

## AGENDA

\*REVISED 07-08-2021

### JEFFERSON COUNTY BOARD MEETING

July 13, 2021

7:00 p.m.

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

Webinar OR [YouTube Livestream](#)

Register in advance for the County Board Meeting webinar:

[https://zoom.us/webinar/register/WN\\_N2ghwZR3TQenotKF1KEwmQ](https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

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 MINUTES FROM JUNE 8, 2021**
7. **COMMUNICATIONS**
  - a. Notice of Planning and Zoning Public Hearing – July 15, 2021 (Page 1)
  - b. Retirement Recognition
  - c. Treasurer’s Report (Addendum)
8. **PUBLIC COMMENT**
9. **ANNUAL REPORTS**
  - a. Presiding Judge – William F. Hue
  - b. Child Support – Stacey Jensen
  - c. Medical Examiner – Nichol Tesch
10. **BUILDING AND GROUNDS COMMITTEE**
  - a. Resolution – Accepting bids for roofing and electrical repairs and improvements to Workforce Development building (Page 3)
  - b. Resolution – Accepting bid for water main project at south campus (Page 4)
  - c. Resolution – Entering into a contract with Potter Lawson to provide schematic design, design development, construction documentation and contract/construction administration for the Jefferson County Courthouse, Sheriff’s Office, and Jail (Page 5)
11. **FINANCE COMMITTEE**
  - a. Resolution – Accepting bid for the construction of emergency telecommunications tower sites (Page 7)
  - b. Resolution – Considering Claim for Damages by Jim Nelson (Page 8)
12. **HUMAN RESOURCES COMMITTEE**
  - a. Ordinance – Creating Personnel Ordinance HR0246, Telecommuting and Remote Work Policy and Procedure (Page 9)
13. **LAND AND WATER CONSERVATION COMMITTEE**
  - a. Resolution – Authorizing the application and implementation of a Wisconsin Department of Natural Resources Early Detection Response Grant (Page 15)

**14. PARKS COMMITTEE**

- a. Resolution - Authorizing Wisconsin Department of Natural Resources Stewardship Program, Federal Recreational Trails Program and Land and Water Conservation Fund grant application and acceptance (Page 17)

**15. PLANNING AND ZONING COMMITTEE**

- a. Report – Approval of Petitions (Page 19)
- b. Ordinance – Amending Official Zoning Map (Page 20)

**16. APPOINTMENTS BY COUNTY ADMINISTRATOR (Page 23)**

- a. Zoning Board of Adjustment - Janet Sayre Hoeft for a 3-year term ending July 1, 2024
- b. Zoning Board of Adjustment - Dan Jaeckel (Alternate) for a 3-year term ending July 1, 2024
- c. Parks Director – Kevin Wiesmann for an indeterminate term
- d. Human Services Board – Gino Racanelli to fill an unexpired term ending November 1, 2022

**17. APPOINTMENTS BY HUMAN SERVICES BOARD (Page 23)**

- a. Frankie Fuller to the Nutrition Project for a 3-year term ending July 13, 2024
- b. Katie Dixon to the Aging and Disability Resource Center Advisory Committee (ADRC) for a three-year term ending July 1, 2024.

**PUBLIC COMMENT (General)**

**18. ANNOUNCEMENTS**

**19. ADJOURN**

Next County Board Meeting Tuesday, August 10, 2021 7:00 p.m.
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**NOTICE OF PUBLIC HEARING**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**

*George Jaeckel, Chair; Steve Nass, 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, July 15, 2021

**TIME:** 7:00 p.m. (*Courthouse doors will open at 6:30*)

**PLACE:** Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI  
**OR Via Zoom Videoconference**

**PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING  
VIRTUALLY BY  
FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:**

You are invited to a Zoom meeting.  
When: July 15, 2021 at 07:00 PM Central Time (US and Canada)  
Meeting ID: 957 3344 0565  
Passcode: Zoning

Register in advance for this meeting:

<https://zoom.us/j/95733440565?pwd=eHZRbHZXWXhlUnlKdkhtOXhoTmtNZz09>

After registering, you will receive a confirmation email containing information about joining the meeting.

- 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 Thursday, July 15, 2021, 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 EITHER IN PERSON OR VIA ZOOM.** 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 RESIDENTIAL R-2 TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

**R4330A-21 – Michael J Swenson:** Rezone all of PIN 026-0616-0114-001 (5.023 Ac) at **N4762 Indian Point Road** in the Town of Sullivan. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance.

