

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
February 1, 2016**

Available Cash on Hand		
January 1, 2016	\$	458,415.92
January Receipts	\$	<u>13,600,932.88</u>
 Total Cash	 \$	 14,059,348.80
Disbursements		
General - January 2016	\$	11,769,735.22
Payroll - January 2016	\$	<u>1,255,878.19</u>
 Total Disbursements	 \$	 <u>13,025,613.41</u>
 Total Available Cash	 \$	 1,033,735.39
Cash on Hand (in bank) Feb. 1, 2016	\$	1,376,805.28
Less Outstanding Checks	\$	<u>343,069.89</u>
 Total Available Cash	 \$	 1,033,735.39
 Local Government Investment Pool - General	 \$	 12,502,955.35
Dana Investments	\$	28,352,069.91
Local Government Investment Pool -Clerk of Courts	\$	26,003.93
Local Government Investment Pool -Farmland Preservation	\$	228,114.60
Local Government Investment Pool -Parks/Liddle	\$	81,650.88
Local Government Investment Pool -Highway Bond	\$	<u>1,869,490.71</u>
	\$	43,060,285.38
 2016 Interest - Super N.O.W. Account	 \$	 169.01
2016 Interest - L.G.I.P. - General Funds	\$	1,845.86
2016 Interest - DANA Investments	\$	27,637.03
2016 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	23.11
2016 Interest - L.G.I.P. - Farmland Preservation	\$	64.57
2016 Interest - L.G.I.P. - Clerk of Courts	\$	22.27
2016 Interest - L.G.I.P. - Highway Bond	\$	<u>529.21</u>
Total 2016 Interest	\$	30,291.06

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

2/9/16 Jefferson County Board / Public comment

Thank you for the opportunity to speak. My name is Anita J. Martin, and I am a resident of Jefferson County and the City of Lake Mills.

A 9,000-goat farm and fertilizer manufacturing facility has been proposed for Harvey Rd. and Mansfield Road. This number of animal units (900) is slightly under the legal definition of a CAFO (Concentrated Animal Feeding Operation).

A special Town of Aztalan board meeting ^{on the proposed goat operation} *ajm* was held on Feb. 1. The focus of the meeting was ~~on~~ the wear and tear this proposed operation would have on the roads. Those at the Feb. 1 meeting were not told the operation, if approved, would include a fertilizer manufacturing plant, for processing onsite ~~all~~ ^{a portion} *correction* *ajm* of the manure the goats generate.

This raises the question--did this fulfill right-to-know rules?

Mr. Kenneth/Kenn Buelow received a fertilizer license for the facility, from the WDATCP on 12/18/15 (~~copy provided for minutes~~). *ajm*

I spoke with Mr. Buelow yesterday by phone to obtain more information about his plans for the four-parcel site. He answered my questions, which I appreciated. However, after speaking with him, a number of concerns surfaced, including:

1. He said he has not yet selected what equipment will be used in making the fertilizer. (He stressed he would not be purchasing used equipment for the fertilizer facility.)
2. Mr. Buelow also said he has not contacted the DNR yet regarding whether a construction air permit would be required.

It is unclear based on what he said whether the fertilizer manufacturing process would involve adding chemicals to the goat manure. The chicken manure fertilizer facility in Lake Mills, Unlimited Renewables, LLC which is currently not pelletizing manure due to DNR air permit issues, involved the addition of chemicals to the manure. Of particular concern to the DNR at the chicken manure fertilizer facility was the high level of formaldehyde emissions. Could formaldehyde (as well as particulate matter pollution) also be a concern with this goat manure fertilizer plant?

emissions

2/9/16

There is another question--Who is legally responsible for ensuring the proper permits and licenses are obtained before a company is allowed to operate a fertilizer plant in Jefferson County?

I believe both the township and the county are legally responsible to make sure the correct safeguards are in place to protect residents' health and safety, to protect the air and water (and not violate state laws), to protect the property rights of residents, and to protect the local businesses.

