AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY APRIL 17, 2018 5:00 p.m.

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

1. **CALL TO ORDER**
2. **ADMINISTRATION OF OATH OF OFFICE** – Judge Weston
3. **ROLL CALL BY COUNTY CLERK**
4. **PLEDGE OF ALLEGIANCE**
5. **INTRODUCTION OF NEW MEMBERS**
6. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
7. **APPROVAL OF THE AGENDA**
8. **ADOPTION OF RULES OF ORDER**
   a. Ordinance – Board of Supervisors' Rules of Order for 2018-2020 (Page 1-13)
   b. Any proposed rule changes
   c. Adopt County Board Rules, as amended if necessary
9. **APPOINTMENT OF BALLOT CLERKS** – County Clerk
10. **ELECTION OF COUNTY BOARD CHAIR**
    Note: Nominations are made by written ballot – The Clerk will call on nominees in order of supervisory district number to give a brief statement up to three minutes in length.
11. **ELECTION OF 1ST VICE CHAIR BY SAME PROCEDURE** (See Item 10 Note)
12. **ELECTION OF 2ND VICE CHAIR BY SAME PROCEDURE** (See Item 10 Note)
13. **COMMITTEE ELECTIONS** – If called for by the rules
14. **SPECIAL ORDER OF BUSINESS**
    a. Recognition of Sharon Ehrhardt – Christy Dixon Recycler of the Year Award
15. **COMMUNICATIONS**
    a. Treasurer's Monthly Report (Addendum)
    b. Letter dated March 16, 2018 from Roxanne Brown & Steve Beauchamp regarding Lighting Issues (Page 14-17)
    c. Letter dated April 5, 2018 from Denise Poeppel regarding petition for Eminent Domain Law (Page 18)
    d. Zoning Committee – Notice of Public Hearing, April 19, 2018 (Page 19-20)
16. **PUBLIC COMMENT**

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

17. **ADMINISTRATION AND RULES COMMITTEE**
    a. Resolution – Entering into an Intergovernmental Agreement between Jefferson County and the City of Jefferson for the development of a joint County-City park (Page 21)
18. **FINANCE COMMITTEE**
    a. Ordinance – Repealing and creating the Purchasing Ordinance (Page 22-34)
    b. Resolution – Increasing cremation permit fees (Page 35)
    c. Resolution – Authorizing the sale of a county owned tax delinquent parcel of property to the City of Waterloo (Addendum)
19. **HIGHWAY COMMITTEE**
    a. Resolution – Approving 2018 pre-mixed asphaltic concrete vendor quotes (Page 36)
    b. Resolution – Approving 2018 seal coat oil vendor quotes (Page 37)
    c. Resolution – Approving 2018 asphalt pulverizing and milling quotes (Page 38-39)

d. Resolution – Authorization for the Highway Department to enter into contract for lime rock crushing (Page 40)
e. Resolution – Approving 2018 Local Road Improvement Program asphalt bids (Page 41)

20. **INFRASTRUCTURE COMMITTEE**
a. Resolution – Promoting the use of solar electric power in Jefferson County by supporting a "solar group buy" (Page 42-43)

21. **PARKS COMMITTEE**
a. Resolution – Authorizing Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trails Program (RTP), and Land and Water Conservation Fund (LAWCON) grant application and acceptance (Page 44-45)
b. Resolution – Authorizing Wisconsin Department of Transportation, Transportation Alternatives Program (TAP) grant application and acceptance (Page 46-47)
c. Resolution – Authorizing Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trails Program (RTP), and Land and Water Conservation Fund (LAWCON) grant application and acceptance (Page 48-49)
d. Resolution – Authorizing Federal Recreational Trails Program (RTP) grant application and acceptance (Page 50-51)

22. **PLANNING AND ZONING COMMITTEE**
a. Report – Approval & Denial of Petitions (Page 52)
b. Ordinance – Amend Zoning Ordinance (Page 53)
c. Ordinance – Amend Zoning Ordinance (Page 54)
d. Ordinance – Amending Section 11.11 (a)(4) of the Zoning Ordinance to comply with Wisconsin Statutes (Page 55)

23. **PROCLAMATIONS**
a. Proclaiming National Economic Development Week in Jefferson County (Page 56)

24. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
a. Russ Cooper, Jefferson, WI and Chief Ken Pileggi, City of Jefferson to fill At-Large positions on the Traffic Safety Commission (Page 57)

25. **PUBLIC COMMENT** (General)

26. **ANNOUNCEMENTS**
a. Wisconsin Counties Association (WCA) County Officials Workshop – May 16, 2018 DeForest
b. Wisconsin Counties Association (WCA) Annual Conference – September 23-25, 2018 LaCrosse

27. **ADJOURN**

NEXT COUNTY BOARD MEETING
MAY 8, 2018 – 7:00 P.M. – RM 205

ORDINANCE NO. 2018-___

Repeal Board of Supervisors Rules of Order 2016-2018 and recreate Board of Supervisors Rules of Order 2018-2020

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

Section 1. Repeal Board of Supervisors Rules of Order 2016-2018 and recreate Board of Supervisors Rules of Order 2018-2020:

CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER 2018-2020

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.

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

Tuesday, April 17, 2018 at 5:00 p.m.
Tuesday, May 8, 2018
Tuesday, June 12, 2018
Tuesday, July 10, 2018
Monday, August 13, 2018
Tuesday, September 11, 2018
Tuesday, October 9, 2018
Tuesday, October 23, 2018
*Tuesday, November 13, 2018
Tuesday, December 11, 2018
Tuesday, February 12, 2019
Tuesday, March 12, 2019
Tuesday, April 16, 2019 at 5:00 p.m.
Tuesday, May 14, 2019
Tuesday, June 11, 2019
Tuesday, July 9, 2019
Tuesday, August 13, 2019
Tuesday, September 10, 2019
Tuesday, October 8, 2019
Tuesday, October 22, 2019
*Tuesday, November 12, 2019
Tuesday, December 10, 2019
Tuesday, February 11, 2020
Tuesday, March 10, 2020
Tuesday, April 21, 2020 at 5:00 p.m.
*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/16]

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

(c) In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04/19/2016]

(2) Board meetings shall commence at 7:00 p.m., except for April meetings which shall commence at 5:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03/11/2014; Ord. 2017-04, 06/13/2017]

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

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

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

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

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

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

[Am. 02/14/06, Ord. 2005-47; am. and re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. No. 2016-24, 03/14/17]

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

3.02 ORGANIZATION.

(1) The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two

persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board on the primary ballot shall be declared elected.

Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35; Ord. 2016-01, 04/19/2016]

(2) The County Board Chair shall preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order, and shall countersign all ordinances of the Board. The Chair shall countersign all county orders, transact all necessary Board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05.

(3) In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]

(4) In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]

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

(6) The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair. All members of Committees, Boards, Commissions or Other Bodies must attend meetings personally to be considered present for voting purposes, per diem payments and expense reimbursement. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014]

(7) In the event the position of Chair, First Vice Chair or Second Vice Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) within sixty (60) days of it becoming vacant. Until such vacant position is filled, the First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chair and shall be paid meeting fees and the monthly salary to which the Chair would be entitled until such time as the Board elects a successor. The Second Vice Chair shall assume the duties of First Vice Chair when such positon is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04/19/2016]

3.03 BOARD PROCEDURE.

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

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

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

(4) No member present at the initial roll call shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk.

(5) A member with a conflict of interest shall advise the Clerk and the Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. The minutes shall reflect the member's statement and the fact that the member has abstained from discussion and voting on the item in question.

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

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

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

(9) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by the County Administrator, a County Board member or a County Committee, Board, Commission or Other Body. Resolutions and ordinances not introduced by a committee or the County Administrator shall be referred to an appropriate committee by the Chair. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chair not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.

All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and have been reviewed by the County Administrator, Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015]

(10) Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk by 4:30 p.m. on the day of the County Board meeting. The County Board Chair may, at his/her discretion, allow persons to be placed on the agenda to address the Board. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015]

(11) Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [am. 11/15/11, Ord. 2011-18]

(12) Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects any Board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda.

(13) Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016]

3.04 DUTIES OF OFFICIALS.

(1) The County Administrator shall review the written agenda of all matters which are to be brought before the Board or Board committees. Agendas shall be based on input from the Board Chair or the Committee Chair respectively. The County Administrator shall attend Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for consideration. The County Administrator

shall have authority to settle claims against the County in amounts up to $25,000 after consulting with the County's insurance carrier and Corporation Counsel. [Ord. No. 2014-09, 06/10/2014; Ord. 2016-01, 04/19/2016]

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

(3) The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chair or Committee Chair. The Clerk shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the County Administrator's Office. Agendas for County Board meetings shall be created by the County Clerk or the Clerk's designee prior to distribution under the direction of the Board Chair or the Committee Chair. The Clerk shall keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of Board meetings and committee meetings; make regular entries of the Board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1), Wis. Stats.; and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions pursuant to § 59.23, Wis. Stats. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014].

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

(5) The County Board Reporter or other designee of the County Clerk shall attend all County Board meetings and perform the duties as required by s. 59.23, Wis. Stats.

3.05 STANDING COMMITTEES.

(1) Standing committees of the Board shall be appointed for two-year terms by the Chair of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chair may appoint temporary committees and Committee Chairs to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.

The Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07/09/2013; Ord. 2016-01, 04/19/2016]

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

(a) BUILDINGS and GROUNDS COMMITTEE - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to implement policy on the use of County buildings by organizations not connected with County government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval. [am. 03/11/08, Ord. 2007-38]

When the County Board has authorized construction of, additions to or remodeling of a County building, the Committee shall review proposals and make a recommendation to the County Board in accordance with the County Purchasing Policy.