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

**R4331A-21 – David Schroedl:** Create a 1.35-acre A-3 building site from PIN 014-0614-0943-005 (13.736 Ac) on **State Road 89** in the Town of Jefferson. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance.

**R4332A-21 – Dave Lilly/Anna Mae Jaquith Property:** Create a 2.9-acre building site near **W1564 County Road CI** in the Town of Sullivan from part of PIN 026-0616-3324-000 (37.537 Ac). This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance.

**R4333A-21 – Dave Lilly/Anna Mae Jaquith Property:** Rezone 2 acres around the home and buildings at **W1564 County Road CI** in the Town of Sullivan from part of PIN 026-0616-3324-000 (37.537 Ac). This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance.

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

**R4334A-21 – Patrick Hack:** Rezone 1acre of PIN 010-0515-0231-009 (5.512 Ac) for a new residential building site near **N2186 County Road D** in the Town of Hebron. This is in accordance with Sec. 11.0(f)8 of the Jefferson County Zoning Ordinance.

## RESOLUTION NO. 2021-\_\_

### Accepting bids for roofing and electrical repairs and improvements to Workforce Development building

#### Executive Summary

During the winter of 2020-21, an accumulation of ice on the roof of the Workforce Development building caused damage to the gutters creating an unsafe work environment. Jefferson County engaged StrucRite architects and Maas Construction to develop specifications to solicit bids to repair the damage caused and mitigate future damage to the building and sidewalks. On June 29, 2021, Jefferson County received bids from vendors for the installation of new gutters and electrical improvements to repair current damage and prevent future damage from ice accumulation. Members of Jefferson County's administrative team have reviewed the bids and recommend that the Board of Supervisors authorize the County Administrator to enter into a contract with the lowest responsible bidders, FJA Christiansen Roofing for roofing repairs and improvements in the amount of \$24,944, and Ready Electric for electrical repairs and improvements in the amount of \$16,750. The Building and Grounds Committee reviewed this resolution on July 7, 2021, meeting and the Finance Committee reviewed this resolution at its July 8, 2021, meeting and both recommended forwarding to the County Board of Supervisors for approval.

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

WHEREAS, Jefferson County solicited bids for roofing and electrical repairs and improvements to the Workforce Development Building, and

WHEREAS, such bids were received and opened on June 29, 2021, with the following results:

Description	Contractor Name	Base Bid	Alternate #1
Workforce Development - BP #01	FJA Christiansen Roofing	\$24,944.00	
	Capital City Sheet Metal	\$29,870.00	
Workforce Development - BP #02	Ready Electric	\$16,750.00	
	Jefferson Current Electric	\$20,635.00	
	KW Electric	\$37,400.00	\$12,800.00

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidders, FJA Christiansen Roofing in the amount of \$24,944, and Ready Electric in the amount of \$16,750, to conduct roofing and electrical repairs and improvements to the Workforce Development Building.


*Fiscal Note: Roofing and electrical improvements to the Workforce Development Building will be funded with the Series 2020A bond proceeds. No budget adjustment is necessary.*

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

Referred By:

Buildings and Grounds; Finance Committee

07-13-2021

REVIEWED: County Administrator: \_\_BPW\_\_ ; Corporation Counsel: \_\_JBW\_\_ ; Finance Director: 

**RESOLUTION NO. 2021-\_\_**

**Accepting bid for water main project at south campus**

Executive Summary

During 2020, Jefferson County made improvements to its south campus buildings. While this project was ongoing, a water main leak was discovered. Replacement of the water main was not a part of the original project scope. Upon review, it was determined that it would be prudent to replace the water main as a part of the south campus improvements prior to the parking lot and Annex Road repaving project. Jefferson County solicited bids for the replacement of the water main and alternate routing options of water pipes and valves to the Hillside building. On June 29, 2021, Jefferson County received one bid from Wondra Construction for water main replacement and alternate routing options. Members of Jefferson County's administrative team reviewed the bid and recommend that the Board of Supervisors authorize the County Administrator to enter into a contract with Wondra Construction for water main replacement and alternate routing in the amount of \$234,706. The Building and Grounds Committee reviewed this resolution on July 7, 2021 meeting and the Finance Committee reviewed this resolution at its July 8, 2021 meeting and both recommended forwarding to the County Board of Supervisors for approval.

