

## **AGENDA**

### **JEFFERSON COUNTY BOARD MEETING**

**TUESDAY January 14, 2020 7:00 p.m.**

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

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF DECEMBER 10, 2019 MEETING MINUTES**
7. **COMMUNICATIONS**
  - a. Zoning Committee – Notice of Public Hearing, January 16, 2020 (Page 1-2)
  - b. Treasurer’s Report
  - c. Retirement Recognitions
8. **PUBLIC COMMENT**
9. **SPECIAL ORDER OF BUSINESS**
  - a. Overview of 2020 County Projects
  - b. Personnel Ordinance Update
10. **BUILDING AND GROUNDS COMMITTEE**
  - a. Resolution – Entering into a contract with Potter Lawson to provide schematic design and mechanical assessments for the Jefferson County Courthouse, Sheriff’s Office and Jail (Page 3-4)
  - b. Resolution – Entering into a contract with Maas Brothers to Provide Construction Management Services for upgrading and repair of county buildings (Page 5-6)
11. **FINANCE COMMITTEE**
  - a. Resolution – Approving the Acceptance of the WIC Infrastructure Grant and Amending the 2020 Budget (Page 7-8)
  - b. Resolution – Accepting the Drug Free Communities Support Program Grant and Amending the 2020 Budget (Page 9-10)
  - c. Resolution – Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$7,600,000 for Capital Projects (Page 11)
  - d. Resolution – Providing for the Sale of Not to Exceed \$7,600,000 General Obligation Capital Project Bonds, Series 2020A (Page 12)
12. **HUMAN RESOURCES COMMITTEE**
  - a. Resolution – Reclassifying the vacant CCS/YES! Supervisor position to Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services (Page 13)
  - b. Resolution – Eliminating a full-time Community Support Program Professional I/II/III position and creating a full-time Community Support Program Clinical Coordinator position at Human Services (Page 14-15)
  - c. Resolution – Terminating Participation in the State of Wisconsin Deferred Compensation Program (Page 16-17)

13. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval of Petitions (Page 18)
  - b. Ordinance – Amending Official Zoning Map (Page 19)
14. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
  - a. Dr. Mark Rollefson, Jefferson, WI to the Jefferson County Library Board (Page 20)
15. **PUBLIC COMMENT** (General)
16. **ANNOUNCEMENTS**
17. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS**

**February 11, 2020  
7:00 P.M. – RM 205**

**NOTICE OF PUBLIC HEARING**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**

*Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker and Lloyd Zastrow*

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

**DATE:** Thursday, January 16, 2020

**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 on January 16, 2020, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **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 R-2, RESIDENTIAL TO A-1, EXCLUSIVE AGRICULTURAL**

**R4203A-20 – Christopher Johnson:** Rezone all of PIN 016-0513-2541-002 (1.02 Acre) and 2.95 ac of PIN 016-0513-2541-000 (12.475 Acres) in order to combine that total 3.97 acres with adjoining A-1 zoned property on **Old 26 Rd and Koshkonong Lake Rd.** The site is in the Town of Koshkonong. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

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

**R4204A-20 – Mike Majewski/Marcus & Sara Tincher Property:** Rezone approximately 19 acres of PIN 004-0515-1834-003 (43.969 Ac) owned by the Tinchers to allow its combination with adjoining A-2 zoned land owned by SCGC LLC. The site is in the Town of Cold Spring,

near **County Road N and Yandry Road**. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

#### **CONDITIONAL USE PERMIT APPLICATION**

**CU2016-20 – Mike Majewski:** Conditional use for expansion of an existing golf course allowing relocation of a driving range and expansion of the existing parking area in a proposed A-2 zone near **W4787 Yandry Road**. The site is in the Town of Cold Spring, on PIN 004-0515-1834-003 (43.969 Acres). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

