

AGENDA

****REVISED 03-06-2020**

JEFFERSON COUNTY BOARD MEETING

TUESDAY MARCH 10, 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 FEBRUARY 11, 2020 MEETING MINUTES**
7. **COMMUNICATIONS**
 - a. ****Zoning Committee – Notice of Public Hearing, March 26, 2020 (Rescheduled)**
 - b. Treasurer’s Report (Addendum)
8. **PUBLIC COMMENT**
9. **ANNUAL REPORTS**
 - a. Treasurer – John Jensen
 - b. Register of Deeds – Staci Hoffman
 - c. County Clerk – Audrey McGraw
10. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation – Vietnam Veterans of America Chapter 409 - Blackhawks
11. **BOARD OF HEALTH**
 - a. Ordinance – Amending the Jefferson County Environmental Sanitation Ordinance (Page 1-4)
 - b. Resolution – Amending the 2020 Jefferson County Health Department license and inspection fee schedule for Establishments Licensed Under the Department of Agriculture, Trade and Consumer Protection Agent Contract (Page 5-11)
12. **EXECUTIVE COMMITTEE**
 - a. Resolution – Designating official county newspaper (Page 12-13)
 - b. ***Discussion of Proposed 2020-2022 County Board Rules**
13. **FINANCE COMMITTEE**
 - a. Resolution – Amending the 2020 Land and Water Conservation Department Budget (Page 14-15)
 - b. Resolution – Disallowing Claim of John Almasi (Page 16)
 - c. Resolution – Authorizing contingency fund transfer to offset fiscal year 2019 departmental deficits (Addendum)
 - d. Resolution – Authorizing year end requests to carry over funds for fiscal year 2019 (Addendum)

14. **HUMAN RESOURCES COMMITTEE**
 - a. Ordinance – Amending Ordinance 2015-30, Establishing a Procedure to set Elected Officials Salaries (Page 17-19)
 - b. Resolution – Establishing Total Annual Compensation for County Elected Officials pursuant to Wis. Stat. §59.22 (Page 20-21)
 - c. Resolution – Accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating one full-time Well-Being Coordinator position at the Human Services Department (Page 22-24)
15. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 25)
 - b. Ordinance – Amending Official Zoning Map (Page 26-28)
 - c. Resolution – Adopting a Public Participation Plan to foster public participation before considering proposed amendments to the Jefferson County Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan) (Page 29-30)
16. **PROCLAMATION**
 - a. Proclaiming the month of April 2020 as Child Abuse and Neglect Prevention Month (Page 31)
17. **APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 32)
 - a. Kevin Purcell to the Sheriff’s Civil Service Commission
 - b. Dr. Leslie Golden to the Human Services Board
18. **APPOINTMENTS BY COUNTY HUMAN SERVICES BOARD** (Page 32)
 - a. LaRae Schultz and Frankie Fuller to the Aging and Disability Resource Center Advisory Committee (ADRC)
19. **PUBLIC COMMENT** (General)
20. **ANNOUNCEMENTS**
21. **ADJOURN**

NEXT COUNTY BOARD MEETINGS
April 21, 2020
5:00 P.M. – RM 205

Ordinance No. 2019-_____
Amending the Jefferson County Environmental Sanitation Ordinance

Executive Summary

Jefferson County Health Department partners with the Watertown Department of Public Health to provide Environmental Health Services in Jefferson County through the Jefferson County Environmental Public Health Consortium. The Consortium is requesting an amendment to the Jefferson County Environmental Sanitation Ordinance to reflect changes to the State of Wisconsin Administrative Code reassigning oversight of establishments formerly licensed by the Department of Health Services to the Department of Agriculture, Trade and Consumer Protection. The Board of Health considered this proposed ordinance amendment at its meeting on January 15, 2020 and recommended forwarding to the County Board for approval.

WHEREAS, the Jefferson County Health Department, as a member of the Jefferson County Environmental Public Health Consortium, is requesting to amend the Jefferson County Environmental Sanitation Ordinance and,

WHEREAS, the amended language reflects the change in oversight from the Department of Health Services to the Department of Agriculture, Trade and Consumer Protection.

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does hereby amend the Jefferson County Environmental Sanitation Ordinance as follows:

A. GENERAL PROVISIONS.

(2) ENFORCEMENT.

(c) The County of Jefferson as an agent follows the Department of Health Services under the provisions as set forth in Wisconsin Statutes Chapter 254, Subchapter VII, 254.69 and 254.47 with the powers as described in Wisconsin Statutes 254.74. [06-09-15, Ord. 2015-07]

(d) The County of Jefferson adopts by reference the following Chapters of the Wisconsin Administrative Codes: ATCP 74, ATCP 72, ATCP 73, COMM 90, ATCP 76, SPS 221, ATCP 78, and ATCP 79, ATCP 75, ATCP 97 and all other state and federally referenced rules and Memorandums of Understanding. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

(e) The County of Jefferson recognizes and adopts the same exemptions for inspections and licensure as contained in the aforementioned state statutes, administrative codes and the State of Wisconsin Department of Safety and Professional Services (DSPS) and Department of Agriculture, Trade and Consumer Protection (DATCP) policies. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(f) The County of Jefferson is an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection, under the provisions as set forth in Wisconsin State Statute Chapter 97.41. [cr. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(5) LICENSE APPLICATION.