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

WHEREAS, Jefferson County solicited bids for water main replacement and additional routing options at the south campus, and


WHEREAS, one bid was received and opened on June 29, 2021, from Wondra Construction in the amount of \$200,476 for the base bid and \$34,230 for the alternate routing options, for a total of \$234,706.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Wondra Construction in the amount of \$234,706 for the replacement of the water main and alternate routing of water pipes and valves at the south campus buildings.

*Fiscal Note: This project will be funded with the Series 2020A bond proceeds. No budget adjustment is necessary.*

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

Referred By:  
Buildings and Grounds; Finance Committee  
07-13-2021

REVIEWED: County Administrator: \_BPW\_\_\_\_; Corporation Counsel: \_\_JBW\_\_; Finance Director: 

## **RESOLUTION NO. 2021-\_\_\_\_\_**

### **Entering into a contract with Potter Lawson to provide Schematic Design, Design Development, Construction Documentation and Contract/Construction Administration 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 Nov 19<sup>th</sup>, 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. A required pre-proposal conference and facility tour was held on December 3, 2019. and proposals were due on Dec 10<sup>th</sup>, 2019. Three highly qualified firms were selected as final candidates and the interview panel recommended Potter Lawson, which was approved by the County Board on January 14, 2020.

Subsequent to this contract being entered into, Potter Lawson has met and exceed the expectation in working with the Building and Grounds Committee and staff over the past eighteen months to develop a comprehensive plan to meet the future needs of the Courthouse, Sheriff's Office, and Jail facilities to support current and future operations of the county.

The County Board on June 8<sup>th</sup>, 2021 endorsed accepting the plan as developed by Potter Lawson and directed the County Administrator to engage in the next phase of efforts. This included in depth design work which are categorized as Schematic Design, Design Development, Construction Documentation, and Contract/Construction Administration. The Building and Grounds Committee met on July 7<sup>th</sup> and recommended to continue its efforts with Potter Lawson for these professional services at a price not to exceed \$2.65 million. This resolution authorizes the County Administrator to enter into a contract with Potter Lawson to provide the services as described above with funding for such services to be from existing and future bond proceeds which will be approved by the County Board at a future date.

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

WHEREAS, bids were solicited for professional services in 2019 to assist the County in development of a Conceptual Design and Mechanical, Electrical, Plumbing, Analysis, and Budget Estimate, and

WHEREAS, the County entered into a contract with Potter Lawson to provide these services, and

WHEREAS, on June 8<sup>th</sup> 2021, the County Board voted to continue efforts towards the needed renovation and addition of the Courthouse, Sheriff's Office, and Jail facilities which included endorsement of the conceptual plan developed by Potter Lawson and directed the County Administrator to start the next phase of design services, and

WHEREAS, the Building and Grounds Committee determined it is in the County's best interest to extend its engagement with Potter Lawson to provide the following professional design services at a cost not to exceed \$2.65 million:

- Schematic Design (15%)
- Design Development (20%)
- Construction Documentation (40%)
- Contract/Construction Administration (25%)

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 with funding for such services to be from existing and future bond proceeds which will be approved by the County Board at a future date.

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

*Fiscal Note: Funding for these services will be through existing and future bond proceeds approved by the County Board at a later date.*

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

Requested by the Building and Grounds Committee

07-13-2021

REVIEWED: County Administrator: \_BPW\_\_\_; Corporation Counsel: \_JBW\_\_\_; Finance Director: MAD



## RESOLUTION NO. 2021-\_\_

### Accepting bid for the construction of emergency telecommunications tower sites

#### Executive Summary

On June 15, 2021, the Sheriff's Office received bids from vendors for radio communication project civil work for its 911 emergency telecommunications tower sites. Work at these sites generally includes installation of prefabricated precast equipment shelters, backup generator systems, ice bridges, chain link fence compounds, site grounding systems, and other general site improvements. The Sheriff's Office and members of Jefferson County's administrative team have reviewed the bids and recommend that the Board of Supervisors authorize the County Administrator to enter into a contract with Finish Excavating, Inc., as the lowest responsible bidder for radio communication project civil work in the amount of \$636,227. The Finance Committee reviewed this resolution at its July 8, 2021 meeting and recommended forwarding to the County Board of Supervisors for approval.