The Committee shall provide policy oversight to the Information Technology Department and the Central Services Department and shall have policy oversight for conservation of resources and sustainability practices in County facilities and operations. [Am. 03/14/06, Ord. 2005-48b; 08/12/08, Ord. 2008-17; Ord. 2016-01, 04/19/2016]

(b) EXECUTIVE COMMITTEE - Five members consisting of the County Board Chair, First and Second Vice Chair and two other County Board members. If the positon of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Executive Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also provide policy oversight to the Clerk of Courts, County Clerk and Corporation Counsel with regard to matters pertaining to said offices and be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan and serve as a liaison to other local, county and state governments on behalf of Jefferson County. The Executive Committee is authorized to review proposed resolutions from the Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. The Committee Chair or designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04/19/2016]

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

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

The Board Chair or designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016]

(c) FAIR PARK COMMITTEE - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and approve and amend the Fair Premium Book. The Fair Park Director and Fair Park Committee may approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10/11/16]

(d) FINANCE COMMITTEE - Five members appointed by the County Board Chair consisting of County Board Supervisors. This Committee shall receive the proposed County budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d]
[Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014-11, 07/08/2014]

The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. The Finance Committee shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department and Veterans Service Commission.

The Committee shall review insurance to be carried and also the insurance carrier to which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors

for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors.

The Committee shall have the authority to resolve claims against the County in amounts over $25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04]

The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]

The Committee, on a case by case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15). [Ord. 2016-01, 04/19/2016]

Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008]

The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016]

(e) HIGHWAY COMMITTEE - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03]

(f) HUMAN RESOURCES COMMITTEE - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance pursuant to s. 59.26(8)(b), Wis. Stats., as the Grievance Committee, or the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016]

(g) LAND AND WATER CONSERVATION COMMITTEE - Seven members appointed by the County Board Chair consisting of not less than three County Board Supervisors, including at least two members of the University Extension Education Committee. The Chair of the FSA (Farm Service Agency) (or his/her designee) shall serve on the Land and Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016]

This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016]

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

This Committee shall provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/2016]

(i) PARKS COMMITTEE – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts

to meet its agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29]

(j) PLANNING AND ZONING COMMITTEE - Five members appointed by the County Board Chair consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2) and (3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and County ordinances not specifically delegated to the Zoning Board of Adjustment. The Committee shall handle applications for conditional use permits and all proposed amendments to the County Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a County Land Use Plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such County planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

The Planning and Zoning Committee shall provide policy oversight to the Land Information Office, Planning and Zoning Department and Register of Deeds in matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. The Committee shall also have the powers and duties set forth in state statutes. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37]

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

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

3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

(1) The following Boards, Commissions, Committees and Other Bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule. The Chair or either Vice Chair may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote. [Am. 03/14/06, Ord. 2005-49a]

(a) BLUE SPRING LAKE MANAGEMENT DISTRICT – [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board.

(b) BRIDGES FEDERATED LIBRARY SYSTEM BOARD – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member's appointment shall cease if the County Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015]

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

(d) CRIMINAL JUSTICE COLLABORATING COUNCIL – Sixteen members whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief and Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, Jefferson County citizen, Corporation Counsel, Health Department Director and Child Support Office representative The Council shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Criminal Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016]

(e) ECONOMIC DEVELOPMENT CONSORTIUM – Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016]

NOTE: **FARMLAND CONSERVATION EASEMENT COMMISSION** [Repealed by Ord. No. 2016-01, 04/19/2016]

NOTE: **HISTORIC SITES PRESERVATION COMMISSION** [04/15/08, Ord. 2008-02; re-lettered 3/13/12, Ord. No. 2011-24; Ord. No. 2015-19, 11/10/2015; repealed by Ord. No. 2016-19, 02/14/2017]

(f) HISTORIC SITES PRESERVATION COUNCIL – Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17]

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

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

Aging and Disability Resource Center Advisory Committee - The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board.

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

Marsh Country Health Alliance - One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is a member of the Marsh

Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care and Rehabilitation.

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

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

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

(k) LAND INFORMATION COUNCIL – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land and Water Conservation Director, the Information Technology Director, the Land Information Office Director and the Real Property Lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the County, (4) a public safety or emergency communications representative employed within the County, (5) the County surveyor or a registered professional land surveyor employed within the County. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06/10/2014; Ord. No. 2015-19, 11/10/2015]

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

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

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

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

(n) SHERIFF'S CIVIL SERVICE COMMISSION – Five members appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015]

(o) SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM – Six members consisting of the Chair of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area

Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local Board. [Ord. 2016-01, 04/19/2016]

(p) TRAFFIC SAFETY COMMISSION – Statutorily designated persons with the balance of the 12 members appointed to indeterminate terms by the County Administrator and confirmed by the County Board in accordance with s. 83.013, Wis. Stats. The Jefferson County Highway Commissioner shall serve as the County Highway Safety Coordinator. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016]

(q) VETERANS SERVICE COMMISSION - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08/12/08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016]

(r) WISCONSIN COUNTIES UTILITY TAX ASSOCIATION – One member appointed by the County Board Chair. The Association's mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016]

(s) WISCONSIN RIVER RAIL TRANSIT COMMISSION – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016]

(t) ZONING BOARD OF ADJUSTMENT - Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694, Wis. Stats. The Zoning Board of Adjustment shall be comprised of non-County Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land and Water Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016]

3.07 RULES OF COUNTY BOARD STANDING COMMITTEES [Ordinance No. 2015-01, 04/21/15]

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

(2) A majority of the members of any committee, shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.05 may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or will be unable to attend meetings for an extended period. Such temporary appointment shall terminate when the original member is once again available for meetings. [Ord. No. 2015-01, 04/21/2015; Ord. 2016-01, 04/19/2016]

(3) Each committee shall select a secretary. The Clerk shall keep and preserve the minutes of meetings and attendance in the format determined by the County Clerk. The secretary shall sign the minutes and file the original copies in the office of the County Clerk. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015]

(4) The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each Chair shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting

unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3), Wis. Stats., at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04/21/2015]

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

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

(7) Except as provided herein, the members of all County Board standing committees may receive a per diem, meeting fees, mileage and reimbursed expenses as authorized by the County Board Rules. This shall include county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04/21/2015; Ord. No. 2016-20, 02/14/17]

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

(9) All agendas of County committees shall have an agenda item designated as "public comment." Public comment shall be administered by the Chair in the same manner as required for County Board meetings in Chapter III, Board of Supervisors Rules of Order 2018 – 2020, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015]

3.08 OPEN MEETINGS.

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

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

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

(a) Deliberating after any judicial or quasi-judicial trial or hearing;

(b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;

(c) Considering employment, promotion, compensation or performance valuation data of any county employee;

(d) Considering strategy for crime detection or prevention;

(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;

(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;

(g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;

(h) Consideration of requests for confidential written advice from the Ethics Code Administrator.

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

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

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

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

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

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

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

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Administration & Rules Committee

04-17-18

J. Blair Ward: 02-22-18; 03-07-18; 03-29-18; 04-10-18

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

Dear Jefferson County Board Members: March 16, 2018
(Please give all county board members a copy of this letter).

We are constituents of Jefferson County and wish to bring to your attention a serious problem we are experiencing with a neighboring property located at W1117 Island Road owned my Chris Winkler, a/k/a Winkler Real Estate, LLC, a/k/a Rock Solid.

This property owner currently lives in South Milwaukee and treats this as a weekend camp site. It is not a primary residence for the owner. Since purchasing the property, we have experienced numerous problems, massive building projects with excessive and nuisance lighting on the home, storage sheds and a massive 10,000 sq ft horse barn with all the amenities of a residence. There is additional large box lighting on poles facing the penned corrals that have yet to be lit. We have heard rumors they plan to have a riding school and boarding in the future. These massive pole lights will light up like Milwaukee airport. The lights on the horse barn are of an extreme wattage and without the customary shrouds pointing down. These lights have invaded the bordering country side, our homes and extremely bright facing the adjacent County Highway E when driving past. A piercing bright flash bulb type reaction. At one time they had excessive lighting on their driveway to light up their basketball court. This lighting was immediately detected by the local Palmyra airport as a distraction for pilots trying to land at night. The FAA shut them down. This solved that problem, but now we have to solve the excessive lighting currently erected. We would like Jefferson County Board to send a letter to the owner respectively requesting to put shrouds on these lights. We can no longer sit on our back deck as it is like a flashlight in our eyes; their lights come into our home to a point that we could read a newspaper at night in our kitchen or bedroom.

We started working on this problem back in January 2016 with our local Town of Palmyra board to see if they could institute a "lighting ordinance". They could not establish a lighting ordinance because Jefferson County does **NOT** have a lighting ordinance.

Jefferson County constituents need a "lighting ordinance" established to keep such problems from happening again. With Jefferson County's beautiful countryside, there will be more and more people moving here and bringing the city lights with them. "Keep it Country" should be a motto we follow. A Lighting ordinance/nuisance lighting is needed to protect beautiful Jefferson County from "light pollution". This is not a singular incident; it will become more frequent in the future. Be prepared and pro-active with a lighting ordinance of wattage and shroud requirements, etc. Other communities have it already.

I have attached a signature page for your review of local property owners who feel the same. Thank you so much for your attention to this matter. If you have any questions, please do not hesitate to contact us. Roxanne Brown (262-470-7445) or Steve Beauchamp (262-470-7446).

To: Jefferson County Board Members

March 16, 2018

Name (Please Print)	Address
Steven Hammond	N9391 Adams Rd
Timothy Allar	N2634 Cty Rd Z
~~[illegible]~~ You can see light from the road and is a distraction when driving at night	
DEBRA HARRYMAN	W1516 ISLAND RD, PALMYRA
Charles Berry	N. 1540 Country Rd. E, Palmyra
Cory Brunner	N1809 CONTY RD E PALMYRA
Jeff Pavlak	Hwy 106 Palmyra WI.
Wm Ferguson	N2048 CTH E
DISTRACTING EVEN ON ROAD.	

To: Jefferson County Board Members

March 16, 2018

Name Please Print	Address
Duane Sorensen	W1317 Marsh Rd.
Jenna Quinn	W1060 ~~N2720~~ Hooper Rd
Mike Quinn	N2720 Hwy E
Dustin Quinn	W1060 Hooper Road
Renee' Quinn	N2720 Hwy E
Jacob Higgins	N1548 State Rd 106
Chris Reimer	W376 Pine Dr.