License application shall be made to the Health Department on forms approved by DSPS or DATCP, and supplied by the Department, accompanied by the

appropriate license fee and pre-inspection fee. Licenses hereunder shall not be granted or issued by the Department unless and until the Health Officer/Director, or designee, determines and certifies compliance, of the premises to be licensed, with all the applicable terms and conditions of all Wisconsin Administrative Codes under contract. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]]

2. If the applicant is a partnership, the applicant shall include the names, home addresses and dates of birth of the partners.

3. The mailing address of the legal licensee.

(d) The signature of all applicants and their agents to confirm that all information on the application is correct and to acknowledge that any change in the information on the application shall be reported to the Health Officer within 14 days of the change.

(6) LICENSE ISSUANCE.

(a) No license may be issued until all applicable fees have been paid.

(7) LICENSE PERIOD.

The license period for licenses issued per the DSPS and DATCP contract shall be from July 1 through the following June 30th. Those licenses initially issued during the period beginning on April 1 and ending on June 30 expire on June 30 of the following year, except temporary and mobile food licenses. Licenses are not transferable between persons, entities, or any combination thereof (see DHS Change Assessment Worksheet). [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

(8) FEES.

In addition to the license fees, the licensee shall pay any applicable DSPS or DATCP administrative fee, the amount of which is on file with the Department, as well as, the fee schedule. See current fee schedule for fees pursuant to this section. [06-09-15, Ord. No. 2015-07]

(9) DISPLAY OF LICENSE.

All licensees shall post their license in plain public view on the premise for which the permit is issued. It shall be posted for the duration that the permit is in force.

(10) INSPECTION BY HEALTH DEPARTMENT.

Authorized employees of the Health Department, upon presenting proper identification, shall have the authority and duty to enter any licensed premises during regular business hours to inspect the same, with respect to a business open at least forty (40) hours per week. In the absence of regular business hours, inspections shall be made at any reasonable hour. In the event of an emergency, an inspection may be made at any time.

(11) DENIAL, SUSPENSION OR REVOCATION OF LICENSE.

The Health Officer, or designee, may deny any license application or suspend or revoke any license issued under this chapter for non-compliance with this code or any other state or county law. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this chapter:

(a) A decision by the Health Officer to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's decision and shall state any and all applicable statutes, ordinances, rules, regulation or orders which may have been violated. The Health Officer shall send to the licensee copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.

(12) TEMPORARY ORDERS.

Whenever, as a result of an inspection conducted pursuant to this chapter, the Health Officer or his/her designated agent has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to the health of the public, the Health Officer may proceed as stated in Section 66.0417, or 254.85 of the Wisconsin Statutes to issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, require the premises to cease any other operation or method of operation which creates an immediate danger to public health. Section 66.0417 of the Wisconsin Statutes is incorporated herein by reference and made a part of this ordinance as if fully set forth herein.

(13) CONSTRUCTION OR ALTERATION OF LICENSABLE FOOD SERVICE ESTABLISHMENTS.

B. RESTAURANTS/MEAL FOOD SERVICE.

(1) REQUIREMENTS.

(a) Except as provided in (b), no person, party, firm or corporation shall operate a Restaurant, Temporary Restaurant or Mobile Restaurant, as defined in Wisconsin Administrative Code ATCP 75, without first obtaining a license therefore from the Jefferson County Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or Wisconsin Administrative Code ATCP 75, which is incorporated herein by reference and made part of this ordinance as if fully set forth herein. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

C. BED AND BREAKFAST ESTABLISHMENTS.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Bed and Breakfast Establishment as defined in Wisconsin Administrative Code ATCP 73 for more than 10 nights in a year, without first obtaining an annual license from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ATCP 73 of the Wisconsin Administrative Code, which is incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [Amended 03/11/03, Ordinance No. 2002-32; am. 12/09/08, Ord. No. 2008-29]

D. HOTELS, MOTELS AND TOURIST ROOMING HOUSES.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Hotel, Motel or Tourist Rooming House, as defined in Wisconsin Administrative Code ATCP 72, without first obtaining an annual license therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ATCP 72 of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

E. CAMPGROUNDS, RECREATIONAL AND EDUCATION CAMPS.

(1) REQUIREMENTS. No person, party, firm or corporation shall operate a campground, recreational camp or educational camp, as defined in Wisconsin Administrative Code ATCP 78 or 79, without first obtaining an annual license

therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ATCP 78 or 79 of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

F. PUBLIC SWIMMING POOL.

(1) REQUIREMENTS. No person, party, firm or corporation shall operate a public swimming pool, as defined in Wisconsin Administrative Code ATCP 76 or Comm. 90, without first obtaining an annual license therefore from the Health Department nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ATCP 76 or Comm. 90 of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

I. TATTOO AND BODY-PIERCING LICENSES.

(1) Adoption of Code. The tattooing and body-piercing code as promulgated by the Wisconsin Department of Health Services and codified in the Wisconsin Administrative Code, Chapter SPS 221 is adopted by reference and made a part of this Code as far as it is applicable. A violation of Chapter SPS 221 shall be a violation of this Code.

(2) Local License Required. No person, firm or entity shall engage in or work at tattooing or body-piercing, as defined as Chapter SPS 221, without being licensed as required in this Chapter.