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

WHEREAS, the Jefferson County Sheriff's Office solicited bids for radio communication project civil work, and

WHEREAS, such bids were received and opened on June 15, 2021, with the following results:

	<b><u>Finish Excavating</u></b>	<b><u>Joe Daniels Construction Co.</u></b>	<b><u>Vinco, Inc.</u></b>	<b><u>Pieper Electric, Inc.</u></b>	<b><u>Structural Tower Services, Inc.</u></b>
Base bid	\$ 628,532.00	\$ 837,488.00	\$ 840,496.00	\$ 1,073,579.00	\$ 1,596,000.00
Alternate 1A:					
Diesel Uninstall	7,695.00	7,500.00	11,527.00	8,800.00	12,000.00
Total: Base bid					
With alternate	\$ 636,227.00	\$ 844,988.00	\$ 852,023.00	\$ 1,082,379.00	\$ 1,608,000.00

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Finish Excavating, Inc., in the amount of \$636,227 for the construction of emergency telecommunications tower sites.

*Fiscal Note: Radio communication project civil work costs are included in the 911 telecommunications infrastructure project budget and will be funded with the Series 2020A bond proceeds. No budget adjustment is necessary.*

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

Referred By:  
Finance Committee

07-13-2021

REVIEWED: County Administrator: \_BPW\_\_\_\_; Corporation Counsel:JBW; Finance Director: 

**RESOLUTION NO. 2021-\_\_\_\_\_**

**Considering Claim for damages by Jim Nelson**

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 the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on July 08, 2021 and recommended forwarding 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>
Jim Nelson	6/01/21	6/17/21	Mr. Nelson alleges damages to his vehicle when it was allegedly struck by a stone that fell off a Jefferson County truck and caused a crack in his windshield.	\$356.93

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

07-13-2021

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

**ORDINANCE NO. 2021- \_\_\_\_**

**Creating Personnel Ordinance HR0246, Telecommuting and Remote Work Policy and Procedure**

Executive Summary

When the COVID-19 pandemic started, many County employees were asked to work from home to assist in stopping the spread of COVID-19 to other co-workers and the public. This transition happened very quickly and temporary rules were established for employees working off-site. The Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services (DHS) have provided recent updates relaxing the guidance on wearing masks, social distancing, and social gatherings. In addition, the spread of COVID-19 in Jefferson County has decreased *significantly*. Therefore, it was recommended by the County Administrator that employees begin returning to work on-site on a full-time basis.

Prior to the COVID-19 pandemic, telecommuting, or remote work, was approved on a very limited basis and only by the County Administrator. However, as a result of implementing temporary remote/telecommuting policies due to COVID-19, it was determined that remote work may actually be beneficial to the employee and the County, as well as a prudent business decision. Examples of when this may be beneficial include: employees working on a dedicated project which does not require them to be on-site; results-oriented positions where productivity can be accurately monitored; instances when physical space at a County facility is limited; short-term arrangements providing flexibility for employees unable to be on-site, but otherwise able to work. Therefore, it is the recommendation of the Human Resources Director and the County Administrator to implement an ongoing policy on Telecommuting and Remote work and amend the County's Personnel Ordinance accordingly.

On June 15, 2021, the Human Resources Committee reviewed the request from the Human Resources Director and County Administrator to amend the Personnel Ordinance and create a Telecommuting and Remote Work Ordinance. The Human Resources Committee considered this resolution at its meeting on June 15, 2021 and recommended forwarding to the Jefferson County Board of Supervisors for approval.

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

WHEREAS, telecommuting and remote work can provide flexibility for employees and efficiencies for the County, and

WHEREAS, the County currently does not have a formal process to allow telecommuting and remote work and recognizes the benefit and value in these work arrangements.

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

Section 1. Section HR0246, Telecommuting and Remote Work is created as follows:

**HR0246**

**TELECOMMUTING AND REMOTE WORK**

**SUMMARY/POLICY STATEMENT:**

Jefferson County considers telecommuting or remote work to be a viable alternative work arrangement in cases where the individual employee, the position, and the supervisor are well-suited to such an arrangement. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and approved per this Ordinance.

**PURPOSE:**

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Jefferson County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting is a privilege and not an entitlement.