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

**R4205A-20 – Mike Majewski:** Rezone approximately 30 acres of PINs 004-0515-1843-000 (34.76 Acres) and 004-0515-1844-000 (37 Acres) for its inclusion with adjoining A-1 zoned land near **County Road N**. This is in the Town of Cold Spring, and is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

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

**R4206A-20 - Brian & Jane Busler/Bernard & Christine Motl Property:** Rezone 1 acre of PIN 002-0714-2043-000 (35.89 Acres) for a new residential building site along **County Road Q** in the Town of Aztalan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4207A-20 – Marjorie Lemke Trust:** Create a 3.3-acre lot around the home and buildings at **W7032 County Line Road** in the Town of Koshkonong from PIN 016-0514-3143-000 (20 Acres). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4208A-20 – Raymond Janusz/Shirley A Smart Trust Property:** Rezone to create a 1.7-acre A-3 zone from part of PINs 026-0616-3524-000 (31.509 Acres) owned by Janusz and 026-0616-3531-000 (53.88 Acres) owned by Smart Trust. This is at **W788 County CI** in the Town of Sullivan, and is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4209A-20 – Kevin Kahn:** Create a 2.6-acre lot around the home and buildings at **W1757 County Road CI** in the Town of Sullivan, from part of PIN 026-0616-3241-000 (38.5 Acres). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

#### **CONDITIONAL USE PERMIT APPLICATION**

**CU2017-20 – Nick Brock/Steven & Theresa Schluter Property:** Conditional use to allow a construction contractor/masonry business in a Community zone along **County Road N** in the Town of Cold Spring. This is on PIN 004-0515-1921-004 (16.343 Ac), and is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

## RESOLUTION NO. 2019-\_\_\_\_

### **Entering into a contract with Potter Lawson to provide schematic design and mechanical assessments for the Jefferson County Courthouse, Sheriff's Office, and Jail.**

#### Executive Summary

Over the last 20 years, various studies have been conducted relating to the long term needs of County facilities including the Courthouse and adjoining Sheriff's Office and Jail. The most recent significant study took place in 2005. Jefferson County implemented several recommendations from this study including relocating the Corporation Counsel office, reconstructing the Courthouse security entrance, and constructing a new Highway operations facility and satellite facilities.

Since this 2005 study, larger projects at the Courthouse have included renovating public restrooms, modest upgrades to the County Board room, technology upgrades to the Courtrooms, replacement of the majority of the Courthouse roof, and installing new boilers. In 2014, the County continued to evaluate its long term needs through an independent consultant. This 2014 evaluation concluded that many of the components within the facilities have reached their end of life. Based on these studies and reports, both the Task Force on Operations and Organizations and the County's Strategic Plan determined that a plan needed to be developed to update County facilities.

A Request for Proposals was issued on November 19, 2019, for the purpose of assisting in the development of a cost-effective solution to address the significant facility infrastructure issues identified in the studies and to provide for flexibility in operations while balancing current Courthouse security needs, and specifically addressing:

- Space Needs Program
- Schematic Floor Plans
- Mechanical, Electrical, Plumbing, and Structural Systems Analysis
- Construction Phasing Analysis
- Preliminary Cost Estimate

A required pre-proposal conference and facility tour was held on December 3, 2019, and proposals were due on December 10, 2019. Three highly qualified firms were selected as final candidates and the interview panel recommended Potter Lawson as the lowest responsible bidder.

The Buildings and Grounds Committee considered this resolution at its meeting on January 7, 2020, and recommended forwarding to the County Board to accept the bid of Potter Lawson as the lowest responsible bidder to assist Jefferson County in the development of a cost-effective solution to address the significant facility infrastructure issues which have been identified in the Jefferson County Courthouse, Sheriff's Office, and Jail.