[cr. 12/09/08, Ordinance No. 2008-29; repealed, created, renumbered and amended 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

Fiscal Note: The fiscal impact of this ordinance will be determined during the annual budget process.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Referred By:
Board of Health

03-10-20

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

RESOLUTION 2019- _____

Amending the 2020 Jefferson County Health Department license and inspection fee schedule for Establishments Licensed Under the Department of Agriculture, Trade and Consumer Protection Agent Contract

Executive Summary

Jefferson County Health Department partners with the Watertown Department of Public Health to provide Environmental Health Services in Jefferson County through the Jefferson County Environmental Public Health Consortium. The Consortium is amending the Fee Schedule for establishments licensed under the Wisconsin Department of Agriculture, Trade and Consumer Protection Agent Contract. License and inspection fees charged by Jefferson County currently range between \$41.00 and \$1020.00 depending on the type of establishment and the type of inspection required to obtain a license. This resolution authorizes an amendment to the Health Department Fee Schedule in the 2020 Jefferson County Budget by adjusting the license and inspection fees for retail food establishments as set forth below effective April 1, 2020. The Jefferson County Board of Health considered this resolution at its meeting on January 15, 2020, and recommended forwarding to the Finance Committee and County Board for approval. The Finance Committee considered this resolution at its meeting on March 10, 2020 and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Health Department partners with the Watertown Department of Public Health to conduct inspections and issue licenses to retail food establishments in Jefferson County through the Jefferson County Environmental Public Health Consortium, and

WHEREAS, retail food establishments are charged a fee for inspections and licenses which are used to support the inspection program, and

WHEREAS, license and Inspection fees were last updated in 2015.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the Health Department Fee Schedule in the 2020 Jefferson County Budget is hereby amended to adjust the license and inspection fees for retail food establishments effective April 1, 2020 as listed in the attachment.

Fiscal Note: County fees are set during the passage of the annual budget. As such, this resolution amends the 2020 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:
Finance Committee

03-10-20

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

Jefferson County Environmental Health Consortium Fee Schedule

Facility License Type	Fee Amount
Restaurants/Meals Food Service	
Limited Food Service Restaurant (Prepackaged)	
<i>License Fee</i>	\$121.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$134.00
<i>Pre-inspection Fee for Change of Owner</i>	\$100.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
Simple Complexity Restaurant (Low)	
<i>License Fee</i>	\$264.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$332.00
<i>Pre-inspection Fee for Change of Owner</i>	\$249.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$326.00
Moderate Complexity Restaurant	
<i>License Fee</i>	\$379.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$488.00
<i>Pre-inspection Fee for Change of Owner</i>	\$366.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$479.00
High Complexity Restaurant	
<i>License Fee</i>	\$620.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$798.00
<i>Pre-inspection Fee for Change of Owner</i>	\$598.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$785.00
Temporary Restaurants	
<i>License Fee</i>	\$195.00
Bed and Breakfast	
Bed and Breakfast	
<i>License Fee</i>	\$126.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
Hotel/Motel	

Jefferson County Environmental Health Consortium Fee Schedule

05-30 Sleeping Rooms	
<i>License Fee</i>	\$236.00
<i>Pre-inspection Fee</i>	\$489.00
<i>Pre-inspection Fee for Change of Owner</i>	\$366.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$295.00
31-99 Sleeping Rooms	
<i>License Fee</i>	\$322.00
<i>Pre-inspection Fee</i>	\$678.00
<i>Pre-inspection Fee for Change of Owner</i>	\$508.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$408.00
100 – 199 Sleeping Rooms	
<i>License Fee</i>	\$409.00
<i>Pre-inspection Fee</i>	\$810.00
<i>Pre-inspection Fee for Change of Owner</i>	\$607.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$515.00
200 or more Sleeping Rooms	
<i>License Fee</i>	\$563.00
<i>Pre-inspection Fee</i>	\$1,208.00
<i>Pre-inspection Fee for Change of Owner</i>	\$906.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection Fee</i>	\$714.00
Tourist Rooming House (1-4 rooms)	
<i>License Fee</i>	\$126.00
<i>Pre-inspection Fee</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
Campground	
Campgrounds (1-25 sites)	
<i>License Fee</i>	\$201.00
<i>Pre-inspection Fee</i>	\$387.00
<i>Pre-inspection Fee for Change of Owner</i>	\$290.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$244.00
Campground (26-50 sites)	

Jefferson County Environmental Health Consortium Fee Schedule

<i>License Fee</i>	\$288.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$576.00
<i>Pre-inspection Fee for Change of Owner</i>	\$432.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$357.00
Campground (51-99 sites)	
<i>License Fee</i>	\$350.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$714.00
<i>Pre-inspection Fee for Change of Owner</i>	\$535.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$433.00
Campground (100 - 199 sites)	
<i>License Fee</i>	\$409.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$846.00
<i>Pre-inspection Fee for Change of Owner</i>	\$634.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$510.00
Campground (200 or more sites)	
<i>License Fee</i>	\$471.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$984.00
<i>Pre-inspection Fee for Change of Owner</i>	\$738.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$591.00
Recreational/Educational Camps	
<i>License Fee</i>	\$580.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,224.00
<i>Pre-inspection Fee for Change of Owner</i>	\$918.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$734.00
Swimming Pools	
Public Swimming Pools	
<i>License Fee</i>	\$338.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$156.00
<i>Pre-inspection Fee for Change of Owner</i>	\$117.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Water Attraction	
<i>License Fee</i>	\$338.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$182.00