**PROCEDURES:**

**A. ELIGIBILITY**

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement, but all arrangements must be approved by the manager/supervisor and department head, and a Remote/Telecommuting agreement completed. Any long-term arrangements also require approval by the Human Resources Director. Before entering into any telecommuting agreement, the employee and manager/supervisor, with the assistance of the Human Resources department if needed, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager/supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. This includes, but is not limited to, job performance, interaction with others, attendance, personal accountability, safety habits, and behavioral impacts on the department.
- Job responsibilities. The employee and manager/supervisor will discuss the job responsibilities and determine if the position is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager/supervisor will review the physical workspace needs and the appropriate location for the telework. This includes the ability to ensure accountability of the employee and network security and privacy protocols.
- Home environment. The employee and manager/supervisor will review the home environment to ensure it is one where the employee can work productively, without frequent interruptions, and safely.

- Staffing needs. The manager/supervisor will assess the needs of the department and remaining staff who are not working remotely to ensure the public's needs are met and additional workload is not imposed on existing staff.

All remote/telecommuting arrangements will be made on a case-by-case basis, focusing first on the business needs of the County and the citizens served.

The Remote/Telecommuting Agreement will be active on a calendar-year basis, shall be renewed annually, and may be revoked at any time by the Department Head.

## **B. CATEGORIES**

1. Short-term remote/telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. Other short-term arrangements may be made for employees needing to care for an immediate family member who is self-sufficient. For example, consideration may be given for a parent caring for their 12-year-old child, who cannot be left alone all day, but is able to care for himself/herself. Approval may be granted in circumstances where an employee would otherwise be eligible to use sick leave, but may not be used to allow an employee to avoid using scheduled vacation/holiday/compensatory leave. These arrangements are approved on an as needed basis only, with no expectation by employees of continued approval.
2. Long-term remote/telecommuting arrangements will be considered in atypical circumstances or for results-orientated positions where there is a business reason to support the arrangement (such as employees on family or medical leave, an agreed condition of employment, lack of adequate physical space in a department). Long-term arrangements may also include working remotely on a continued intermittent basis such as working remotely one day per week.

Because remote/telecommuting eliminates or greatly reduces the ability for many employees to provide essential face-to-face service to the citizens of Jefferson County, telecommuting requests in excess of 12 weeks will be considered only as a reasonable accommodation as required by the Americans with Disabilities Act, the Wisconsin Fair Employment Law, any other Federal or State law whereby a work accommodation is legally required, or as a business necessity (including for results-orientated positions) only if the employee is able to continue to complete all essential functions of the position. Telecommuting requests under this paragraph must be approved by the Department Head and Human Resources Director.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the County. Every effort will be made to provide one week notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible due to business necessity.

### C. EXPECTATIONS

When telecommuting, employees are still obligated to comply with all Jefferson County rules, policies, and procedures. Violation of such rules, policies, and procedures may result in immediate termination of telecommuting arrangements and corrective and/or disciplinary action. Telecommuting does not change the terms and conditions of employment with Jefferson County. County and department demands remain a priority.

1. *Time Keeping Requirements.* Employees are to accurately record all hours worked to ensure compliance with the recordkeeping and overtime requirements under State and Federal law as well as County policy and substitute applicable leave as appropriate for hours not worked. Employees shall also accurately indicate on their time sheets that the work completed was done remotely.
2. *Normal work hours.* Unless pre-approved, employees are expected to work and be responsive during their normal work schedule. This ensures that co-workers and members of the public can maintain necessary communication with the employee. Employees should continue to take regularly scheduled breaks and stand up and move around occasionally. Personal tasks and errands may only be performed during the employee's scheduled breaks and lunches.
3. *Productivity and Presence.* Employees are expected to maintain at least the same level of productivity and presence as when physically on-site. Presence may be maintained by using appropriate technology including, but not limited to, a computer, email, telephone, messaging applications, video conferencing, instant messaging, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular county location and will make themselves available to attend scheduled work meetings as required and/or requested.

Evaluation of telecommuter performance by a manager/supervisor will include regular interaction by phone, email, and video conferencing and weekly face-to-face meetings to discuss work progress and problems. Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager/supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

4. *Dress appropriately.* Employees are expected to dress as if they are in the office or meeting with the public. Employees may be asked to join a virtual meeting with little or no notice, and it is expected employees continue to represent the county and the department in a professional manner, including appearance.