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WHEREAS, bids were solicited for professional services to assist the County in development of a Schematic Design and Mechanical, Electrical, Plumbing, Analysis, and

WHEREAS, the following bids were submitted:

- Potter Lawson - \$77,000
- Plunkett Raysich/Moyer - \$115,500
- Venture - \$136,500

and,

WHEREAS, the Buildings and Grounds Committee considered the analysis of the consultant and the working group in reviewing the three proposals, and

WHEREAS, the Buildings and Grounds Committee recommends accepting the bid of Potter Lawson to develop the following deliverables for the County:

- Space Needs Program
- Schematic Floor Plans
- Mechanical, Electrical, Plumbing/Structural Systems Analysis Report
- Construction Phasing Analysis
- Preliminary Cost Estimate.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Potter Lawson to provide the services as described above.

BE IT FURTHER RESOLVED that the County Administrator and the consultant will provide updates to the Buildings and Grounds Committee and other interested parties on a regular basis.

*Fiscal Note: Fiscal Note: The funding for this contract will be comprised a combination of carryover amounts from the Jail Plumbing Project (\$136,200 remaining), the vacant Maintenance Director position in Central Services (fully benefitted, \$105,237), and proceeds from the issuance of bonds. The Finance Director is hereby authorized to make the necessary budget adjustments for the enactment of this resolution. This is a budget adjustment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

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

Referred By:  
Buildings and Grounds Committee

01-14-2020

REVIEWED: County Administrator ; Corporation. Counsel  Finance Director: 

**RESOLUTION NO. 2019-\_\_\_\_\_**

**Entering into a contract with Maas Brothers to Provide Construction Management Services for upgrading and repair of county buildings**

Executive Summary

The Health and Human Service Building, Lueder Haus, and the Hillside and Workforce Development buildings need upgrading and repair, with an estimated cost of approximately \$3,000,000. The 2020 budget includes funding for these projects. Due to the scope of these projects, it will benefit the County to retain the services of a construction manager who can assist in developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects.

The Buildings and Grounds Committee reviewed the proposal of Maas Brothers on January 7<sup>th</sup>, 2020, and recommended forwarding this resolution to the County Board to retain the services of Maas Brothers to provide services to Jefferson County as a construction manager to assist with developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects related to the upgrading and repair of County buildings.

WHEREAS, a proposal was obtained from Maas Brothers to provide services to Jefferson County as a construction manager, and

WHEREAS, the cost for services from Maas Brothers is based on an hourly billing rate of \$110.00 for services provided during the preconstruction phase by a preconstruction manager and project manager, and up to 5 percent of project costs for general construction management services, \$16,500 per month for a Project Superintendent during the construction phase, and \$4,250 per month for a Project Manager during the construction phase.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Maas Brothers to provide Construction Management services to assist in developing requests for proposals, reviewing bids, coordinating projects, and reviewing the progress and completion of projects related to the upgrading and repair of County buildings as described above.

*Fiscal Note: This resolution approves the authorization of a fee amount not to exceed \$250,000. Should actual costs for construction management for projects relating to the Health and Human Services Building, Lueder Haus, Hillside, and Workforce Development buildings exceed \$250,000, an additional review of the progress of projects under management will be required to proceed further, including authorization of additional estimated fees. The funding for this contract will be comprised a combination of carryover amounts from the Jail Plumbing Project (\$136,200 remaining), the vacant Maintenance Director position in Central Services (fully benefitted, \$105,237), and proceeds from the issuance of bonds. The Finance Director is hereby authorized to make the necessary budget adjustments for the enactment of this resolution. This is a budget adjustment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

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

Referred By:  
Buildings and Grounds Committee

01-14-2020

REVIEWED: County Administrator: *IK*; Corporation Counsel: *MM* Finance Director: *MS*



## RESOLUTION NO. 2019-\_\_

### Approving the Acceptance of the WIC Infrastructure Grant and Amending the 2020 Budget

#### Executive Summary

A on-site State Department of Health Services, Division of Public Health, Women, Infants, and Children (WIC) Program Management Evaluation conducted in May of 2018 resulted in a finding regarding WIC participant confidentiality. The downstairs Health Department clinic reception area is behind glass with 3 windows to serve the public for WIC, Public Health and Rock River Free Clinic. The staff are not separated except for a cloth wall between WIC and the other two programs.