Jefferson County Environmental Health Consortium Fee Schedule

<i>Pre-inspection Fee for Change of Owner</i>	\$136.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Water Attraction, up to 2 slides	
<i>License Fee</i>	\$198.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$260.00
<i>Pre-inspection Fee for Change of Owner</i>	\$195.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Additional Pool Slides	
<i>License Fee</i>	\$187.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$150.00
<i>Pre-inspection Fee for Change of Owner</i>	\$112.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Additional Waterslides	
<i>License Fee</i>	\$187.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$150.00
<i>Pre-inspection Fee for Change of Owner</i>	\$112.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
School Inspections	
<i>Full Service Kitchen</i>	\$460.00
<i>Full Service Pre-Inspection Fee</i>	\$448.00
<i>Satellite Kitchen</i>	\$157.00
<i>Satellite Kitchen pre-Inspection</i>	\$153.00
Tattoo and Body-Piercing	
Tattoo or body-piercing establishment	
<i>License Fee</i>	\$155.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$260.00
<i>Pre-inspection Fee for Change of Owner</i>	\$195.00
<i>Re-inspection Fee</i>	\$100.00
<i>Re-inspection 2 Fee</i>	\$100.00
Combined tattoo and body-piercing establishment	
<i>License Fee</i>	\$253.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$408.00
<i>Pre-inspection Fee for Change of Owner</i>	\$306.00
<i>Re-inspection Fee</i>	\$100.00

Jefferson County Environmental Health Consortium Fee Schedule

<i>Re-inspection 2 Fee</i>	\$100.00
Temporary License	\$115.00
<i>Retail Food Establishments</i>	
Food sales of at least \$1,000,000.00 and retail food establishment processes potentially hazardous food. (Large Potentially Hazardous)	
<i>License Fee</i>	\$1,103.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,020.00
<i>Pre-inspection Fee for Change of Owner</i>	\$765.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$459.00
Food sales of at least 25,000.00, but less than \$1,000,000.00 and retail food establishment processes potentially hazardous food. (Small Potentially Hazardous)	
<i>License Fee</i>	\$426.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$408.00
<i>Pre-inspection Fee for Change of Owner</i>	\$306.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$193.00
Food sales of at least \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food. (Large Non-Potentially Hazardous)	
<i>License Fee</i>	\$305.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$193.00
Food sales of less than \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food. (Very Small Non-Potentially Hazardous & Very Small Potentially Hazardous)	
<i>License Fee</i>	\$96.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$91.00
<i>Pre-inspection Fee for Change of Owner</i>	\$68.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
Retail food establishment does not engage in food processing. (Not Engaged in Food Processing)	
<i>License Fee</i>	\$51.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$0.00
<i>Pre-inspection Fee for Change of Owner</i>	\$0.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00

Jefferson County Environmental Health Consortium Fee Schedule

Inspection fee for mobile retail food stands	\$50.00
Additional Department Fees	Fee Amount
Operating without a Wisconsin certified food manager	\$150.00
Operating without a license	\$500.00

RESOLUTION NO. 2019-_____

Designating official county newspaper

Executive Summary

Every two years Jefferson County enters into a contract with a local newspaper to serve as the County's official newspaper for the publication of County Board proceedings and other necessary legal publications as required by Wisconsin Statutes. The existing contract with the *Daily Jefferson County Union* expires on April 20, 2020. The Executive Committee solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to be the County's official newspaper for the next two years commencing April 21, 2020. APG Media of Southern Wisconsin submitted 3 joint bids. which included printing in both newspapers and free online posting on the corresponding newspaper website at no additional charge. After reviewing the bids, the Executive Committee recommends selecting bid number three from APG Media of Southern Wisconsin as the official county newspaper for the 2020-2022 term of the Jefferson County Board of Supervisors. This bid, includes printing in both newspapers and posting of a digital copy on the corresponding newspaper website at no additional charge.

WHEREAS, the Executive Committee has solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to be the County's official newspaper for the next two years commencing April 21,2020, and

WHEREAS, APG Media of Southern Wisconsin, submitted three bids as follows:

Bid #1	Bid #2	Bid #3
Daily Jefferson Cty Union	Watertown Daily Times	Printed in Both Papers
\$.073 per published line	\$0.73 per published line	\$1.11 per published line

WHEREAS, printing in both the Daily Jefferson County Union and the Watertown Daily Times will reach more than 7,500 Jefferson County households, and

WHEREAS, the Executive Committee recommends selecting bid number three from APG Media of Southern Wisconsin at a cost of \$1.11 per line, and designates them as the official county newspaper for the 2020-2022 term of the Jefferson County Board of Supervisors, and

WHEREAS, the Executive Committee recommends continuing to print the minute book in house.

NOW, THEREFORE, BE IT RESOLVED that APG Media of Southern Wisconsin be designated the County's official newspaper for April 2020 - April 2022, and the bid of APG Media of Southern Wisconsin to publish the County Board proceedings and other necessary legal publications in both the Daily Jefferson County Union & the Watertown Daily Times, be accepted in the amount of \$1.11 per published line.

Fiscal Note: Publication costs are increasing per published line, but the amount of lines of publication will be decreasing. It is anticipated that the fiscal impact of this resolution is estimated to remain under the current budgeted amount based on 2018-2020 publication requirements.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Referred By:
Executive Committee

3-10-20

REVIEWED: County Administrator: he; Corporation Counsel: yan; Finance Director: MD

RESOLUTION NO. 2019-___

Amending the 2020 Land and Water Conservation Department Budget

Executive Summary

The multi-discharger phosphorus variance is available to Waste Water Treatment Facilities (point sources) who are permitted by the state to discharge treated wastewater via a pipe to a waterbody. The variance gives facilities a time extension to comply with more restrictive phosphorus limits for their discharge. During the time extension, facilities are required to reduce their phosphorus discharge and implement a watershed project to help reduce phosphorus pollution that enters waterbodies from the land (nonpoint sources). Among the options for implementing a watershed project, facilities can choose to make a payment in the amount of \$50.00, times the number of pounds of phosphorus that exceeds their target phosphorus discharge. The funds are then offered to the Land and Water Conservation Departments located in their watershed.