5. Safe workplace. Maintaining a safe home office is the teleworker's responsibility. Employees need to ensure that their work space is safe and free from any hazards, including, but not limited to: away from noise and distractions; floors are clear from trip hazards; drawers do not open into walkways or cause a tripping hazard; electrical cords are secured under a desk or along a wall and away from heat sources; temperature, ventilation, and lighting are adequate; carpets or rugs are well-secured to the floor and free of frayed seams; there is a working smoke detector in the workspace; walkways and doorways are free of clutter and unobstructed; an evacuation plan is created in the event of a fire and a shelter-in-place plan in the event of severe weather; sufficient electrical outlets are accessible and equipment is connected to a surge protector; electrical plugs, cords, outlets are in good condition; workstation is ergonomically correct with adjustable chair, back adequately supported by a backrest and feet are on the floor or supported by a footrest, enough leg room at your desk, sufficient lighting for reading, computer screen is at eye level and free from noticeable glare, and space to rest arms while not keying.

Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the county's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Non-work activities may not interfere with remote/telecommuting arrangement. Employees shall set up a separate space in their home or other remote area to work. This will assist in splitting home and work activities. Workspace should be free from unnecessary interruptions and communicate to family and roommates that even though you are at home, you are unavailable during your scheduled work hours. Employees may be required to show proof that their remote work environment is safe and constructive. This may include submitting photos, site visits from the supervisor, or other means that may demonstrate the physical set-up of the remote location. Under no circumstances will employees meet with clients or members of the public on behalf of Jefferson County at the employee's home.

6. Computer and other Equipment.

Employees shall use Jefferson County issued equipment to access County email and systems via the Virtual Private Network. The use of equipment, software and supplies provided by the County is limited to use by authorized personnel and for purposes relating to County business. Jefferson County reserves the right to monitor work activity.

Employees must ensure the safekeeping of all County documents, systems, and equipment. Restricted access and confidential material may not be taken out of the office or remotely accessed without approval by the department head.

Employees must have a working telephone or cellphone at their remote location and appropriate internet connection. Employees should either check their voice messages

frequently throughout the day or have incoming calls forwarded to their remote location phone.

The County assumes no responsibility for operating costs, supply costs, or damage to personal equipment because of the remote/telecommuting arrangement including, but not limited to personal computers, printers, personal devices, cellular or standard telephones. Examples of costs include utility, telephone bills, internet costs, supply costs used in home.

7. Security.

Consistent with the county's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary county and customer/client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

8. Childcare.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may *occasionally* be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting agreement.

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

*Fiscal Note: There is no fiscal impact.*

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

Referred By:  
Human Resources Committee

07-13-2021

REVIEWED: County Administrator BPW\_\_\_\_; Corporation. Counsel \_JBW\_\_; Finance Director MAD



**RESOLUTION NO. 2021-\_\_\_\_\_**

**Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Early Detection Response Grant**

Executive Summary

Phragmites is a non-native, invasive grass that grows in wetlands. There is a population of Phragmites of about 2 acres growing along the Rock River north of Jefferson. Due to the proximity of the Phragmites to the Rock River and County Highway N, it is very likely to spread to other areas and have negative ecological impacts if not managed. The Wisconsin Department of Natural Resources has an Early Detection Response Grant to manage Phragmites and other aquatic invasive species due to the effort needed to properly control invasive species. This project will greatly benefit the area and align well with both the statewide and Jefferson County Land and Water Conservation Department's aquatic invasive species management and prevention goals. This resolution authorizes the Jefferson County Land and Water Conservation Department to apply for, and if awarded, to accept grant funds of approximately \$5,700 for the purpose of managing Phragmites in Jefferson County. The Jefferson County Land and Water Conservation Committee considered this resolution at its meeting on June 16, 2021, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Land and Water Conservation Department (LWCD) is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of eradicating an approximately 2 acre stand of the invasive wetland grass Phragmites, and

WHEREAS, the Jefferson County LWCD attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement will be entered into between Jefferson County and the Wisconsin DNR to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Jefferson County Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to submit the following documents to the Wisconsin DNR for financial assistance that may be available:

1. Sign and submit the required grant application.
2. Enter into a grant agreement with the DNR.
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate.

4. Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement.

BE IT FURTHER RESOLVED that the Jefferson County Land and Water Conservation Department will comply with all local, state and federal laws, rules, regulations and ordinances relating to this project and the cost-share agreement.