Would there be any way two conditional permit applications could be considered—one for the goat farm, and a separate one for the fertilizer production plant? If this operation is approved, having separate permits would likely help prevent potential problems down the road, should the manufacturing process change, if the party/parties legally responsible for it change, or if there are compliance questions.

Thank you for your consideration.

Sincerely,



Anita J. Martin

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Lake Mills, WI 53551-2003

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ORDINANCE NO. 2015-___

Establish procedure to set elected official salariesExecutive 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. The Human Resources Committee recently 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. This ordinance amends Ordinance No. 2013-26 and establishes compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court. 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 2018, and the County Clerk, Register of Deeds and Treasurer next elected in 2016, 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, 2016, 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, for these offices the Human Resources Committee recommends establishing salaries by use of the same evaluation process used for other employees and further recommends assigning all elected officials to Step 7 of their respective paygrade for the duration of the four-year term in the amount that Step 7 is as of the day before the earliest time for filing nomination papers for said office in each election cycle, which 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. 2013-26 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, 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 Step 7 of the salary grades 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.

AND 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 compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2016, subject to this change in the ordinance, would be \$42,159.86. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2018. This compensation increase includes a 1% cost of living adjustment recommended by the Human Resources Committee for the County Clerk, Treasurer and Register of Deeds for 2017, 2018, 2019 and 2020. Cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

02-09-16

J. Blair Ward: 02-05-16; 02-09-16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2015-_____**Addressing the proposed reconfiguration of the University of Wisconsin Cooperative Extension program into multicounty regions - nEXT Generation Model**Executive Summary

UW Extension began a process in the spring of 2015 to look at its organizational structure due to pending state budget cuts and need for reallocation of resources aimed at salaries and improvement to technology. The 2016-2018 State Budget reduced funding for the UW Extension program by approximately 15% (8% due to state budget cuts and 7% due to reallocation of resources). Based on these reductions, an initial nEXT Generation Model was developed by UW Extension and distributed in late 2015 to County and UW Extension Agents. This model proposed many new changes to the UW Extension program. These changes include moving to a regional model that would include county based educators, area educators and area leaders/administrators.

Jefferson County through the University Extension Education Committee, County Board Chair and County Administrator provided feedback about the proposed changes to the UW Extension during the last 90 days. In the beginning of January, the County had an opportunity to meet with UW Extension leadership where there was a dialogue on the nEXT Generation Model. At this meeting, the County was provided a conceptual model which included the proposed area/region of Jefferson, Walworth and Rock counties. The County provided additional feedback including need for better communication and the greater inclusion of counties in general. In an ongoing effort to influence the outcome of this planning process, this resolution includes several key areas of concern that have not yet been addressed. Counties have been encouraged to provide feedback and assured that there will be opportunities to influence the planning and implementation phases.

WHEREAS, the University of Wisconsin Extension and Jefferson County have had a long-standing partnership in providing education, research-based processes and conducting applied research which provides valuable programs to local residents in four program disciplines (Agriculture; Community, Natural Resources and Economic Development; 4-H and Youth Development; Family Living), and

WHEREAS, the UW Extension system is going through an operational model analysis due to budgetary constraints, and

WHEREAS, the proposed model moves from a county based model to a regional/area based model, and

WHEREAS, input from counties was limited as part of the initial model development, and

WHEREAS, the proposed model will reduce the impact and response to local needs and delivery of programs, and

WHEREAS, counties were encouraged and assured that there will be opportunities for feedback and influence during the planning and implementation phases.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board requests the University of Wisconsin Extension Chancellor and Dean to increase efforts to work with counties in addressing concerns on the educational, programmatic and fiscal impacts of the nEXT Generation Model prior to its final adoption, and

BE IT FURTHER RESOLVED that the UW Extension Chancellor and Dean honor the relationship with counties as partners in educational programs and specifically address:

- Increased administrative functions at the expense of local educational program delivery;
- The concept of volunteer coordination at the expense of volunteer development;
- Implementation of a revenue generation requirement resulting in less educational programming and increased competition for limited local resources which disrupts local partnerships;
- The lack of consultation with county partners on the structure and function of the area governance, approach to program delivery and the significance of area boundaries.