In 2019, five facilities in the Upper Rock River Watershed elected to use the multi-discharger variance and chose to allocate funds to Land and Water Conservation Departments in their watershed. A portion of Jefferson County is located in the Upper Rock River Watershed. As such, Jefferson County Land and Water Conservation Department has the opportunity to receive funds to implement projects that reduce phosphorus from nonpoint sources. The Land and Water Conservation Committee considered this resolution at its February 19, 2020, meeting and recommended forwarding to the Finance Committee for their approval. The Finance Committee considered this resolution at its March 12, 2020, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County Land and Water Conservation Department applied for funds through the multi-discharge phosphorus variance in December 2019 after the 2020 Budget was approved by the County Board, and

WHEREAS, the amount of money allocated for use by Jefferson County Land and Water Conservation Department was determined in February 2020 to be \$11,129.21, and

WHEREAS, at least 65% of the funds must be used on conservation practices that bring agricultural sources into compliance with state standards, and up to 35% of the funds can be used for staffing, innovative projects, monitoring, modeling, and demonstrations, and

WHEREAS, the Jefferson County Land and Water Conservation Department staff routinely work to implement conservation practices on agricultural land, and

WHEREAS, the Jefferson County Land and Water Conservation Department must develop a plan to use the funds appropriately and submit annual reports to the state until the funds are used.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the amendment of the 2020 Land and Water Conservation Department budget to include \$11,129.21 for the multi-discharger phosphorus variance program.

Fiscal Note: This is a budget amendment that increases revenue and expenditures by \$11,129.21. Funds can offset the work of staff to implement the program. The Finance Director is hereby authorized to make the necessary budget amendments to execute this resolution. 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

3-10-20

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

RESOLUTION NO. 2019-_____

Disallowing Claim of John Almasi

Executive Summary

A claim has been made against Jefferson County for damages. The claim has been reviewed by the County's insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies said claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee met on March 10, 2020, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, the following claim was filed against Jefferson County as follows:

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
John Almasi	2/09/20	2/11/20	John Almasi alleges damages to the windshield of his vehicle from snow that was thrown from a Jefferson County plow, off HWY F onto I 94 onto his vehicle.	\$1,178.04

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim on the basis that the County is not legally responsible for the alleged damages.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County's policy.

Ayes: ___ Noes: ___ Abstain: ___ Absent: ___ Vacant: ___.

Referred By:
Finance Committee

3-10-20

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

ORDINANCE NO. 2019-_____

Amending Ordinance 2015-30, Establishing a Procedure to set Elected Official Salaries

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. In 2016, the Human Resources Committee conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure and amended Ordinance No. 2013-26 and established compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court.

In 2020, a review was again conducted on the elected positions of County Clerk, Register of Deeds and Treasurer by The Austin Peters Group, Inc. with a recommendation that the pay grades be assigned as follows: County Clerk, Grade 12; Register of Deeds, Grade 12; and Treasurer, Grade 12. The Austin Peters Group also conducted a study in 2018 for all non-represented employees and recommended that grades be established to compete at the 60th percentile of the comparable market. This means four employers will pay more than the County and six employers will pay less than the County. On March 2, 2020, the Human Resources Committee reviewed the recommendations from The Austin Peters Group of grade placement and the current salaries of comparable Wisconsin counties. The Human Resources Committee determined that to maintain the 60th percentile throughout a four-year term for the elected constitutional officers, that the base salary be established by utilizing the step of the applicable pay grade that is as close to, but not less than, the 70th percentile of the comparable markets for the year preceding the four-year term. This ordinance amends Ordinance No. 2015-30 and establishes the base compensation at the 70th percentile of comparable counties, at the applicable grade and step for each position of Clerk of Courts, County Clerk, Register of Deeds, Sheriff and Treasurer, using current data for the year immediately preceding the beginning of the four-year term. If positions are more than one step above the 70th percentile, salaries may be frozen during the term to gradually make necessary adjustments. Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2022, and the County Clerk, Register of Deeds and Treasurer next elected in 2020, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 2020, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all County employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, the County had a review completed in 2020 which re-evaluated the elected positions of County Clerk, Register of Deeds and Treasurer and, based on the duties of said positions and the 60th percentile of comparable positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Register of Deeds	Grade 12
Treasurer	Grade 12

AND WHEREAS, for these offices the Human Resources Committee recommends establishing base salaries by assigning all elected officials to the step of their respective paygrade that places the position at the step that is closest to, but not less than, the 70th percentile of comparable counties' salaries, with possible salary adjustments pre-determined for any or all of the years of the four-year term, and

WHEREAS, if salaries are above the step that is closest to, but not less than, the 70th percentile of the salaries of comparable counties, the salaries may be frozen during part or all of the four-year term, and

WHEREAS, said salaries for each year of the four-year term shall be established prior to the day before the earliest time for filing nomination papers for said office in each election cycle, and said salaries shall remain unchanged during the balance of the four-year term.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THAT ORDINANCE NO. 2015-30 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, base salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff shall be determined by reference to the step of the salary grade closest to, but not less than, the 70th percentile of comparable counties, with pre-determined annual adjustments during the four-year term as set forth above for each office as of the day before the earliest time for filing nomination papers for said office in each successive election cycle, which shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

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

Fiscal Note: The fiscal impact of this ordinance will be determined every two years at the time the County Board establishes elected official salaries pursuant to WI Statute 59.22. Once the salaries have been established by the County Board, future budget cycles will incorporate said salaries.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator ; Corporation Counsel ; Finance Director 

RESOLUTION NO. 2019-_____

**Establishing Total Annual Compensation for County Elected Officials
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, March 2, 2020, the Jefferson County Board of Supervisors adopted an ordinance establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at the 60th percentile of comparable Wisconsin counties of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2020, the earliest time for filing nomination papers for the county elective office.