RECEIVED

MAR 28 2018

JEFFERSON CO. CLERK, WI
JEFFERSON COUNTY FINANCE

10:50 AM

To: Jefferson County Board Members

March 16, 2018

Name Please Print	Address
Tom Burlingham + Margaret	N1718 cty Rd E Jonesitetown IL
LARRY KAU	N2316 Mehring Rd

RECEIVED

APR 0 9 2018

JEFFERSON CO. CLERK, WI
JEFFERSON COUNTY FINANCE

April 5, 2018

Dear Jefferson County Board Members;

We are writing this letter to express our support for the reforming of Wisconsin's Eminent Domain Law changed in 2015. As Jefferson County Residents, we feel our private property rights are not adequately protected under Wisconsin law from condemnation by outside entities; be they local, out of state, or international. Historically, eminent domain has been used sparingly for ensuring the public good with provable need and just compensation.

Implications of Chapter 32 of the Wisconsin State Statute Eminent Domain Law:

- Loss of family homestead legacies
- Degradation of Infrastructure
- Potential loss of tax base revenue
- Diminished property values
- Reduced land productivity
- Permanent land use restrictions
- Potential sale & ownership of easement
- Environmental impacts
    - loss of natural habitats
    - loss of mature woodland areas
    - hazardous contaminants

In summary, these are just a few of the concerns we, as residents, have. If the current eminent domain law remains unchanged, these issues will magnify and multiply. This can and will be detrimental to Jefferson County's future.

We are asking the Board to join Rock, Walworth, and Wood Counties in supporting a resolution to reform Chapter 32 Eminent Domain.

Respectfully submitted,

Denise Poeppel

Denise Poeppel, Secretary

Jefferson County Resident Petition Supporters

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; George Jaeckel

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

DATE: Thursday, April 19. 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, April 19, 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 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 A-1 EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS

R4051A-18 – Randy Schultz: Rezone 0.88 acre from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast to create an A-2 zone on **West Road**, Town of Milford. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE APPLICATION

CU1944-18 – Randy Schultz: Conditional use for storage of non-farm equipment on the proposed A-2 lot noted above. It will be comprised of part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast on **West Road** in the Town of Milford. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

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

R4052A-18 – Randy Schultz: Rezone to reconfigure a 1.84-acre lot around the home at **N8187 County Road Q** from part of PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC and PIN 020-0814-2134-001 (1.84 Ac) owned by Cherise and Jeffrey Kienast. Rezone to create a 1.12-ac new building site on **West Road** from PIN 020-0814-2134-000 (38.16 Ac) owned by Eggert Acres LLC. The sites are in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4053A-18 – Charles & Jill Hutchins/C & J Hutchins Trust Property: Create a 1-acre building site on **Engelhart Road** and a 3-acre farm consolidation lot around the existing home at **N9338 Engelhart Road** from part of PIN 020-0814-0544-000 (33.796 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4054A-18- Debra Stults: Rezone to create a 2.5-acre farm consolidation lot around the home at **N7669 French Road** and a new 1.1-acre building site also on **French Road,** both from part of PIN 020-0814-2744-000 (40 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

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

R4055A-18 – Garry Anderson/Leroy Scheel Trust Property: Rezone to create a 4.5-acre Natural Resource zone near **N6322 Shorewood Hills Road** from part of PIN 018-0713-1614-000 (30.089 Ac) in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)12 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

RESOLUTION NO. 2018-___

Entering into an Intergovernmental Agreement between Jefferson County and the City of Jefferson for the development of a joint County-City Park

Executive Summary

Jefferson County is the owner of approximately 19 acres of land which is located within the municipal boundaries of the City of Jefferson. This vacant parcel of property was utilized by Jefferson County since 1937 as the Jefferson County Highway Shop. The City of Jefferson has identified this site as a priority for redevelopment. The property is located along the Rock River at the intersection of Puerner street (the street leading to the Jefferson County Fair Grounds) and business 26 (Main Street). This location has close proximity to the business center of the City of Jefferson. This resolution authorizes Jefferson County to enter into an intergovernmental agreement with the City of Jefferson for the development of 5.7 acres of the former highway shop property to create a joint County-City park. The Parks Committee was informed of this proposed intergovernmental agreement and approved submitting an application to the Wisconsin Department of Natural Resources for grant funding for this project at its meeting on April 9, 2018. The Administration and Rules Committee considered this resolution at its meeting on March 28, 2018, and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is interested in developing 5.7 acres along the Rock River which has limited development potential based on its location in the 100 year and 500 year floodplain, and

WHEREAS, a joint County-City park will provide easy access to the national Rock River trail as well as access to multiple other bike trails which is essential to promoting outdoor public recreation, tourism and enhancing the quality of life for Jefferson County and the City of Jefferson, and

WHEREAS, a joint County-City park will be mutually beneficial to both parties to include the ability to submit joint applications for grant programs, more public amenities to serve constituents and increased development opportunities for County property within the City, and

WHEREAS, intergovernmental cooperation is designated as an objective in the Jefferson County Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes County Administrator Benjamin Wehmeier to enter into an intergovernmental agreement with the City of Jefferson for the development of a joint City-County park on 5.7 acres of County owned property formerly used by the County as its highway shop.

Fiscal Note: The County is in the process of applying for grant funding to fund this project. The amount and source of additional funding will be determined at a future date.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Administration and Rules Committee 04-17-18

J. Blair Ward: 04-09-18 REVIEWED: Administrator ___; Corp. Counsel ___; Finance Director ___

ORDINANCE NO. 2018-___

Repealing and recreating the Purchasing Ordinance

Executive Summary

The existing Jefferson County Purchasing Ordinance was adopted on April 19, 2005, and last amended on December 9, 2008. The operational needs of many Jefferson County departments have significantly changed since the current Purchasing Ordinance was adopted. This ordinance repeals and recreates the Jefferson County Purchasing Ordinance to create a framework of internal controls that is better suited for the current operational environment of Jefferson County . The Finance Committee met on April 12, 2018, and recommended forwarding this ordinance to the County Board for adoption.

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

Section 1. Jefferson County Purchasing Ordinance No. 2005-01 is hereby repealed.

Section 2. The Jefferson County Purchasing Ordinance is hereby recreated as attached:

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

04-17-18

J. Blair Ward: 04-11-18

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

PURCHASING ORDINANCE

The Board of Supervisors of the County of Jefferson does ordain as follows:

SECTION 1. SHORT TITLE. This ordinance shall be known as the "Jefferson County Purchasing Ordinance".

SECTION 2. PURPOSE. The purpose of this Ordinance is to provide for the fair and equitable treatment of all persons involved in public purchasing by this County, to maximize the purchasing value of public funds, and to provide a framework of internal controls to achieve these objectives.

SECTION 3. APPLICATION. (a) This Ordinance applies to contracts for the procurement of supplies, services, and construction entered into by this County after the effective date. It shall apply to every expenditure of public funds by a public agency for public purchasing regardless of its source with the exceptions noted in this Section. When the procurement involves purchase from another governmental entity of the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable Federal or State laws or regulations which are not reflected in this Ordinance. Nothing in this Ordinance shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest which are otherwise consistent with law.

(b) The Highway Department shall not be governed by the provisions of this ordinance for purchases of repair parts and for repair work involving Highway machinery or equipment, but the Highway Department shall comply with the provisions of Sec. 59.52(29) and Sec. 66.0901, Wis. Stats.

SECTION 4. DEFINITIONS.

Brand name specification. A specification limited to one or more items by manufacturers' names or catalogue numbers.

Brand name or equal specification. A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard or quality, performance or other important characteristics needed to meet County requirements and which provides for the submission of equivalent products.

Business. Any corporation, partnership, individual, sole proprietorship, joint stock company, limited liability company, joint venture or any other private legal entity.

Change order. A written order approved and issued by the Purchasing Agent, directing a Business to make changes to a contract and project.

Confidential information. Any information which is available to an employee only because of the employee's status as an employee of this County and is not a matter of public knowledge or is not available to the public on request.

Construction. The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. Construction does not include the routine operation, routine repair or routine maintenance of existing structures, buildings, or real property.

Contract. All types of County agreements, regardless of what they may be called, for the procurement of supplies, services, or construction or any other agreement that legally binds the County.

Contract modification. Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provision of any contract accomplished by mutual action of the parties to the contract.

Contractor. Any person having a contract with a public agency of the County.

Cost data. Factual information concerning the cost of labor, material, overhead and other cost elements which are expected to be incurred or which have actually been incurred by the contractor in performing the contract.

Cost reimbursement contract. A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Ordinance and a fee or profit, if any.

Direct or indirect participation. Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation or auditing or in any other advisory capacity.

Employee. An individual drawing a salary from the County, whether elected or not, and any noncompensated individual performing personal services for the County or any department, agency, commission, council, board, of any other entity established by the executive or legislative branch of this County.

Financial interest.

(a) Ownership of any interests or involvement in any relationship from which or as a result of which a person within the past year has received, or is presently or in the future entitled to receive, any amount that is prohibited by county or state law;

(b) Ownership of any property, or business; or

(c) Holding a position in a business such as an officer, director, trustee, partner, employee or the like, or holding any position of management.

Gratuity. A payment, loan, subscription, advance, deposit of money, services or anything of value, present or promised, unless consideration of substantially equal or greater value is received.

Immediate family. A spouse, children, parents, brothers and sisters.

Invitation for bids. All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids. No confidential or proprietary data shall be solicited in any invitation for bids.

Lease. A contract for use of equipment or other supplies or real property under which title will not pass to the County at any time.

Person. Any person, individual, union, committee, club, other organization or group of individuals.

Public agency. A public entity subject to or created by local ordinance.

Qualified products list. An approved list of supplies, services or construction items described by model or catalogue numbers which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.

Request for proposals. All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

Responsible bidder or offeror. A person who has the capability in all respects to perform fully the contract requirements with the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance.

Responsive bidder. A person who has submitted a bid which conforms in all material respects to the invitation for bids.

Small purchases. Any purchase not exceeding $25,000 when made according to the small purchase procedures in this Ordinance.

Specification. Any description of the physical or functional characteristics, or the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction of an item for delivery.

SECTION 5. PURCHASING AGENT.

(1) Appointment. The Purchasing Agent shall be the County Administrator or his or her designee.