Fiscal Note: This resolution creates no financial impact. With the overall model change, there is not sufficient information available to provide an overall financial and program impact to the County.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
UW Extension Committee

02-09-16

Ben Wehmeier: 2/8/16

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

(Excerpt - 8 pages)

For complete document,
go to: <http://about.ces.uwex.edu/our-future/>
or contact our office.



Reorganization Recommendations

Presented to
Chancellor Cathy Sandeen
December 21, 2015

Appendix B

Recommended Multi-County Areas

Local-county-tribal presence component:

The following were considered to construct the recommended multi-county area boundaries:

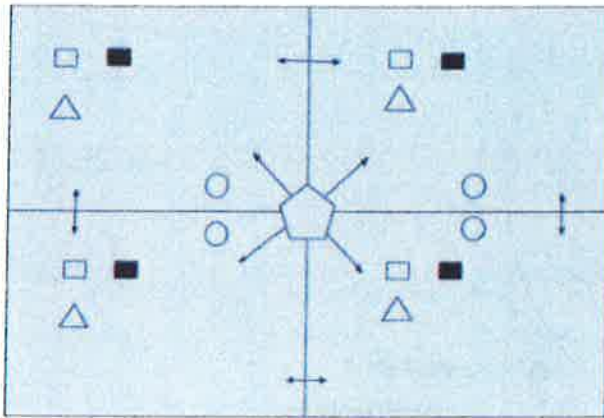
- Road and transportation convenience (including public transportation)
- On-going joint programming
- Natural landscapes (water ways, valleys, etc)
- Commerce centers
- Reasonable access for all residents (calculate how far participants may need to travel for programs)
- Location of current county offices
- Other regional entities (regional planning commissions, farm bureaus, school districts, CESAs)
- Economic drivers (manufacturing, tourism, industry, farming)
- Historical alliances or animosities
- Similarity of needs (demographic characteristics, culture)
- Potential program partners, including tribal partners



Appendix C

Draft Local Presence Model

Draft Local Presence Model Image Draft 1

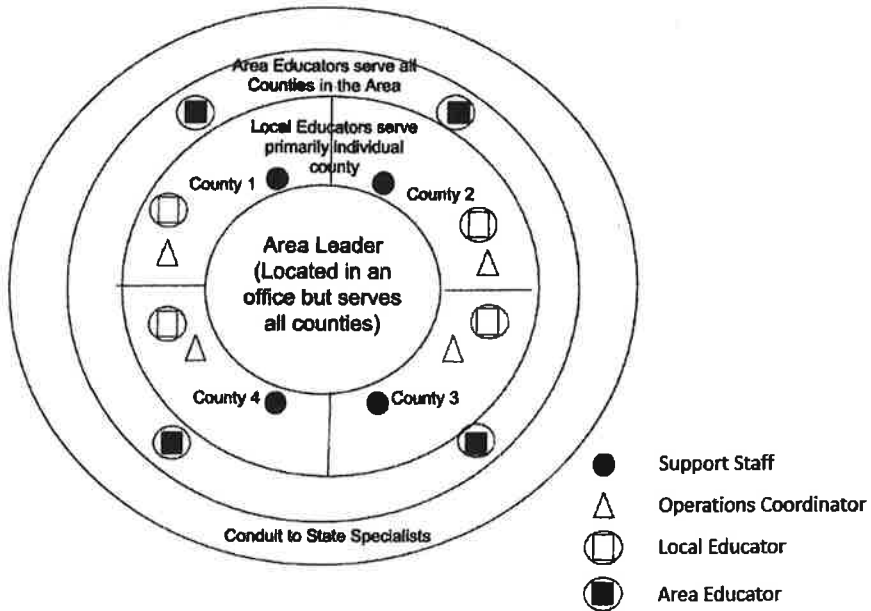


Please note: In the above image, each quadrant represents a county.