The most recent Management Evaluation resulted in a finding that non-WIC staff could still hear confidential information being discussed between WIC staff and WIC participants despite having the cloth wall divider. While this had been allowed in the past, the federal and state WIC guidelines now require very strict protection of participants' information.

A second visit by the State WIC program confirmed that more was needed to protect participant confidentiality. The Human Services Maintenance Director was consulted and an acceptable reception area was designed to assure participant confidentiality is maintained. The Maintenance Director received estimates for the work. A WIC Infrastructure grant was submitted and the State WIC Program accepted the design. The Jefferson County Health Department WIC program was awarded funding for the full cost of the reception area remodel.

Below is an estimate of remodeling costs from Human Services Maintenance Director Ryan Mundt:

Carpentry	\$24,000.00
Glass	\$ 7,680.00
Electric	\$ 5,500.00
HVAC	\$ 2,000.00
Ceiling	\$ 940.00
Furniture	\$ 5,000.00
Flooring	\$ 3,000.00
<b>Total</b>	<b>\$48,120.00</b>

The Finance Committee considered this resolution at its meeting on January 9, 2020, and recommended forwarding to the County Board for approval.

WHEREAS, the Jefferson County Health Department WIC program was audited by the State Department of Health Services WIC program, and

WHEREAS, strict participant confidentiality is a required component of this USDA funded program, and

WHEREAS, the current WIC reception area was found to be deficient in maintaining required WIC participant confidentiality and there is the potential for others working in the area to hear private information being exchanged, and

WHEREAS, a solution to assuring participant confidentiality was developed by Jefferson County WIC staff and the Human Services Maintenance Director, and

WHEREAS, a State WIC Infrastructure grant was written and awarded by the State WIC program to the Jefferson County Health Department WIC program for full funding of the amount needed for the WIC reception area remodel,

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the WIC Infrastructure grant funding in the amount of \$48,120.00.

*Fiscal Note: This is a budget amendment that will increase revenues and expenditures by \$48,120. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

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

Referred By  
Finance Committee

01-14-20

REVIEWED: County Administrator: ; Corporation Counsel: ; Finance Director: 

## **RESOLUTION NO. 2019-\_\_**

### **Accepting the Drug Free Communities Support Program Grant and Amending the 2020 Budget**

#### Executive Summary

On October 30, 2019, the White House Office of National Drug Control Policy announced the availability of 150 new grants for its Drug-Free Communities Support Program. This Grant is funded through the Federal Substance Abuse and Mental Health Services Administration and was awarded to the Jefferson County Drug Free Coalition with Jefferson County as the fiscal agent. The Drug-Free Communities Support Program provides grants to community coalitions to strengthen the infrastructure among local partners to create and sustain a reduction in local youth substance use. Recognizing that local problems need local solutions, Drug-Free Communities funded coalitions engage multiple sectors of the community and employ a variety of environmental strategies to address local substance use problems.

The Drug-Free Communities Support Program is a proven prevention program aimed at the prevention of drug, alcohol and tobacco use among youth which is essential to the success of a healthy future for youth.

The total Federal grant award is \$125,000 with an additional \$125,000 matching requirement paid by Jefferson County. The Health Department is requesting that these grant funds be accepted by Jefferson County to support the Drug-Free Communities Support Program commencing January 1, 2020. The Finance Committee considered this resolution at its meeting on January 9, 2020 and recommended forwarding to the County Board for approval.

