____Abstain_____Absent_____Vacant_____

Requested by
University Extension Education Committee

03-13-18

Kim Buchholz: 02-12-2018; J. Blair Ward: 02-19-18

REVIEWED: Administrator BW, Corp. Counsel [Signature]; Finance Director [Signature]