Appendix D

Draft Local Presence Model Image Draft 2

Includes connection with specialists



Appendix E

DRAFT Characteristics of Positions in the Multi-County Local/County/Tribal Presence Component Base Package

Area Leader

Purpose/Role: Primary administrator with program and functional oversight for a designated two to five county area. Designation of Area Leaders allows positions with an education purpose to focus on program and strengthens comprehensive coverage at the local level for institutional administrative responsibilities & accountabilities. Provides opportunities for interested colleagues to focus on administrative work. Provides career progression for current colleagues.

Responsibilities: Duties include developing and maintaining county relationships within a designated area, as well as external partnerships, hiring, performance management, budget management, needs assessments and managing the area advisory group. Includes management and supervision of resources (program, human, fiscal, facilities, etc.), external relations and partnership development. Area Leaders serve on teams, committees, advisory groups, et.al. in service to the institution, i.e., "organizational citizenship".

Proposed Draft Funding: "Base package" position. 100% State funding because of the administrative tasks.

Other components of the position captured in our Summit meeting:

- Will serve as a team builder
- Will ensure a "tight architecture" of all positions employed within a multi-county Area (including those funded via non-GPR sources, e.g., WNEP; Natural Resource Educators)
- Negotiates priorities among the counties with the Area Advisory Team
- Determines and coordinates resources to accomplish opportunities for interdisciplinary work
- Looks across all the resources available through the University to ensure identified programming needs are met, including resources available through campus-based specialists and administrative or program support units

Appendix E (cont'd)

Regional/Statewide Specialist

Purpose/Role: Primarily development and evaluation of interdisciplinary educational programs in response to local/county/tribal, area, regional, state and federal needs and mandates. Serves in a bridging capacity to increase connectivity between those who program at a local level and those at a regional and state level. Provides program support to those who program at local and area levels. Likely includes grant writing and grant management. May include program delivery. Provides opportunities for existing colleagues to focus on content expertise. Provides career progression.

Responsibilities: Teaching, interdisciplinary program planning, product development, program delivery, evaluation, write and secure grants to create new knowledge, serve as a liaison/resource for others with programming responsibilities in an interdisciplinary fashion; collaborating with those involved in research in emerging content areas. Specialists serve on teams, committees, advisory groups, et.al. in service to the institution, i.e., "organizational citizenship".

Proposed Draft Funding: 80 to 100% by the state; could be co-funded with county, campus or interest/commodity groups. Position could be housed within a county as a home office location.

Educators (local/county/tribal-focus or Area-focus)

Purpose/Role: Delivery and evaluation of interdisciplinary educational programs in response to local/county/tribal, area, regional, and/or state needs; Depending on position, may include development duties, i.e., program, grant; Provides career progression and opportunity to focus on programming interests/passions.

Responsibilities: Teaching, interdisciplinary program planning, product development, program delivery, evaluation. Educators serve on teams, committees, advisory groups, et.al. in service to the institution, i.e., "organizational citizenship". Program focus of position, and whether the position has a local/county/tribal or Area focus determined through an educational planning process. % of related job duties illustrated below (draft):

Appendix E (cont'd)

Educator (Area-focus)

- 20% Relationship-building and partnership development
- 60% Education at the Multi-county Area level
- 20% Interdisciplinary work with state specialists, serving on teams, development of programming, reporting

Educator (Local/County/Tribal-focus)

- 20% Relationship-building and partnership development
- 60% Education at the Local/County/Tribal level
- 20% Interdisciplinary work with state specialists, serving on teams, development of programming, reporting

Proposed Draft Funding: "Base package" position/ 2 per county. Positions will likely be funded on a 60% State/40% County split. Additional Educator positions above and beyond the "base package" will be funded by a higher level of County contribution.