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WHEREAS, substance use, abuse, and dependence can negatively impact every aspect of an individual's life, and

WHEREAS, child-serving systems need to intervene early in the lives of youth to prevent or treat abuse, support young people, and provide them with the tools to choose the right path, and

WHEREAS, grant funding is available from the Drug-Free Communities Support Program Grant to establish and strengthen collaboration to support the efforts of community coalitions, and

WHEREAS, to meet the need for Jefferson County youth who are at risk for substance use, the Finance Committee recommends, acceptance of these funds.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget is hereby amended to accept the grant funding from the Drug-Free Communities Support Program Grant in the amount of \$125,000.

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the Jefferson County Health Department to be fiscal agent for the Jefferson County Drug Free Coalition for the administration of these grant funds.

*Fiscal Note: Because this grant supplants currently funded salaries and benefits in the Health Department's budget, acceptance of the Drug-Free Communities grant will result in net savings of \$85,227 in levy funding. As a budget amendment, County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

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

Referred By:  
Finance Committee

01-14-20

REVIEWED: County Administrator: ; Corporation Counsel: JWB; Finance Director: MD

Resolution No. \_\_\_\_\_

INITIAL RESOLUTION AUTHORIZING GENERAL  
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED  
\$7,600,000 FOR CAPITAL PROJECTS

BE IT RESOLVED by the County Board of Supervisors of Jefferson County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$7,600,000 for the public purpose of paying the cost of capital projects, consisting of communications projects and County building projects.

Adopted, approved and recorded January 14, 2020.

\_\_\_\_\_  
Jim Schroeder  
Chairperson

ATTEST:

\_\_\_\_\_  
Audrey McGraw  
County Clerk

(SEAL)

Resolution No. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED  
\$7,600,000 GENERAL OBLIGATION CAPITAL PROJECT BONDS, SERIES 2020A

WHEREAS, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") has adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed \$7,600,000 for the public purpose of paying the cost of capital projects, consisting of communications projects and County building projects;

WHEREAS, the County Board of Supervisors hereby finds and determines that the projects described in the Initial Resolution are within the County's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the County Board of Supervisors of the County hereby finds and determines that general obligation bonds in an amount not to exceed \$7,600,000 should be issued pursuant to the Initial Resolution.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The bonds authorized by the Initial Resolution shall be designated "General Obligation Capital Project Bonds, Series 2020A" (the "Bonds") and the County shall issue the Bonds in an amount not to exceed \$7,600,000 for the purpose above specified.

Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk (in consultation with the County's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the County Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded January 14, 2020.

\_\_\_\_\_  
Jim Schroeder  
Chairperson

ATTEST:

\_\_\_\_\_  
Audrey McGraw  
County Clerk

**RESOLUTION NO. 2019-\_\_\_\_**

**Reclassifying the vacant CCS/YES! Supervisor position to Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services**

Executive Summary

The CCS/YES! Supervisor position was originally created in 2015 and fully funded for a five-year period through a Federal SAMHSA grant. This position serves young adults, ages 18 to 25, who are severely impacted by mental health and substance abuse issues. The need for the position exists more now than ever and continues to be 100% funded through CCS Medicaid billing. However, since the specific grant funding and program no longer exist, the position continues to serve young adults as a Mental Health Professional.

The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to reclassify the full-time CCS/YES! Supervisor position to a full-time Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services.

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

WHEREAS, the grant supporting the CCS/YES! Supervisor position expired in December, 2019, and

WHEREAS, the need for the position still exists to serve young adults with severe mental health and substance abuse issues, and

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the reclassification of the full-time CCS/YES! Supervisor position to a full-time Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: The CCS/YES! Supervisor position and the Mental Health Professional position are in the same pay grade. The Mental Health Professional position is 100% funded with CCS Medicaid billing. Therefore, no additional tax levy is required. This resolution amends the Classification of Authorized Positions presented as a part of the 2020 Adopted Budget. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

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

Referred By:

Human Resources Committee

REVIEWED: County Administrator ; Corporation Counsel  Finance Director 

01-14-20

## RESOLUTION NO. 2019-\_\_\_\_\_

### **Eliminating a full-time Community Support Program Professional I/II/III position and creating a full-time Community Support Program Clinical Coordinator position at Human Services**

#### Executive Summary

Jefferson County continues to experience an extremely high caseload of individuals with severe and persistent mental illness of an acute nature that face profound challenges in the major areas of community living. The goal of the Community Support Program (CSP) is to help these consumers remain in the community while enhancing the quality of their lives. However, the Community Support Program has seen an increase in consumers from less than 30 consumers in 1998 to nearly 150 consumers in 2018.