(2) Authority and duties. The Purchasing Agent shall serve as the principal public purchasing official for the County and shall be responsible for the procurement of supplies, services, equipment, and construction in accordance with this Ordinance as well as the

management and disposal of supplies, materials and equipment. The Purchasing Agent shall purchase or supervise the purchase of all supplies, materials, equipment and construction needed by the County, shall sell, trade or otherwise dispose of supplies, materials, and equipment, and shall establish and maintain programs for the specifications development, contract administration, and inspection and acceptance of supplies, services, materials and construction. The Purchasing Agent may establish operational procedures relating to the execution of the Purchasing Agent's duties.

SECTION 6. SOURCE SELECTION AND CONTRACT FORMATION.

(1) Competitive sealed bidding.

(a) Conditions for use. All contracts of this County shall be awarded by competitive sealed bidding, except as otherwise provided in subsections (2), (3), (4), (5), (6), (7), (8), and (15) of this Section.

(b) Proof of responsibility – Proof of responsibility may be required of all bidders under Wisconsin Statutes Section 66.0901 (2), (3) and (4).

(c) Invitation for bids. An invitation for bids shall be issued and shall include specifications and all contractual terms applicable to the procurement.

(d) Notice. Adequate notice of the invitation for bids shall be given a reasonable time prior to the date set forth therein for the opening of bids. Notice shall be given no later than 14 calendar days prior to the bid opening. Such notice shall, when required by State Statute, include publication in a newspaper of general circulation. The notice shall state the date, time, and place of the bid opening.

1. Legal notice. Any Public Works contract or procurement greater than or equal to $25,000 shall be noticed by publication in a newspaper that is circulated within the County.

2. Public notice. Any Public Works contract or procurement greater than or equal to $25,000 shall be noticed by publication on the County's website.

(e) Questions and Clarifications. The invitation for bids shall designate persons who may respond to questions or clarifications on the invitation. Solicitation of information from sources other than the designated individuals may result in rejection of bid. Any modification to the invitation shall be issued as an addendum to the invitation and be made to all known responsible bidders.

(f) Bid opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and other such relevant information as the Purchasing Agent deems appropriate shall be recorded.

(g) Bid evaluation and acceptance. Bids shall be evaluated based on the requirements set forth in the invitation for bids. The invitation for bids shall set forth the evaluation criteria to be used for selection. Nothing herein shall prevent the Purchasing Agent from standardizing property, inventory, supplies, and equipment if by doing so it is determined by the Purchasing Agent to be in the best interest of the County.

(h) Withdrawal or modification of bids. Bids may be modified or withdrawn any time prior to the time of opening bids. No bid may be withdrawn or modified after the time of opening bids has passed, however, correction in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake was made, the nature of

the mistake and the bid price actually intended. However, downward correction of a bid, which would displace the apparent low bidder, shall only be permitted if the error made and intended bid price can be determined solely from the bid documents.

(i) Rejection of bids. The County reserves the right to reject any or all bids or parts thereof and to award to the bidder who, in the judgment of the County will best serve the County. Reasons for rejecting bids shall be documented and transmitted to the bidder with reasonable promptness.

(j) Award. The contract shall be awarded with reasonable promptness by written notice to the responsible and responsive bidder whose bid provides the best value for the County. The County Board of Supervisors shall approve all awards, except that the County Board of Supervisors may delegate this approval authority to a standing committee.

(k) Request for Qualifications. The County may issue and invitation for potential bidders to submit qualifications, followed by an invitation to bid to those bidders whose qualifications have been determined to be acceptable.

(l) Specifications.

1. Maximum practicable competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage free and open competition in satisfying the County's needs and shall not be unduly restrictive. The Ordinance enunciated in this section applies to all specifications including, but not limited to, those prepared for the County by architects, engineers, designers and draftsmen.

2. Qualified products list. A qualified products list may be maintained by the Purchasing Agent.

3. Brand name or equal specification.

a. Use. Brand name or equal specifications may be used when the Purchasing Agent determines that:

i. No other design or equal specification or qualified products list is available;

ii. Time does not permit the preparation of another form of purchase description, not including a brand name specification;

iii. The nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or

iv. Use of a brand name or specification is in the County's best interest.

b. Designation of several brand names. Brand name or equal specifications shall seek to designate three or as many different brands as are practicable as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

c. Required characteristics. Unless the Purchasing Agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry, he or she shall provide a description of the required design, function, or performance characteristics.

d. Nonrestrictive use of brand name or equal specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics and is not intended to limit or restrict competition.

4. Brand name specification.

a. Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a determination that only the identified brand name item or items will satisfy the County's needs. The Purchasing Agent must be prepared to substantiate the basis for the selection of the chosen material.

b. Competition. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 6(4).

(2) Competitive sealed proposals.

(a) Conditions for use. When the Purchasing Agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposals method described herein.

(b) Request for proposals. Proposals shall be solicited through a request for proposals.

(c) Notice. Adequate notice of the request for proposals shall be given in the same manner as provided in subsection (1)(d) of this Section, provided the minimum lead time shall be 14 calendar days.

(d) Receipt of proposals. No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

(e) Evaluation factors. The request for proposals shall set forth the evaluation factors to be used with the County reserving the right to accept or reject proposals if deemed in the best interest of the County.

(f) Questions and Clarifications. The request for proposals shall designate persons who may respond to questions or clarifications on the request. Solicitation of information from sources other than the designated individuals may result in rejection of proposals. Any modification to the proposals shall be issued as an addendum to the request for proposals and be made to all known responsible offerors.

(g) Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County taking into consideration past performance, price and evaluation factors set forth in the Request for Proposals.

(3) Small purchases. Any purchase not exceeding $25,000 may be made in accordance with small purchase procedures, however, purchases shall not be artificially divided so as to constitute a small purchase under this section.

(a) Purchases less than $5,000 do not require a quote, bid, requisition, or purchase order.

(b) Purchases between $5,000 and $25,000 shall be approved through a requisition process by the Purchasing Agent or his or her designee. Once a requisition is approved by the Purchasing Agent, a Purchase Order shall be generated as evidence of approval for the purchase. Except as otherwise provided for by subsections (4), (5), and (6) of this Section, written quotations from at least three vendors, if available, shall be required for all purchases between $5,000 and $25,000. The name of the vendor and date and amount of

quotation shall be recorded and maintained as a public record. If a purchase qualifies as a public works project, the requirements of (16) (a) below shall be followed.

(4) Sole source procurement. A contract may be awarded without competition when the Purchasing Agent determines in writing, after conducting a good faith review of the available sources, that there is only one source for the required supply, service or construction item and when allowed by law.

(5) Emergency procurements. Upon declaration of an emergency in accordance with Chapter 323 of the Wisconsin Statutes, the Purchasing Agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety, if allowed by law, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the vendor or contractor shall be included in the contract file and forwarded to the Purchasing Agent.

(6) Cooperative and group purchasing. Where feasible, the Purchasing Agent may elect to forgo the requirements of this Section in favor of participating in a cooperative purchase with other units of government. In order to forgo these requirements, the sponsoring agency must be able to demonstrate that it has performed the due diligence necessary to satisfy the requirements of this Section and have a current contract in place with the selected contractor. The Purchasing Agent will retain documentation evidencing these requirements have been met as a public record.

(7) Highway Department.

(a) Maintenance and construction commodities. Where feasible, annual written quotes will be solicited for road construction and maintenance related commodities such as asphalt, asphaltic emulsions, gravel, concrete, and other aggregate materials. Vendors providing quotes will provide a not-to-exceed price per unit for the upcoming year to be approved by the County Board. The Purchasing Agent may authorize the selection of any vendor that provides the best value for the County based on the circumstances of the individual project provided that the basis for the authorization is documented and that documentation is retained in the County's authorized retention system.

(b) Subcontractors. Where feasible, the Highway Department will seek quotes for labor and equipment rates annually. Prospective vendors will provide not-to-exceed rates for labor and equipment for the upcoming year to be approved by the County Board. The Purchasing Agent may authorize the selection of any vendor that provides the best value for the County based on the circumstances of the individual project provided that the basis for the authorization is documented and that documentation is retained in the County's authorized retention system.

(8) Fair Park Contracts. The Purchasing Agent may negotiate and authorize contracts regarding Fair Park activities for amounts up to $100,000 provided that the contracted activities are approved in the annual budget adopted by the County Board of Supervisors. All contracts shall be approved by the County's Corporation Counsel or his or her designee, and signed by the County Administrator. The County Clerk shall be the custodian of all contracts entered into by the County.

(9) Contracts. All purchases procured under Sections 6(1), (2), and (4) of this Ordinance, where purchases under subsection (4) do not meet the requirements of subsection (3), shall require a contract setting forth, at a minimum, the duties and responsibilities of all interested

parties. The use of cost-plus-a-percentage-of-cost or cost-plus-a-percentage-of-construction-cost contracts are prohibited. All contracts shall be approved by the County's Corporation Counsel or his or her designee, and signed by the County Administrator. The County Clerk shall be the custodian of all contracts entered into by the County.

(10) Lease or rental contracts. A lease or rental agreement may be entered into provided it is determined to be in the best interest of the County, and all conditions for renewal and costs of termination are set forth in the lease. Where the County has an option to lease, rent, or purchase an item, a written analysis will be prepared supporting the County's decision to lease, rent, or purchase. Lease or rental agreements shall follow the procurement requirements of this Section.

(11) Changes to contracts. If during the term of a contract, any party wishes to change the contract terms, the changes must be agreed to in writing and signed by all interested parties. The Purchasing Agent shall approve all contract changes on behalf of the County. Once all changes are approved in writing by all parties, the Purchasing Agent shall approve a change order to be processed for any purchase that exceeds the lesser of $500 or 10% of the original purchase order. Changes to contracts that affect the County budget shall cause adjustments to the County budget in accordance with the County's Budget Adjustment Request Policy.

(12) Environmentally Preferable Purchasing Policy. County purchasing procedure shall include review of proposed purchases in light of the guidelines set forth in the Environmentally Preferable Purchasing Policy approved by the Solid Waste & Air Quality Committee. Department heads, the County Administrator and committees shall, when fiscally feasible, consider purchases that are in accord with such policy. Consideration of environmentally preferable factors may be a reason to accept other than the low bid for a particular product or project not required by law to be let to the lowest bidder.

(13) Contracts with no funds involved. Any contract which does not require the expenditure of County funds, but which creates legally binding obligations for one year or less on the part of the County, shall not be executed until approved by the Purchasing Agent. Such contracts exceeding one year, shall be approved by majority vote of the County Board of Supervisors.