On Tuesday, March 2, 2020, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and the Treasurer. After analyzing this information, the Human Resources Committee is recommending a 2% increase in each year of the four-year term (2021, 2022, 2023, and 2024) of the Register of Deeds; a 2% increase in each year of the four-year term (2021, 2022, 2023, and 2024) of the Treasurer; and a 0% increase in 2021, a 1.432% increase in 2022, and a 2% increase in 2023 and 2024 of the County Clerk; based on the starting salary of the step that is at close to, but not less than, the 70th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the County Clerk, Register of Deeds, and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2020, which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Board desires to establish the total annual compensation for certain county elected officials not including fringe benefits which are subject to increase or decrease during the official's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

Elective Official	2021 Rate	2022 Rate	2023 Rate	2024 Rate
County Clerk	\$79,913.60	\$81,057.60	\$82,680.80	\$84,344.00
Register of Deeds	\$79,476.80	\$81,057.60	\$82,680.00	\$84,344.00
Treasurer	\$79,476.80	\$81,057.60	\$82,680.00	\$84,344.00

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2020 to 2021: County Clerk, \$0.00; Register of Deeds, \$9,779.83; Treasurer, \$9,779.83.

Fiscal impact from 2021 to 2022: County Clerk, \$1,308.74; Register of Deeds, \$1,808.44; Treasurer, \$1,808.44.

Fiscal impact from 2022 to 2023: County Clerk, \$1,856.03; Register of Deeds, \$1,856.03; Treasurer, \$1,856.03.

Fiscal impact from 2023 to 2024: County Clerk, \$1,903.62; Register of Deeds, \$1,903.62; Treasurer, \$1,903.62.

The total cumulative fiscal impact for the four-year term, from 2021 to 2024, is: County Clerk, \$9,541.88; Register of Deeds, \$50,160.28; Treasurer, \$50,160.28. Total cumulative fiscal impact for the four-year term is \$109,862.44.

Federal Insurance Contributions Act (FICA) tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be as stated in this resolution and will be part of the budget process for each budget year.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

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

RESOLUTION NO. 2019-_____

Accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating one full-time Family Well-Being Coordinator position at the Human Services Department

Executive Summary

Jefferson County Human Services was recently awarded a three-year grant from the Wisconsin Department of Children and Families to be one of three Innovation Zones in Wisconsin to implement a Parents Supporting Parents Program. The Parents Supporting Parenting is an evidence-based model that is aimed at empowering parents with lived Child Protective Services experience as mentors to parents within the child welfare system, while simultaneously integrating the voice of lived experience into the Wisconsin child welfare system. Experience with similar programs reported both tangible and intangible benefits including: a greater belief in one's self; hope; knowledge of how to advocate for themselves; organizational skills; access to resources; and weekly meetings and phone calls, along with other supports.

The new funding will be utilized to create one full-time Family Well-Being Coordinator position in the planning year and an undetermined number of full and part-time Family Well-Being Specialist positions in year 1 and beyond. In addition, funding will be used to contract with a clinical support provider(s), to attend trainings, and for other overhead expenses. The Family Well-Being Coordinator will require a Bachelor's Degree and ideally have professional experience with the child welfare system. They will provide training to their team of Family Well-Being Specialists, arrange for Clinical Support, provide oversight of day-to-day tasks of the program, coordinate case management, and provide individual supervision on cases.

The total award of the grant is for \$460,800. The payment schedule for this grant is \$77,800 in the planning year (2020), \$154,830 in year one (2021) and \$228,170 in year two (2022). After this contract period, Innovation Zones will be eligible for up to four annual contract renewals for full implementation of the program at reduced funding levels (2023 and beyond). Thereafter, these positions will be sustained through cost savings of returning children to their home, utilizing child welfare allocation, combining efforts with another county or counties, and/or Medicaid funding through the Comprehensive Community Services program.

On February 18, 2020, the Human Resources Committee reviewed the request from the Human Services Director. On March 10, 2020, the Finance Committee reviewed the request from the Human Services Director. The Human Resources and Finance Committees recommended forwarding this resolution to the County Board to accept the grant funding of \$77,800 in the planning year (2020) and create one full-time Family Well-Being Coordinator position at the Human Services Department.

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

WHEREAS, the Parents Supporting Parents program is an evidence-based model that is aimed at empowering parents with lived Child Protective Services experience as mentors to parents within the

child welfare system, while simultaneously integrating the voice of lived experience into the Wisconsin child welfare system, and

WHEREAS, grant funding is available from the Wisconsin Department of Children and Families to implement a Parents Supporting Parents Program, and

WHEREAS, to further support families in the Child Protective Services program and promote a positive change in the way Child Protective Services interact with parents and families and vice versa, the Human Services Director requests, and the Human Resources and Finance Committees recommend, creation of one full-time Family Well-Being Coordinator position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the grant funding from the Wisconsin Department of Children and Families in the amount of \$77,800, and

BE IT FURTHER RESOLVED that the 2020 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Family Well-Being Coordinator position, to become effective upon passage.