Furthermore, the Community Support Program is mandated and regulated under Chapter DHS 63. Specifically, the regulation indicates that “for every 20 clients or every 40 hours of direct service in the CSP, the clinical supervisor shall spend at least 4 hours a week providing supervision.” The Community Services Program has one Clinical Coordinator position that has overall responsibility for and provides direct supervision of the CSP’s client treatment services and supervision of CSP clinical staff. This severely limits growth of the program to only 160 consumers and creates extreme challenges during the absence of the one position.

Therefore, to remain compliant with regulations and provide the appropriate level of service for consumers, the Human Services Director is requesting the elimination of one full-time Community Support Program Professional I/II/III position and the creation of one full-time Community Support Program Clinical Coordinator position. The Clinical Coordinator position will maintain a small caseload as well as provide the hours of clinical supervision mandated, allowing more consumers to be admitted into the program. Additionally, positions in the Community Support Program are funded 60% with Medicaid funding and only 40% tax-levy.

The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to eliminate one full-time CSP Professional I/II/III position and create one full-time CSP Clinical Coordinator position at Human Services.

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

WHEREAS, with the significant increase in individuals struggling with severe and persistent mental health illness in Jefferson County, current staffing levels at Human Services cannot effectively meet the mandated level of clinical supervision, and



WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one full-time Community Support Program Professional I/II/III position and the creation of one full-time Community Support Program Clinical Coordinator position to provide clinical supervision as well as manage a small caseload.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: The annual gross difference between a full-time CSP I/II/III position and a full-time CSP Clinical Coordinator position is an increase of \$3,920.86 and a tax-levy increase of \$1,568.34. With the ability to admit more consumers, the increase of program revenue will exceed the increase of tax-levy cost. Therefore, no additional tax levy is required. This resolution amends the Classification of Authorized Positions presented as a part of the 2020 Adopted Budget. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

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

Referred By:  
Human Resources Committee

01-14-20

REVIEWED: County Administrator ; Corporation Counsel ; Finance Director 

**RESOLUTION NO. 2019-\_\_\_\_\_**

**Terminating Participation in the State of Wisconsin Deferred Compensation Program**

Executive Summary

On November 12, 2019, the Jefferson County Board of Supervisors approved to change the 457(b) deferred compensation plan provider for Jefferson County employees and retirees from Nationwide Retirement Solutions and Wisconsin Deferred Compensation to One America, and contract with Wells Fargo as an independent 457(b) plan consultant to provide certified financial planning advice to County employees related to their 457(b) plan investments. In addition, the Board approved to cease future 457(b) Deferred Compensation contributions to Wisconsin Deferred Compensation, but allow employees' current contributions to remain with the Plan.

On December 26, 2019, Jefferson County was notified by the State of Wisconsin Department of Employee Trust Fund that a specific Wisconsin Deferred Compensation termination resolution needed to be approved to begin the removal process. The Human Resources Committee met on January 14, 2020, and recommended forwarding this resolution to the County Board to begin the process to cease future 457(b) Deferred Compensation contributions to Wisconsin Deferred Compensation, but allow employees' current contributions to remain with the Plan.