(14) Renewal of contracts.

(a) Except as provided for in subsection (b). contracts for procurement may be bid for a duration not in excess of three (3) years where costs for years after the first year are specified or are established on a percentage basis over the first year. The Finance Committee, on a case-by-case basis, can authorize contracts in excess of three years.

(b) Contracts for employee benefits and insurance coverages shall not be subject to the provisions of subsection (a) above, however these contracts shall be reviewed with the appropriate standing committees on an annual basis. The Purchasing Agent with approval from the standing committees shall be authorized to renew contracts for employee benefits and insurance coverages annually without a procurement process if it is determined to be in the best interest of the County.

(15) Service contracts, Human Services Department. The Human Services Department shall purchase services in accordance with the procedures set forth in Wisconsin Statute Section 46.036. The Human Services Department shall circulate rules and procedures governing purchases of service for the Human Services Department and shall submit such procedures to the Human Services Board for approval. The Human Services Department shall

submit all contracts to Corporation Counsel for review and approval prior to entering into contracts.

(16) Public works contracts.

(a) If the estimated cost of any public work is between $5,000 and $25,000, the department or agency head that is initiating the contract shall inform the Purchasing Agent and the Agent shall give a Class 1 notice under Chapter 985 before contracting for the work or shall contract with a person qualified as a bidder under Section 66.0901, Wis. Stats. The County Administrator shall establish written criteria concerning contracts, payment and performance bonds for public work projects between $10,000 and $100,000, in accordance with Section 779.14(1)(d), Wis. Stats.

(b) As provided in Section 59.52(29), Wis. Stats., all public work, include any contract for the construction, repair, remodeling or improvement of any public work, building or furnishing of supplies or material of any kind where the estimated cost of such work will exceed $25,000 shall be let by contract to the lowest responsible bidder, provided such bid complies with the specifications. The contract shall be let and entered into pursuant to Sec. 66.0901, Wis. Stats., except the Board may, by a three-fourths vote of all the members entitled to a seat, provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids.

(17) Revenue contracts. Provided that revenue is approved by the County Board of Supervisors in the County's annual budget, County Department Heads may authorize contracts for the provision of County services, including fee for service and grant contracts, or receipt of contributions or donations for a designated purpose, of up to $5,000 annually. Contracts more than $5,000 and less than .$25,000 annually may be approved by the purchasing agent. Contracts more than $25,000 annually shall be approved by the Board of Supervisors.

(18) Competition.

(a) The County will not place unreasonable requirements on firms in order for them to qualify to do business.

(b) The County will not require unnecessary experience or excessive bonding.

(c) The County will not engage in noncompetitive pricing practices between firms or between affiliated companies.

(d) The County will not engage in noncompetitive contracts to consultants that are on a retainer basis.

(e) The County will not specify only a "brand name" product instead of allowing a "brand name or equal to" product for reasons of contracting with a specific vendor.

(f) The County will not impose geographical preferences in its selection of contractors except where required by federal law, or where contractors require certain state licenses.

SECTION 7. DEBARMENT OR SUSPENSION. The County will not select any contractor that is suspended or debarred from doing business with any Federal agency. The Purchasing Agent will search the System for Award Management website (SAM), or any other Federally-endorsed website to determine eligibility for contract award prior to recommending the award.

The County may also maintain a list of contractors that it chooses to suspend or debar. After reasonable notice to the person involved and reasonable opportunity for that person to

be heard, the Purchasing Agent, after consulting with the appropriate County boards, committees and commissions and Corporation Counsel is authorized to debar a person for cause from consideration for award of contracts. The debarment shall not be for a period of more than three years. The Purchasing Agent is authorized a person for award of contracts if there is probable cause to believe that the person engagement in any activity which might lead to debarment. The causes for debarment include:

(1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract.

(2) Conviction under State and Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business honesty which currently, seriously and directly affects responsibility as a County contractor.

(3) Conviction under State or Federal antitrust statutes arising out of the submission of bids or proposals.

(4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify debarment action:

(a) Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or

(b) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of contractor shall not be considered basis for debarment.

(5) Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a County contractor.

(6) For violation of the County's Ordinance on ethics.

SECTION 8. ETHICS IN PUBLIC CONTRACTING.

(1) Criminal penalties. To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of state criminal law, they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this section. Criminal, civil, and administrative sanctions against employees or nonemployees which are in existence on the effective date of this subchapter shall not be impaired.

(2) Elected official and employee conflict of interest. In accordance with the County's ordinance on Ethics, any elected official or appointed employee of the County shall not participate directly or indirectly in a procurement when:

(a) the elected official, employee, or any member of the employee's immediate family has a financial interest pertaining to the procurement; or

(b) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

(3) Gratuities and kickbacks.

(a) Gratuities. In accordance with the County's ordinance on Ethics, an elected official or employee may not solicit, demand, accept, or agree to accept from another person a gratuity greater than $25 of value or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or

purchase request influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement in a contract or subcontract, or to any solicitation or proposal therefor.

(b) Kickbacks. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contractor to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) Contingent fees. It shall be unethical for a person or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

(5) Contemporaneous employment. It shall be unethical for any employee who is participating directly or indirectly in the procurement process to become or to be, while such an employee, the employee of any person contracting with the County.

(6) Use or disclosure of privileged information. In accordance with the County's ordinance on ethics, it shall be unethical for any employee or elected official to use or disclose privileged information for actual or anticipated gain of the employee or any member of the employee's immediate family.

(7) Personal purchases. Elected officials and employees are prohibited from purchasing items for personal use.

(8) Sanctions.

(a) Employees. The County Board in the case of the County Administrator or the County Administrator in the case of County employees may impose sanctions on employees for violation of the ethical standards in this section up to and including termination, and further may seek additional damages or criminal prosecution if warranted.

(b) Nonemployees. The County Board may impose sanctions on any nonemployee for violations of the ethical standards herein, up to and including termination of contract and/or debarment or suspension as provided in Section 7 herein, and further may seek additional damages or criminal prosecution if warranted.

SECTION 9. RECORD RETENTION. The County will maintain records sufficient to document the history of each procurement. Retention of any bid documents, proposals, specifications, responses to requests for bids or proposals, contracts, requisitions, purchase orders, quotations written or verbal, invoices for payment, and any documentation supporting the aforementioned documents and documented approval of any of these items shall be retained according to the County's designated County records retention system and in accordance with the County's records retention schedule.

SECTION 10. INDIVIDUAL CHARGE ACCOUNTS. The County shall favor the use of procurement or credit cards over the use of individual vendor charge accounts.

SECTION 11. UNAUTHORIZED PURCHASES. Any County purchases which do not adhere to this ordinance may be considered void. The individual responsible for the purchase may be held personally liable for the cost of the purchase.

SECTION 12. SALE OF SURPLUS PROPERTY. When personal property owned by the County of Jefferson no longer serves any useful purpose in the department in which it is located, the Purchasing Agent shall first determine whether any other County department or agency needs such property. In the event such property can no longer be used by any department or agency of the County, the Purchasing Agent shall determine if such property should be offered for sale and sell such property if sale is determined to be appropriate. If the Purchasing Agent determines that the property has no resale value or that the resale value may be less than the costs associated with selling the property, the Purchasing Agent may authorize that the property be properly disposed of as trash, refuse or recycled material. The Purchasing Agent shall determine a method of sale or disposition for each item. Sale proceeds, net of related sales costs, shall be deposited by the authorized selling employee, with the County Treasurer, in the fund through which the original purchase was made. In regards to surplus property originally acquired through state or federal grants, due diligence shall be required to determine whether those net sale proceeds must be returned to the state or federal government.

SECTION 13. ABANDONED OR UNCLAIMED PROPERTY. Pursuant to Sec. 66.0139, Wis. Stats., property which has been abandoned or remains unclaimed in the possession of any County officer or employee for 30 days after such officer or employee took possession is deemed abandoned property and is subject to disposal. The Purchasing Agent shall determine whether disposal is to be by public sale or other commercially reasonable means. If such abandoned property is not saleable it shall be disposed of as trash, refuse or recycled material in any reasonable manner. Where disposal is by any means other than public sale, the Purchasing Agent shall maintain a record of the following facts for two years after disposal:

1. Inventory of property.
2. Date of disposal.
3. Method of disposal.
4. Price received, if any.
5. The name and job assignment of the person who took possession of the property.

The cost of keeping and selling such property shall be charged against any resulting moneys. Any remaining amounts shall become the property of the County and shall be deposited with the County Treasurer in the General Fund of the County. For surplus property originally acquired through state or federal grants, due diligence shall be required to determine whether those net sale proceeds must be returned to the state or federal government.

SECTION 14. REPEAL OF PRIOR ORDINANCE. Any ordinance in conflict herewith shall be repealed upon the effective date of this ordinance.

SECTION 15. EFFECTIVE DATE. This ordinance shall be effective upon passage and publication.

RESOLUTION NO. 2018-___

Increasing Cremation Permit Fee

Executive Summary

The current amount charged for a cremation permit by the Jefferson County Medical Examiner is $200. State Statute s. 59.365 limits fee increases for services rendered by a coroner or medical examiner to an amount not to exceed the annual percentage change in the U.S. consumer price index for all urban consumers (CPI-U), U.S. city average, as determined by the U.S. Department of Labor, for the 12 months ending on December 31 of the year before the increase. The CPI-U for 2017 was 2.1%. This resolution increases the current cremation permit fee from $200 to $204 which is within the limits established by State Statute. The Finance Committee considered this resolution at its meeting on April 12, 2018, and recommends forwarding to the County Board for approval.

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

WHEREAS, the cremation permit fee charged by the Medical Examiner's Office was established in the 2018 County budget at $200, and

WHEREAS, the consumer price index for all urban consumers (CPI-U), U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on December 31, 2017 was 2.1 percent, and

WHEREAS, State Statute s. 59.365 allows the County to increase cremation permit fees charged by the Medical Examiner to $204.

NOW, THEREFORE, BE IT RESOLVED that the cremation permit fee charged by the Medical Examiner's Office shall be increased from $200 to $204 effective upon passage of this resolution.