Fiscal Note: The Family Well-Being Coordinator is anticipated to start April, 2020, with salary and fringe benefits of \$61,293.47 for the remainder of 2020 and is fully funded through the Parents Supporting Parents grant of \$77,800.00; therefore, no tax-levy is required for these positions. The Finance Director is hereby authorized to make the necessary budget amendments to execute this resolution. This is a budget amendment. 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 _____

Requested By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator ; Corporation Counsel ; Finance Director 

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Org	Object	Project	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	511210	63112	Wages	40,655.78
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	512144	63112	Health Insurance	11,996.25
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	512173	63112	Dental Insurance	828.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	512141	63112	FICA	3,569.17
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	512142	63112	Retirement	2,744.27
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	512151	63112	Health Savings Contrib	1,500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	532332	63112	Mileage	2,509.30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	532325	63112	Registration	1,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	532336	63112	Lodging	328.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	531303	63112	Computer Equip/Soft	1,250.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	531312	63112	Office Supplies	1,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	531326	63112	Advertising	800.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	533225	63112	Telephone	418.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	543954	63112	OH Allocation	7,780.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	531313	63112	Printing and Duplicating	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	531319	63112	Other Operating Supplies	145.23
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	529299	63112	Purchased Care and Serv	1,276.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65073000	421001	63112	State Aid	(77,800.00)
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.

**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 and February 20, 2020 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 R4199A-19, R4210A-20, R4211A-20, R4212A-20, R4213A-20, R3319A-08, R4215A-20, R4216A-20, R4217A-20, R4218A-20, R4219A-20 AND R4220A-20

DATED THIS 24TH DAY OF FEBRUARY, 2020

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS, R4203A-20, R4204A-20, R4205A-20, R4206A-20, R4207A-20, R4208A-20 AND R4209A-20 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)

ORDINANCE NO. 2019- _____

Amending Official Zoning Map

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

WHEREAS, Petition R4199A-19 was referred to the Jefferson County Planning and Zoning Committee for public hearing on December 19, 2019, and Petitions R4210A-20, R4211A-20, R4212A-20, R4213A-20, R3319A-08, R4215A-20, R4216A-20, R4217A-20, R4218A-20, R4219A-20 and R4220A-20 were referred for public hearing on February 20, 2020, 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 BUSINESS TO A-1, EXCLUSIVE AGRICULTURAL

Rezone 2.25 ac of PIN 014-0615-0212-007 (9.362 Ac) to A-1 to add it to an adjoining A-1 zone. The site is on **US Highway 18** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey for the lot. R4210A-20 – Dan Grunewald

FROM BUSINESS TO A-2, AGRICULTURAL AND RURAL BUSINESS

Rezone 0.06 ac of PIN 014-0615-0212-007 (9.362 Ac) to add it to an adjoining A-2 zone. The site is near **W3092/W3094 US Highway 18** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey for the lot. R4211A-20 – Dan Grunewald

FROM BUSINESS TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

Create a 2-ac new residential building site from part of PIN 014-0615-0212-007 (9.362 Ac) on **US Highway 18** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map for the lot. R4212A-20 – Dan Grunewald:

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

Create a 3-ac lot around the home and buildings at W2336 County Road B in the Town of Concord from part of PIN 006-07 16-3024-000 (24 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R4199A-20 – Dennis Stair

Create a new 3-ac residential building site from part of PIN 004-0515-2633-000 (26.351 Ac) near **W3224 State Rd 59**, Town of Cold Spring. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. Rezoning is conditioned upon DOT road access approval, receipt by Zoning of a suitable soil test and approval and recording of a final certified map for the lot, including extraterritorial plat review if necessary. A septic easement for the home at W3224 State Rd 59 shall be recorded with the Register of Deeds Office, along with an agreement to replace that system completely on the W3224 site when it fails. R4213A-20 – Jennifer Widowski/Widowski & Walker Property

Create a 1-ac building site on **CountyLine Rd**, Town of Koshkonong, from PIN 016-0513-3643-000 (40 Ac). Petition R3319A-08 was recommended for approval by the Planning and Zoning Committee on March 31, 2008 and approved by County Board on April 15, 2008 with the condition that the applicant move the lot to the west property line for better clustering. The current petitioner is asking the Committee to reconsider that modification. This is in accordance with Sec. 11.04(f)8 of the Jefferson Co Zoning Ord. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map. R3319A-08 - Seth & Jessica Green and Jean Kincaid Property

Create a 2.89-ac lot around the home & buildings at **N1593 Draves Rd**, Town of Sumner, on PIN 028-0513-1714-000 (38.9 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R4215A-20 – Eric Evenson

Create a 1.013-ac residential building site from PIN 032-0815-1941-005 (24.96 Ac) in the Town of Watertown along **County Rd Y**. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4216A-20 – Scott Beerbohm

Create a 2.33-ac lot around the home & buildings at **N8276 County Rd Y** on PIN 032-0815-1941-005 (24.96 Ac) in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4217A-20 – Scott Beerbohm

Create a 2.16-ac lot around the home at **N5599 Switzke Rd**, Town of Farmington, from PIN 008-0715-2911-000 (42 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey map for the property. R4218A-20 – Dane Hartwig

Create a 1-ac new residential building site **near N5599 Switzke Rd**, Town of Farmington from PIN 008-0715-2911-000 (42 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord. Approval is conditioned upon road access approval, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map for the lot. R4219A-20 – Dane Hartwig