\_\_\_\_\_

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

NOW, THEREFORE, BE IT RESOLVED that pursuant to the provisions of Section ETF 70.15 of the Wisconsin Administrative Code, which provides in part as follows: "The governing body of an employer, other than the state may terminate participation in the state deferred compensation plan after a minimum of one year from the date the certified copy of the resolution required under s. ETF 70.10 was accepted by the department...." The County Board of Supervisors of the County of Jefferson hereby determines to terminate participation in the State of Wisconsin Deferred Compensation Program provided by Section 40.80 Subchapter VII of Chapter 40 of the Wisconsin Statutes and regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

BE IT FURTHER RESOLVED, enrollment and payroll activities shall cease 90 days after the receipt by the Department of Employee Trust Funds of the State of Wisconsin of the certified copy of this Resolution, and

BE IT FURTHER RESOLVED, that the County Clerk of Jefferson County submit a certified copy of this Resolution to the State of Wisconsin, Department of Employee Trust Funds and the current administrative plan provider as defined in Wis. Stat. Sec. 40.02 (18s).

BE IT FURTHER RESOLVED, that the treatment of previous individual deferral investment specifications, accounts and benefits shall continue to be governed by the plan and investment plan provider contracts, unless the County of Jefferson exercises its right of ownership under 26 CFR 1.457-2(j) to provide for different treatment.

*Fiscal Note: Costs associated with the employee 457(b) deferred compensation plan, including services provided by the independent 457(b) plan consultant, are paid entirely by employees. There is no fiscal impact to Jefferson County.*

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

Referred By:  
Human Resources Committee

01-14-20

REVIEWED: County Administrator [Signature], Corporation Counsel [Signature], Finance Director [Signature]

**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 December 19, 2019 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 R4198A-19, R4200A-19, R4201A-19  
AND R4202A-19**

**DATED THIS 30TH DAY OF DECEMBER, 2019**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS R4179A-19, R4189A-19, R4190A-19, R4191A-19, R4192A-19, R4193A-19, R4194A-19, R4195A-19, R4196A-19 AND R4197A-19 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)**

## ORDINANCE NO. 2019- \_\_\_\_\_

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

WHEREAS, Petitions R4198A-19, R4200A-19, R4201A-19 and R4202A-19 were referred to the Jefferson County Planning and Zoning Committee for public hearing on December 19, 2019, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

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

Create a 1.15-ac building site on **Bakertown Rd** in the Town of Concord from part of PIN 006-0716-3024-000 (24 Acres). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This utilizes the last available A-3 zone for this property on the south side of the road; therefore, rezoning is conditioned upon recording of an affidavit recording that fact. It is further conditioned upon road access approval, receipt of a suitable soil test and approval and recording of a final certified survey map for the lot. R4198A-19 – Dennis Stair

Rezone to create a 2-acre building site on **Ehlert Rd**, Town of Hebron, from part of PIN 010-0515-1221-000 (36.009 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is also conditioned upon road access approval, receipt of a suitable soil test and approval and recording of a final certified survey map for the lot. R4200A-19 – Shirley Wagi/Lucht-View LLC Property

Rezone to create a 3.969-acre lot around the home and buildings at **W1715 Gopher Hill Rd** in the Town of Ixonia from PIN 012-0816-0841-000 (17.993 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. R4201A-19 – Jonathan W Schrock

### **FROM WATERFRONT TO RESIDENTIAL R-2**

Rezone all of PIN 028-0513-1142-004 (1.148 Ac) around the home and buildings at **W7847 High Ridge Rd** in the Town of Sumner. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance. R4202A-19 – Steve & Leanne Lehmann:

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: \_\_\_\_\_  
Referred By:  
Planning and Zoning Committee

01-14-20

REVIEWED: County Administrator: ; Corporation Counsel: ; Finance Director: 

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

**APPOINTMENTS BY COUNTY ADMINISTRATOR**

By virtue of the authority vested in me under Sections 59.18(2)(b) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Dr. Mark Rollefson, Jefferson, WI, to the Jefferson County Library Board for a three year term ending December 31, 2022.

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

01-14-2020