Fiscal Note: This resolution will increase the fee established in the 2018 budget for cremation permits from $200 to $204 in accordance with State Statute s. 59.365. As a budget amendment this resolution requires twenty (20) out of thirty (30) affirmative votes for passage.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Finance Committee

04-17-18

J. Blair Ward: 04-09-18

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

RESOLUTION NO. 2018-___

Approving 2018 pre-mixed asphaltic concrete vendor quotes

Executive Summary

On March 22, 2018, the Highway Department received quotes from all area vendors for pre-mixed asphalt. The Highway Department purchases the asphalt from the vendors and delivers the material to the job site for placement by County crews. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase pre-mixed asphaltic concrete products at the prices listed below from any of the asphalt vendors in 2018. The Highway Committee met on March 27, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Committee is authorized to receive quotes on pre-mixed asphaltic concrete products needed in 2018, and

WHEREAS, such quotes were received and opened on March 22, 2018, with the following results:

Company	**Price (per ton)**	**Location**
Wolf Paving	$40.15, $36.35, $35.35 PG58-28	Delafield
Wolf Paving	$40.15, $36.35, $35.35 PG58-28	Sun Prairie
Payne & Dolan, Inc.	$45.00, $40.50, $37.25 PG58-28	LaGrange
Payne & Dolan, Inc.	$45.00, $40.00, $37.25 PG58-28	Waukesha
Payne & Dolan, Inc.	$45.00, $40.00, $36.00 PG58-28	Sussex
Rock Road Company	$45.50, $43.00, $42.00 PG58-28	Milton

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase pre-mixed asphaltic concrete products at the listed prices from any of the asphalt vendors in 2018.

Fiscal Note: The Highway Department will determine the best price for each project (asphalt price plus trucking) when selecting a plant location. The department will also consider plant schedule and availability. Funds have been allocated in 2018 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Ayes_____ Noes_____ Abstain_____ Absent____ Vacant_____

Requested by Highway Committee 04-17-18
Bill Kern: 03-27-18; J. Blair Ward: 04-11-18

REVIEWED: Administrator ; Corp. Counsel Finance Director

RESOLUTION NO. 2018-___

Approving 2018 seal coat oil vendor bids

Executive Summary

On March 22, 2018, the Highway Department received bids from area vendors for seal coat emulsions. The contractor provides the emulsions and transportation to the county job sites. Vendors selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase emulsion products from the vendors listed below at the stated bid prices. The Highway Committee met on March 27, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Committee is authorized to receive bids on bituminous asphalt products needed in 2018, and

WHEREAS, such bids were received and opened on March 22, 2018, with the following results:

Company	Type of Asphalt (emulsion)	Bid Price
Henry G. Meigs, Inc.	CRS-2 (Applied)	$2.1588 per gallon
	CRS-2 (Product)	$2.0088 per gallon
	CRS-2P (Applied)	$2.3588 per gallon
	CRS-2P (Product)	$2.2088 per gallon
	HFRS-2 (Applied)	$2.1588 per gallon
	HFRS-2 (Product)	$2.0088 per gallon
	HFRS-2P (Applied)	$2.3588 per gallon
	HFRS-2P (Product)	$2.2088 per gallon
	CSS-1 (FOB Ship Pt.)	$1.8000 per gallon
	CRS-2PD (Applied)	$1.9088 per gallon
	CRS-2PD (Product)	$1.7588 per gallon
Farhner Asphalt (Application Only)	CRS-2 (Applied)	$0.3300 per gallon
	HFRS-2 (Applied)	$0.3300 per gallon
	HFRS-2P (Applied)	$0.3300 per gallon
	CRS-2P (Applied)	$0.3300 per gallon
	CRS-2PD(Applied)	$0.3300 per gallon

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase emulsion products from the vendors listed at the stated bid prices in 2018.

Fiscal Note: The funds to come from the Highway Maintenance Account 53311 and the Highway Construction Account 53312.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Highway Committee 04-17-18

Bill Kern: 03-27-18; J. Blair Ward: 04-11-18

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

RESOLUTION NO. 2018-___

Approving 2018 asphalt pulverizing and milling quotes

Executive Summary

On March 22, 2018, the Highway Department received quotes from area vendors for asphalt pulverizing and milling. The Highway Department schedules all projects to work on-site with the selected vendor. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to accept the seasonal quotes for 2018 from all vendors listed below utilizing the lowest priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used. The Highway Committee met on March 27, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Committee is authorized to receive quotes on full depth pulverizing and milling needed in 2018, and

WHEREAS, such quotes were received and opened on March 22, 2018, with the following results:

Company	**Full Depth Pulverizing**
Tri-County Paving	$0.2750 per sq. yd.
Payne & Dolan	$0.3900 per sq. yd.
The Kraemer Company	$0.3960 per sq. yd.
WK Construction	$0.5440 per sq. yd.

Company	**Milling**
Tri-County Paving	$0.289 per sq. yd. @ 1 inch depth
	$0.332 per sq. yd. @ 2 inch depth
	$0.415 per sq. yd. @ 3 inch depth
	$0.539 per sq. yd. @ 4 inch depth
WK Construction	$0.416 per sq. yd. @ 1 inch depth
	$0.457 per sq. yd. @ 2 inch depth
	$0.496 per sq. yd. @ 3 inch depth
	$0.537 per sq. yd. @ 4 inch depth
Payne & Dolan	$0.650 per sq. yd. @ 1 inch depth
	$0.650 per sq. yd. @ 2 inch depth
	$0.650 per sq. yd. @ 3 inch depth
	$0.550 per sq. yd. @ 4 inch depth

The Kraemer Company	$1.37 per sq. yd. @ 1 inch depth
	$1.45 per sq. yd. @ 2 inch depth
	$1.50 per sq. yd. @ 3 inch depth
	$1.63 per sq. yd. @ 4 inch depth

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal quotes for 2018 from all vendors utilizing the lowest priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used.

Fiscal Note: Funds have been allocated in 2018 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-17-18

Bill Kern: 03-27-18; J. Blair Ward: 04-11-18

REVIEWED: Administrator____; Corp. Counsel____; Finance Director____

RESOLUTION NO. 2018-___

Authorization for the Highway Department to enter into contract for lime rock crushing

Executive Summary

The Highway Department leases a quarry on CTH J and receives lime rock crushing bids from vendors every two to three years to replenish its inventory. For 2018 the vendors were asked to provide bid numbers that included crushing several grades of lime rock and crushing recycled asphalt. This resolution authorizes the Jefferson County Highway Department to enter into a contract with Bjoin Limestone for limestone crushing in 2018. The Highway Committee met on March 27, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the Highway Department has solicited bids for crushing approximately 120,000 tons of lime rock and 10,000 tons of recycled asphalt, and

WHEREAS, the Highway Department opened bids on March 22, 2018, with the following results,

Company	**Total Bid Amount**
Bjoin Limestone	$292,300.00
Michaels Corporation	$354,600.00
Yahara Materials, Inc.	$396,000.00
Frank Brothers, Inc.	$401,500.00
Linck Aggregates	$447,250.00

WHEREAS, Bjoin Limestone is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to enter into a contract with Bjoin Limestone for limestone crushing in 2018.

Fiscal Note: Adequate funds are available in the Highway Department budget for this contract.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Highway Committee 04-17-18

Bill Kern: 03-27-18; J. Blair Ward: 04-11-18

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

RESOLUTION NO. 2018-___

Approving 2018 Local Road Improvement Program asphalt bids

Executive Summary

The Jefferson County Highway Department obtains funding through the Wisconsin Department of Transportation (WisDOT) Local Road Improvement Program (LRIP) for select projects. For 2018, Jefferson County bid three projects that include funding from WisDOT in the LRIP Program for asphalt material purchases (CTH Y, Korth Lane -Town of Lake Mills, Herr Road- Town of Sullivan). This resolution awards the asphalt bids for the 2018 Local Road Improvement Program (LRIP) projects for Jefferson County including County Highway Y (Johnson Creek – STH 26), Korth Lane (Lake Mills), and Herr Road (Sullivan) to Wolf Paving from Oconomowoc. The Highway Committee met on March 27, 2018, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Committee was authorized to receive bids on pre-mixed asphalt products needed in 2018, and

WHEREAS, such bids were received and opened on March 22, 2017, with the following results:

Company	Bid Prices (PG58-28 Asphalt)		
	5 LT	4 LT	3 LT
Wolf Paving	$40.15 per ton	$36.35 per ton	$35.35 per ton
***Lowest combined asphalt bid including haul cost.*			
Rock Road Co., Inc.	$45.50 per ton	$43.00 per ton	$42.00 per ton
Payne & Dolan, Inc.	$45.00 per ton	$40.00 per ton	$37.25 per ton

WHEREAS, Wolf Paving from Oconomowoc, Wisconsin, is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED the asphalt bids for the Local Road Improvement Program (LRIP) projects for Jefferson County including County Highway Y (Johnson Creek – STH 26), Korth Lane (Lake Mills), and Herr Road (Sullivan) in 2018 be awarded to Wolf Paving from Oconomowoc, Wisconsin.

Fiscal Note: The Wisconsin Department of Transportation requires asphalt purchase projects through the Local Road Improvement Program (LRIP) be awarded to a paving contractor. The funds for asphalt purchases will come from Highway Construction Account 53312 and the Wisconsin Department of Transportation LRIP funds.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Highway Committee

04-17-18

Bill Kern: 03-27-18; J. Blair Ward: 04-11-18

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

RESOLUTION 2018-____

Promoting the use of solar electric power in Jefferson County by supporting a "solar group buy"

Executive Summary

The Midwest Renewable Energy Association, in partnership with Heart of the City and Sustain Jefferson, all 501(c)3 nonprofit, grassroots organizations, are organizing a "Solar Group Buy," called "Glacial Heritage Solar," in and around Jefferson County this year. A Solar Group Buy is a program that enables interested residential and commercial consumers in a designated geographic area to access expert advice and volume discounts in installing solar electric systems during the designated period of time. (See: growsolar.org/glacial-heritage-solar/)

The discount is generated through a competitive selection of a solar installer. The greater the number of property owners who choose to purchase solar electric systems, the lower the price of each solar electric system purchased through the program.