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

Rezone 0.08 ac of PIN 008-0715-1622-002 (1.671 Ac) from A-2 to A-3 to add it to the adjoining A-3 zone at **N6468 Switzke Rd**, Town of Farmington, and rezone 0.08 ac of that same PIN from A-3 to A-2 to add it to the adjoining A-2 zone. This is in accordance with Sec. 11.04(f)7 and 11.04(f)8 of the Jefferson County Zoning Ord. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review. R4220A-20 – Dane Hartwig

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

3-10-20

REVIEWED: County Administrator  Corporation Counsel  Finance Director 

RESOLUTION NO. 2019-_____

Adopting a Public Participation Plan to foster public participation before considering proposed amendments to the Jefferson County Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan)

Executive Summary

The Town of Oakland forwarded resolution 2020-1 to Jefferson County on January 27, 2020. The resolution requests that Jefferson County amend its Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan) to change two parcels of land from Farmland Preservation to 15 year growth area. The amendment would modify the Farmland Preservation Map for the Town of Oakland. This change would align Jefferson County's Plans with the Town of Oakland's Comprehensive Plan.

Section 66.1001 Wis. Stats. requires a local governmental unit to adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided to the public. The written procedures must provide for wide distribution of proposed amendments and an opportunity for written comments on the plan to be submitted by members of the public and for the governing body to respond to such written comments.

The Planning and Zoning Committee approved this Ordinance and the attached Public Participation Plan at its meeting on February 24, 2020 and recommended forwarding to the Jefferson County Board of Supervisors for approval.

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

WHEREAS, the County may amend its Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan) at the request of a Town, and

WHEREAS, state law requires that before a County can amend its Comprehensive Plan and Farmland Preservation Plan, the County must first adopt an resolution implementing a Public Participation Plan, and

WHEREAS, the Planning and Zoning Committee approved the attached Public Participation Plan on February 24, 2020 to outline public engagement during the amendment process.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors does hereby ordain this resolution and the attached Public Participation Plan are hereby enacted for the purpose of complying with Wisconsin Law prior to amending the Jefferson County Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan).

Fiscal Note: This resolution will have no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:

Planning and Zoning Committee

REVIEWED: County Administrator: fn; Corporation Counsel: shw, Finance Director: MAD

03-10-20



Jefferson County

PLANNING AND ZONING DEPARTMENT

COURTHOUSE, 311 S. CENTER AVE., JEFFERSON, WI 53549-1701
ROOM 201 PHONE (920) 674-8638 FAX 920-674-7525

Public Participation Plan to Amend the Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan) Town of Oakland Farmland Preservation Map

The Town of Oakland has requested Jefferson County to amend its Comprehensive Plan and Farmland Preservation Plan (Agricultural Preservation and Land Use Plan). Wisconsin State Statutes require the County Board to adopt a Public Participation Plan to foster public input and participation when considering updating or amending its Comprehensive Plan or Farmland Preservation Plan. This public participation plan has been adopted pursuant to section 66.1001 Wis. Stats. and Chapter 91 Wis. Stats. Two public hearings will be held to discuss the proposed map amendments to the Jefferson County Comprehensive Plan and Agricultural Preservation and Land Use Plan before formal action is taken by the County Board to allow members of the public to express their interest in or opposition to the proposed map amendments. The public hearings will be noticed as open meetings. Notices will be sent to non-metallic mine operators, owners of registered marketable non-metallic mineral deposits and every governmental body within Jefferson County. Notice of the public hearings will also be mailed to landowners within 1,320 feet of the affected properties.

The Jefferson County Planning and Zoning Committee will hold a public hearing on Thursday, April 16, 2020, at 7:00 p.m., and the Jefferson County Board of Supervisors will hold a public hearing on Tuesday, May 12, 2020, at 7:00 p.m. A Class I Notice will be published at least 30 days prior to the County Board hearing.

Members of the public may contact the Jefferson County Planning and Zoning Department at 920-674-7131 with any questions or provide written comments on the plan to: Matt Zangl, 311 S. Center Avenue, Jefferson, WI 53549, or Mattz@jeffersoncountywi.gov which will be addressed at the public hearings on the dates stated above. Members of the public may view the proposed amendments at the County's website: www.jeffersoncountywi.gov/ or request information from Planning and Zoning Director Matt Zangl.

PROCLAMATION 2019-____

Proclaiming the month of April 2020 as Child Abuse and Neglect Prevention Month

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

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

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

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

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

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

WHEREAS, the Human Services Board, at its February 11, 2020 meeting, unanimously voted to forward this Proclamation to the County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the month of April 2020 to be Child Abuse and Neglect Prevention Month.

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

Ayes:____ Noes:____ Abstain:____ Absent:____ Vacant:____

Requested by
Human Services Board

03-10-20

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. Kevin Purcell, Fort Atkinson, WI, to the Sheriff's Civil Service Commission for a five-year term ending January 1, 2025.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

- b. Dr. Leslie Golden, Watertown, WI, to Human Services Board for a three-year term ending November 1, 2022.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

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

APPOINTMENTS BY HUMAN SERVICES BOARD

By virtue of the authority vested in the Human Services Board under Section 3.06(1)(g) of the County Board Rules, the Human Services Board hereby requests the County Board's confirmation of the following appointments:

- a. LaRae Schultz, Fort Atkinson, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) for a three-year term ending July 1, 2023.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

- b. Frankie Fuller, Fort Atkinson, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) to fill an unexpired term ending July 1, 2021.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____