*Fiscal Note: The total grant amount is estimated to be \$5,700 which will cover the cost of treating the Phragmites and reseeding with native plantings. The landowner has covered the required matching funds (\$2,000). The LWCD staff time will be covered by an existing DNR Lake Protection and Monitoring Network grant and is already currently budgeted. There is no budget adjustment necessary.*

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

Referred By:  
Land and Water Conservation Committee

07-13-2021

REVIEWED: County Administrator: \_BPW\_; Corporation Counsel: \_JBW\_; Finance Director: MAD

## RESOLUTION NO. 2021-\_\_\_

### **Authorizing Wisconsin Department of Natural Resources Stewardship Program, Federal Recreational Trails Program, and Land & Water Conservation Fund grant application and acceptance**

#### Executive Summary

The Glacial River Trail is a 52-mile bike path and route system that links communities along the Rock River and the heart of the Glacial Heritage Area of Dodge, Jefferson and Rock Counties. The trail is heavily used by the handicapped, walkers, cyclists, runners, and dog walkers of all ages during all seasons. A portion of the Glacial River Trail, approximately 500 feet south of Lake Koshkonong Road and south of Fort Atkinson, has been sinking since the expansion of the west side of State Highway 26 in 2014. In 2020, Jefferson County repaired the sinking area of the trail by placing a temporary crushed asphalt surface on this portion of the trail. Jefferson County is now seeking grant funds to aid with the costs repairing the asphalt layer on this section of trail. This resolution authorizes the County Administrator to apply for, and if awarded, to accept grant funds up to \$2,500 for the purpose of repairing this section of the Glacial River Trail. The Parks Committee considered this resolution at its meeting on May 3, 2021 and recommends forwarding to the County Board for approval.

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

WHEREAS, A portion of the Glacial River Trail, approximately 500 feet south of Lake Koshkonong and south of Fort Atkinson, has been sinking since the expansion of the west side of State Highway 26 in 2014 and is in need of repair, and

WHEREAS, Jefferson County has made several temporary repairs to the trail, and

WHEREAS, Jefferson County has taken steps to permanently repair the damaged section of trail by removing the buried organic material that was decomposing and compressing under the path, and

WHEREAS, the Parks Committee recommends seeking additional grant funds from the Wisconsin Department of Natural Resources Stewardship program; the Recreational Trail Program (RTP); and the Land & Water Conservation Fund (LAWCON) to be applied toward a long-term repair of the trail, and

WHEREAS, the Parks Department will complete repair of the trail, and

WHEREAS, this grant application is required to be accompanied by a resolution from the County Board supporting this project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Stewardship Program; the Federal

Recreational Trail Program; and the Land & Water Conservation Fund for the repair of the Glacial River Trail. If grant funds are awarded, the County Administrator is authorized to accept these grant funds, sign the grant contracts, and perform all other duties necessary to comply with and fulfill the grant provisions.

*Fiscal Note: If the county is awarded the Stewardship grant as described above, the Finance Director is authorized to make the necessary budget adjustments to enact 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\_\_\_\_\_

Referred By:  
Parks Committee

07-13-21

REVIEWED: County Administrator: BPW\_\_\_\_; Corporation Counsel: \_JBW\_\_\_\_; Finance Director: MAD

**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 May 20 and June 17, 2021, 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 R4313A-21, R4314A-21, R4315A-21,  
R4320A-21, R4321A-21, R4324A-21, R4325A-21, R4326A-21, R4327A-  
21, R4328A-21 and R4329A-21**

**DATED THIS TWENTY-EIGHTH DAY OF JUNE, 2021**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS R4310A-21, R4311A-21, R4312A-21,  
R4316A-21, R4317A-21, R4318A-21 AND R4319A-21  
ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS.  
STATS. 59.69(5)**

Referred by the  
Planning and Zoning Committee

County Board Action  
July 13, 2021

REVIEWED: County Administrator\_\_BPW\_\_ Corporation Counsel\_\_\_\_\_ Finance Director



**ORDINANCE NO. 2021- \_\_\_\_**

**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, Petitions R4313A-21, R4314A-21 and R4315A-21 were referred to the Jefferson County Planning and Zoning Committee for public hearing on May 20, 2021, and Petitions R4320A-21, R4321A-21, R4324A-21, R4325A-21, R4326A-21, R4327A-21, R4328A-21 and R4329A-21 were referred for public hearing on June 17, 2021, 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-T, AGRICULTURAL TRANSITION TO RESIDENTIAL R-1**

Create a 5.48-acre R-1 zoned lot from part of PINs 018-0713-1034-009 (35.485 Ac) currently zoned A-T and 018-0713-1522-040 (0.478 Ac) zoned R-1. The site is in the Town of Lake Mills on **Shorewood Meadows Circle**. The request is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval, approval and recording of a final certified survey map for the lot including extraterritorial plat review if necessary, no development on slopes in excess of 20% and the fact that the proposed outlot cannot be sold separately unless it meets all County Zoning Ordinance requirements. R4320A-21 – Richard & Christine Schwarze