The program unfolds with multiple Solar Power Hours being held around the County to educate and entertain questions about the Solar Group Buy. Interested individuals and businesses may then sign up for a free evaluation of the potential for solar energy at their site. The interested party then has until August 2018 to decide whether or not to participate and solicit bids for the purchase and installation of the solar electric systems.

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

WHEREAS, the voluntary use of solar-produced electricity by citizens diversifies the electric power supply of Jefferson County, and

WHEREAS, solar-produced electricity provides capacity to the grid during peak power needs (e.g. summer), and

WHEREAS, solar-produced electricity generation requires no fossil fuels and reduces pollutants, and

WHEREAS, over time the use of solar produced electricity saves participating residents money on their electric bills, thus retaining that money within Jefferson County, and

WHEREAS Jefferson County recognizes the promotional benefits of being a green-powered community,

NOW, THEREFORE, BE IT RESOLVED that Jefferson County supports and endorses the Glacial Heritage Solar Group Buy organized by Midwest Renewable Energy Association, in partnership with Heart of the City and Sustain Jefferson, in the following ways:

1. Allowing the use of the Jefferson County logo on promotional materials; and

2. Promoting the project details through email, website, flyers, social media, public-access TV, and other available means; and

3. Allowing educational sessions (Power Hours) to be held at Jefferson County public facilities.

Fiscal Note: No Jefferson County funds will be utilized for this program. The County may designate a few hours of employee time toward the program.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Infrastructure Committee 4-17-18

G. David: 04-06-18; J. Blair Ward: 04-11-18

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

RESOLUTION NO. 2018-___

Authorizing Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trails Program (RTP), and Land & Water Conservation Fund (LAWCON) grant applications and acceptance

Executive Summary

The Jefferson County Parks Department is planning to construct a recreation trail for hiking, biking and cross-country skiing on right-of-way owned by We Energies. The proposed trail is 10.96 miles and is located between the City of Watertown, Wisconsin, and the City of Oconomowoc, Wisconsin. This off-road paved trail connection will be built on the former Interurban Rail Line that connects the City of Watertown to the City of Oconomowoc. The path cross-section will consist of a 10-foot wide asphalt surface with 2-foot wide aggregate shoulders. The project is located primarily in Jefferson County (10 miles) and a portion in Waukesha County (1 mile). The City of Watertown and the City of Oconomowoc are the project boundaries. The old interurban rail line, which at one time connected the City of Watertown with the City of Milwaukee, is now a utility corridor owned by We Energies. American Transmission Company (ATC) operates the electric transmission facilities on the corridor. This resolution authorizes the Parks Department to seek funding from the Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trail Program (RTP) and Land & Water Conservation Fund (LAWCON) for this multi-use recreational trail. The Parks Committee considered this resolution at its meeting on April 9, 2018, and recommends forwarding to the County Board for approval.

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

WHEREAS, the Parks Committee has expended significant time and effort towards establishing a multi-use trail from Watertown to Oconomowoc, and

WHEREAS, the cost of such projects from River Road in the Town of Watertown east to County Highway F in the Town of Ixonia is approximately $1.25 million, and

WHEREAS, the Parks Committee recommends seeking grant funds from the Wisconsin Department of Natural Resources Stewardship, Recreational Trail Program (RTP), and Land & Water Conservation Fund (LAWCON) to fund up to 50% of project construction, which would not begin before 2019, and

WHEREAS, the Parks Committee recommends completion of these multi-purpose trails as part of the Jefferson County Parks, Recreation and Open Space Plan, the County's Bikeway/Pedestrianway Plan, the Jefferson County Comprehensive Plan and the Glacial Heritage Area Plan, and

WHEREAS, the grant applications need to be accompanied by a resolution supporting the project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trail Program (RTP) and Land & Water Conservation Fund (LAWCON) for this multi-use recreational trail from Watertown to Oconomowoc, and if grants are awarded in sufficient amounts to help pay the cost of such construction, the County Administrator is authorized to accept said grants, sign the grant contracts and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: The Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trail Program (RTP,) and Land & Water Conservation Fund (LAWCON) funds up to 50% of the project cost estimated at $1,218,980.31. The County is responsible for 50% or more of the project cost estimated at $609,490. Thereafter, Jefferson County would be responsible for maintenance which is estimated at $600 - $900 per mile per year over the approximately 10.96 miles of trail that would be added. The County will continue to promote Adopt-A-Trail relationships to lessen the cost of maintenance. Jefferson County plans to match the federal DOT TAP grant with the State Stewardship grant, thereby potentially achieving 100 percent project funding for the Interurban project. Should the County be unsuccessful in doing so, the County will continue to seek additional grant and philanthropic opportunities.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Parks Committee

04-17-18

Mary Nimm: 01-30-18; J. Blair Ward: 01-31-18, 02-01-18; J. Blair Ward, Mary Nimm & Joe Nehmer: 02-02-18; J. Blair Ward: 04-10-18; Joe Nehmer: 04-12-18

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

RESOLUTION NO. 2018-___

Authorizing Wisconsin Department of Transportation, Transportation Alternatives Program (TAP) grant application and acceptance

Executive Summary

The Jefferson County Parks Department is planning to construct a recreation trail for hiking, biking and cross-country skiing on right-of-way owned by We Energies. The proposed trail is 10.96 miles and is located between the City of Watertown, Wisconsin, and the City of Oconomowoc, Wisconsin. This off-road paved trail connection will be built on the former Interurban Rail Line that connects the City of Watertown to the City of Oconomowoc. The path cross-section will consist of a 10-foot wide asphalt surface with 2-foot wide aggregate shoulders. The project is located primarily in Jefferson County (10 miles) and a portion in Waukesha County (1 mile). The City of Watertown and the City of Oconomowoc are the project boundaries. The old interurban rail line, which at one time connected the City of Watertown with the City of Milwaukee, is now a utility corridor owned by We Energies. American Transmission Company (ATC) operates the electric transmission facilities on the corridor. This resolution authorizes the Parks Department to seek funding from the Wisconsin Department of Transportation, Transportation Alternatives Program, (TAP) for this recreation trail from Watertown to Oconomowoc. The Parks Committee considered this resolution at its meeting on April 9, 2018, and recommends forwarding to the County Board for approval.

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

WHEREAS, the Parks Committee has expended significant time and effort towards establishing a multi-use trail from Watertown to Oconomowoc, and

WHEREAS, the cost of such projects from River Road in the Town of Watertown east to County Highway F in the Town of Ixonia is approximately $1.73 million, and

WHEREAS, the Parks Committee recommends seeking grant funds from the Wisconsin Department of Transportation, Transportation Alternatives Program, (TAP) to fund 80% of project construction, which would not begin before 2019, and

WHEREAS, the Parks Committee recommends completion of these multi-purpose trails as part of the Jefferson County parks, Recreation and Open Space Plan, the County's Bikeway/Pedestrianway Plan, the Jefferson County Comprehensive Plan and the Glacial Heritage Area Plan, and

WHEREAS, the grant applications need to be accompanied by a resolution supporting the project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Transportation, Transportation Alternatives Program,

(TAP) for this multi-use recreational trail from Watertown to Oconomowoc, and if grants are awarded in sufficient amounts to help pay the cost of such construction, the County Administrator is authorized to accept said grants, sign the grant contracts and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: The Wisconsin Department of Transportation, Transportation Alternatives Program (TAP) grant program funds 80% of the cost of construction estimated at $1,102,839.98. The County is responsible for 20% of the cost of construction estimated at $275,710. The County is also responsible for the design and state review costs estimated at $358,423. Thereafter, Jefferson County would be responsible for maintenance which is estimated at $600 - $900 per mile per year over the approximately 10.96 miles of trail that would be added. The County will continue to promote Adopt-A-Trail relationships to lessen the cost of maintenance. Jefferson County plans to match the State Stewardship grant with the federal DOT TAP grant, thereby potentially achieving 100 percent project funding for the Interurban project. Should the County be unsuccessful in doing so, the County will continue to seek additional grant and philanthropic opportunities.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Parks Committee

04-17-18

Mary Nimm: 01-30-18; J. Blair Ward: 01-31-18, 02-01-18; J. Blair Ward, Mary Nimm & Joe Nehmer: 02-02-18; J. Blair Ward: 04-11-18; Joe Nehmer: 04-12-18

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

RESOLUTION NO. 2017-___

Authorizing Wisconsin Department of Natural Resources Stewardship, Federal Recreational Trails Program (RTP), and Land & Water Conservation Fund (LAWCON) grant applications and acceptance

Executive Summary

Jefferson County has been working with the City of Jefferson on planning for redevelopment of the Old Highway site. As part of this process, 5.7 acres of the property has been identified as a potential joint County/City park due to the limited development opportunities in this area and the ability to meet many of the strategic objectives of both the County and the City. The County and City are finalizing an Intergovernmental Agreement (IGA) concerning the building and operations of this park site. The IGA contemplates cooperation in seeking grants towards building of this park. The City will be the lead applicant with the County being a co-applicant. This resolution authorizes the Parks Department to seek funding from the Wisconsin Department of Natural Resources Stewardship, Recreational Trail Program (RTP) and Land & Water Conservation Fund (LAWCON) to be used for the development of a joint park with the City of Jefferson. The Parks Committee considered this resolution at its meeting on April 9, 2018, and recommends forwarding to the County Board for approval.

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

WHEREAS, Jefferson County and the City of Jefferson have discussed developing 5.7 acres of land formerly used as the Jefferson County Highway Shop along the Rock River, and

WHEREAS, this property has limited development potential based on its location in the 100 year and 500 year floodplain, and

WHEREAS, a joint County-City park will provide easy access to the national Rock River trail as well as access to multiple other bike trails, support a needed boat launch which is essential to promoting outdoor public recreation, tourism and enhancing the quality of life for Jefferson County and the City of Jefferson.

WHEREAS, a joint County-City park will be mutually beneficial to both parties to include the ability to submit joint applications for grant programs, the creation of more public amenities to serve constituents and increased development opportunities for County property within the City, and

WHEREAS, intergovernmental cooperation is designated as an objective in the Jefferson County Strategic Plan, and

WHEREAS, the Parks Committee recommends seeking grant funds from the Wisconsin Department of Natural Resources Stewardship, Recreational Trail Program (RTP), and Land &

Water Conservation Fund (LAWCON) to fund up to 50% of project construction, which would not begin before 2019, and

WHEREAS, the Parks Committee recommends completion of this joint County/City park as part of the Jefferson County Parks, Recreation and Open Space Plan, the County's Bikeway/Pedestrianway Plan, the Jefferson County Comprehensive Plan and the Glacial Heritage Area Plan, and

WHEREAS, the grant applications need to be accompanied by a resolution supporting the project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Stewardship, Recreational Trail Program (RTP) and Land & Water Conservation Fund (LAWCON) for this joint park as a co-applicant, and if grants are awarded in sufficient amounts to help pay the cost of such construction, the County Administrator is authorized to accept said grants, sign the grant contracts and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: The Wisconsin Department of Natural Resources Stewardship, Recreational Trail Program (RTP,) and Land & Water Conservation Fund (LAWCON) funds up to 50% of the project cost and the City and County are responsible for the remaining costs. Thereafter, the City of Jefferson and Jefferson County will be responsible for maintenance which is set forth in the proposed Intergovernmental Agreement.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Parks Committee

04-17-18

Mary Nimm: 04-09-18; J. Blair Ward: 04-10-18

REVIEWED: Administrator____; Corp. Counsel____; Finance Director____

RESOLUTION NO. 2018-___

Authorizing Federal Recreational Trails Program (RTP) grant application and acceptance

Executive Summary

The Jefferson County Parks Department is constructing the Glacial River Mountain Bike Park at the 20 acre County Farm drumlin on the southwest side of the City of Jefferson, Wisconsin. The scope of the project includes trails for mountain biking, a trail head, parking and connections to the Glacial River Trail. The project will also incorporate built features that will add excitement and hone rider skills. This resolution authorizes the Parks Department to seek funding from the Federal Recreational Trail Program (RTP) for construction of the Glacial River Mountain Bike Park. The Parks Committee considered this resolution at its meeting on April 9, 2018, and recommends forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Parks Department hired a member of the International Mountain Bicycling Association's Trail Solutions program to inspect the park property in Jefferson, Wisconsin, and

WHEREAS, the objective of the visit was to investigate, visualize, and map a conceptual trail system that meets the recreation needs of mountain bicyclists, hikers and trail runners. The results of that investigation are contained in the park report, and

WHEREAS, the Parks Department and volunteers have been constructing the trails as indicated in the report, and

WHEREAS, the Parks Department has received grant funds in the amount of $10,000 from a private foundation, and

WHEREAS, the Parks Committee recommends seeking grant funds of $10,000 from the Federal Recreational Trail Program (RTP) to fund up to 50% of project construction, and

WHEREAS, the Parks Committee recommends completion of these multi-purpose trails as part of the County's Bikeway/Pedestrianway Plan, the Jefferson County Comprehensive Plan, the Glacial Heritage Area Plan, and the Jefferson County Parks, Recreation and Open Space Plan, and

WHEREAS, the grant applications need to be accompanied by a resolution supporting the project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Federal Recreational Trail Program (RTP) for the Glacial River Mountain Bike Park, and if grants are awarded in sufficient amounts to help pay the cost of such construction, the

County Administrator is authorized to accept said grants, sign the grant contracts and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: The Federal Recreational Trail Program (RTP) funds up to 50% of the project. The County is responsible for 50% or more of the project cost. The County has $10,000 which will be used as the grant match. The County will continue to promote Adopt-A-Trail relationships to lessen the cost of maintenance.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Parks Committee

04-17-18

Mary Nimm: 04-09-18; J. Blair Ward: 04-10-18

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 March 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 R4047A-18, R4048A-18 AND R4049A-18

DENIAL OF PETITION R4045A-18

Petition R4045A-18 was filed by the Nancy Gordon Trust, c/o Kevin Gordon, to create a 4.76-acre A-3 zone from PIN 002-0714-1621-004 on Ziebell Road, Town of Aztalan. This is recommended for denial because the proposed rezoning is inconsistent with the Town's comprehensive plan, which is incorporated into the County's comprehensive plan, with the reasons for this recommendation more particularly set forth in the Planning and Zoning Committee minutes and official record of March 26, 2018. The Town also reviewed this Petition and recommended denial.

DATED THIS 26th DAY OF MARCH 2018

Donald Reese, Secretary

THE PRIOR MONTH'S AMENDMENTS R4037A-18, R4038A-18, R4039A-18, R4040A-18, R4041A-18, R4042A-18, R4043A-18 AND R4044A-18 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).

Deb Magritz and J. Blair Ward: 04-09-18 04-17-18

ORDINANCE NO. 2018-___

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 R4047A-18, R4048A-18 and R4049A-18 were referred to the Jefferson County Planning and Zoning Committee for public hearing on March 15, 2018, and

WHEREAS, the Planning and Zoning Committee recommends APPROVAL of said petitions for the reasons set forth in the Planning and Zoning Committee minutes and official record of March 26, 2018.

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 hereby amend the official zoning map of Jefferson County as follows:

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

APPROVE WITH CONDITIONS a request 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. R4047A-18 – Erik & Jennifer Stafford

APPROVE WITH CONDITIONS a request to 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. R4048A-18 –James McManama/Blessed Acres LLC property

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

APPROVE WITH CONDITIONS a request to 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. R4049A-18 – James McManama/Blessed Acres LLC property

The above rezonings shall be null and void and of no effect 1 year from the date of County Board approval unless all applicable conditions have been completed by that date.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Planning & Zoning Committee 04-17-18
Deb Magritz and J. Blair Ward: 04-09-18
REVIEWED: Administrator ___; Corp. Counsel ___; Finance Director ___

ORDINANCE NO. 2018-___

Amend Zoning Ordinance

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

WHEREAS, Petition R4045A-18 was referred to the Jefferson County Planning and Zoning Committee for public hearing on March 15, 2018, and

WHEREAS, the Planning and Zoning Committee recommends DENIAL of said petition for the reasons set forth in the Planning and Zoning Committee minutes and official record of March 26, 2018, and

WHEREAS, the proposed amendment had 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 hereby amend the official zoning map of Jefferson County as follows:

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

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 requested in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. (R4045A-18 – Nancy Gordon Trust, c/o Kevin Gordon)

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by Planning & Zoning Committee 04-17-18

Deb Magritz & J. Blair Ward: 04-09-18

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

ORDINANCE NO. 2018-___

Amending Section 11.11(a)4 of the Zoning Ordinance to Comply with Wisconsin Statutes

Executive Summary

Section 59.69(10)(b)2 of the Wisconsin Statutes states that, "…in a county with a county zoning agency and a county executive or county administrator, the county executive or county administrator shall appoint and supervise the head of the county zoning agency…" Section 11.11(a) 4 of the Jefferson County Zoning Ordinance authorizes appointment of the Zoning Administrator by the County Board of Supervisors on recommendation of the Planning and Zoning Committee. This appointment authority in the County Zoning Ordinance is inconsistent with state statutes which authorizes the County Administrator to make such appointments. The amendments proposed below bring section 11.11(a)4 of the Jefferson County Zoning Ordinance into compliance with state statutes. The Planning & Zoning Committee met on March 26, 2018, and recommended forwarding this ordinance amendment to the County Board for approval.

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

Section 1. Section 11.11(a)4 of the Zoning Ordinance shall be amended as follows:

4. ~~Office of the Zoning Administrator~~County Zoning Agency: The ~~office of the~~ County Zoning Agency ~~Administrator~~ is an administrative department of ~~the~~ Jefferson County government, created by the Board of Supervisors. The office is headed by the Head of the County Zoning Agency pursuant to s. 59.69(10)(b)2,Wis. Stats. This position is a County Department Head position which is ~~a Zoning Administrator~~ appointed by the County Administrator subject to confirmation by the County Board of Supervisors. ~~on recommendation of the Planning and Zoning Committee.~~ The office shall also consist of such other personnel as shall be provided for the office. In addition to duties and responsibilities specified elsewhere in this Ordinance, the Head of the County Zoning Agency ~~Zoning Administrator~~ shall be responsible for directing the work of the office, for making periodic reports as required on the activities of the office, and for training and educational activities to assure that persons connected with the program are able to keep abreast of developments in the field of County land use ordinances.

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

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Planning & Zoning Committee

04-17-18

J. Blair Ward: 01-23-18

REVIEWED: Administrator BW; Corp. Counsel DH; Finance Director MAO

PROCLAMATION

Proclaiming National Economic Development Week in Jefferson County

WHEREAS, the Jefferson County Economic Development Consortium is a member of the International Economic Development Council (IEDC) and recognizes this council as the largest professional economic development organization dedicated to serving economic developers, and

WHEREAS, the IEDC is promoting National Economic Development week as part of its efforts to provide leadership and excellence in economic development for communities, members, and partners through training, research, policy advocacy, and initiatives such as the Accredited Economic Development Organization program and the Certified Economic Developer designation, and

WHEREAS, the Jefferson County Economic Development Consortium and the Economic Development staff of Jefferson County promote the economic well-being and quality of life for the residents of Jefferson County by engaging in a wide variety of efforts to attract and retain high-quality jobs, develop vibrant communities and enhance the tax base.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors does hereby proclaim May 7 through May 12, 2018, as "National Economic Development Week" and reminds individuals of the importance of this community celebration which supports the expansion of career opportunities and improving the quality of life for the residents of Jefferson County.

Fiscal Note: This Proclamation has no fiscal impact.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Jefferson County Economic Development Consortium 04-17-18

Vicki Pratt: 03-16-18; J. Blair Ward: 03-19-18
REVIEWED: Administrator ___; Corp. Counsel ___; Finance Director ___

APPOINTMENTS BY COUNTY ADMINISTRATOR:

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:
MEMBERS OF THE BOARD:

By virtue of the authority vested in me under Section 59.18 of the Wisconsin Statutes and Ordinance 2007-48, I do hereby appoint and request your confirmation of the following individual as a member of the designated Commission:

a. Traffic Safety Commission
Russ Cooper, Jefferson, WI, for an indeterminate term to fill an At-Large position. I respectfully request confirmation of this appointment.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

b. Traffic Safety Commission
Vice President of the Chief & Sheriff's Association for an indeterminate term to fill an At-Large position. I respectfully request confirmation of this appointment.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____