Create a 5-acre R-1 zoned lot from part of PINs 018-0713-1031-000 (33.05 Ac) and 018-0713-1034-009 (35.485 Ac) zoned A-T. The site is in the Town of Lake Mills on **Shorewood Hills Road**. The request is in accordance with Sec. 11.04(f) 1 of the Jefferson County Zoning Ordinance. This action is conditioned upon road access approval, approval and recording of a final certified survey map including extraterritorial plat review if necessary, and that no development is allowed on slopes in excess of 20%. R4321A-21 – Richard & Christine Schwarze

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

Create a 1.731-acre A-2 zone at **W8525 Finch Brothers Rd** in the Town of Lake Mills on PIN 018-0713-2111-000 (1.731 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon receipt by Zoning of a plat of survey for the property. R4324A-21 – Martin Dula.

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

Create a 6-acre new building site from part of PIN 008-0715-3521-000 (33.55 Ac) in the Town of Farmington on **Bakertown Rd.** 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 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. R4325A-21 – Tom & Joy Probst/Probst Trust

Create a 5.45-acre new building site from part of PIN 008-0715-1431-000 (35 Ac) in the Town of Farmington on **North Helenville Rd.** 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 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. R4326A-21 – Erin Seif/Jaymie McCoy Property

Create a 1.3-acre new building site from part of PIN 016-0514-2813-000 (19.285 Ac) in the Town of Koshkonong on **McIntyre Rd.** 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 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, including extraterritorial plat review if necessary. R4327A-21 – Jon Hartwig/J&T Hartwig Trust

Create a 2-acre new building site from part of PIN 018-0713-2724-000 (53.587 Ac) in the Town of Lake Mills on **County Road A.** 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 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, including extraterritorial plat review if necessary. R4328A-21 – Aaron Johnson

Create a 1.61-ac lot around the existing home at **N7396 County Road Q** from PIN 020-0814-3343-000 (40 Ac) in the Town of Milford. 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. R4329A-21 – Diane Franks/Gordon Kottwitz Property

Create two, 2-acre building sites on **Willow Road** from part of PIN 032-0814-1421-002 (28.398 acres) in the Town of Watertown. 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 further conditioned upon road access approval, receipt by Zoning of a suitable soil test, and approval and recording of a final certified survey map including extraterritorial plat review if necessary. R4313A-21 – Tim Windl & Helen Zahn

Create a 2.53-acre lot around the home and buildings at **N7667 County Road P** from part of PIN 032-0815-3611-000 (30 acres) in the Town of Watertown. 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 further conditioned upon approval and recording of a final certified survey map for the lot. R4314A-21 – Douglas & Kathleen Miller

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

Create a 4.28-acre partially wooded lot adjoining a proposed A-3 lot at **N7667 County Road P**, Town of Watertown, from part of PIN 032-0815-3611-000 (30 acres). This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of the final certified survey map for the lot. The Natura Resource zone cannot be sold separately from adjoining land. R4315A-21 – Douglas & Kathleen Miller

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.

*Fiscal Note: The passage of this Ordinance has no immediate financial impact.*

Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_ Vacant: 0.

Referred by the  
Planning and Zoning Committee

County Board Action  
07-13-2021

REVIEWED: County Administrator\_BPW\_\_\_\_ Corporation Counsel JBW Finance Director 



TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:

**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. Janet Sayre Hoeft, Town of Aztalan, to the Zoning Board of Adjustment for a 3-year term ending July 1, 2024.

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

- b. Dan Jaeckel, Town of Koshkonong, to the Zoning Board of Adjustment (Alternate) for a 3-year term ending July 1, 2024.

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

- c. \*Kevin Wiesmann as Park Director for an indeterminate term.

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

- d. \*Gino Racanelli, Fort Atkinson, WI, to the Human Services Board to fill an unexpired term ending November 1, 2022

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

**APPOINTMENT 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 County Board's confirmation of the following appointment:

- a. Katie Dixon to the Aging and Disability Resource Center Advisory Committee (ADRC) for a three-year term ending July 1, 2024.

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

- b. Frankie Fuller to the Nutrition Project Council for a three-year term ending July 13, 2024.

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