Program/Operations Resource Coordinator

Purpose/Role: Support program planning and delivery at local/county/tribal level. Provide the local "face and place" of Extension within a county. Provide access to Extension as a career (for new hires).

Responsibilities: Serve as a connector between Extension clients/customers/users and resources on a day to day basis. Coordinate program-related logistics for all programming within a county. Volunteer training and support.

Proposed Draft Funding: "Base package" position; 80% (or more) county funded.

Administrative Assistant

Purpose/Role: Provide administrative support at local/county/tribal level and to the Area Leader in a manner aligned with the Cooperative Extension culture and operating principles. Provide the local "face and place" of Extension. Provide access to Extension as a career (for new hires).

Appendix E (cont'd)

Responsibilities: Answer phones, refer customers to Extension resources, produce materials, arrange meetings, provide technology support.

Proposed Draft Funding: 100% by the county for short-term; transition to UW-Extension funded employees over time.

OTHER POSITIONS/ACTIVITIES INTERACTING WITH POSITIONS AT THE LOCAL/COUNTY/ TRIBAL LEVEL:

Regional Directors will coordinate Area activities within a region. They also will work directly with program directors on Area and regional programming and personnel issues. Regional directors will be responsible for civil rights review and documentation, signatory, political issues management and human resource development linkage between counties, areas and the State.

Campus activities and investments will focus on developing basic and applied research foundations for Cooperative Extension's educational programming, curriculum development, training graduate and undergraduate students, and direct programming to relevant audiences.

Program Specialists will be closely connected to Program Area Offices and collaborate with Area and local/county/tribal-based educators on educational programming and research.

Campus-based specialists will be active members of their campus and department host institutions. State roles of campus-based specialists focus on providing statewide leadership, programming priorities, program support, developing interdisciplinary educational programming, political effectiveness and relationships, professional development, technology, publishing, distance education, marketing and communications, developing, interpreting and enforcing policies, campus and federal relationships. State level positions will coordinate activities across the state while interacting and partnering on regional and national issues of importance to Cooperative Extension.

Technology Assistant – Possible position with focus on expanding the use of technology in appropriate areas of program delivery, educational product development and administration.



Schematic: Jefferson County

Jefferson County Areas

- Ag
- NMSD
- 4-H
- All others
- Support Staff (with grant)
- Support Staff (no)

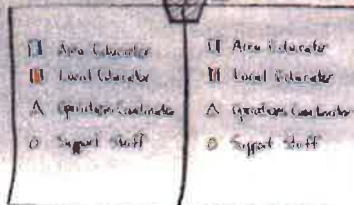
Proposed

- Area Educator
- Local Educator
- Area Educator (other county)
- Area Educator (other county)
- △ Operations Coordinator
- Support Staff

Program Delivery

② Positions/
Program Supports
(Other unknowns)

- Area Educator
- Local Educator
- △ Operations Coordinator
- Support Staff



Change Implications

- * Loss of 2 full-time faculty unless county makes additional investment above base package
- * 1 remaining agent dispersed over 3 county area with interdisciplinary focus + 2 with support of time in Jeff Co.
- * 1 county/local agent with interdisciplinary focus.
- * Reverse operation component may further reduce time or affect educational program priorities

Change Implications

- * 1 Program/Outreach Coordinator to train + support multiple volunteer groups
 - 4-H, Master Gardeners, Rock River Coalition
- * Additional reduction in state specialist support = possible reduction of specialist programming over time...

nEXT Generation Proposal: Reorganization Recommendations

Summary of Change Implications for Jefferson County:

- Loss of two full-time faculty unless county makes additional investment above base package.
- One remaining agent dispersed over three county area with interdisciplinary focus and two with proportions of time in Jefferson County.
- One county/local agent with interdisciplinary focus.
- Revenue generation component may further reduce time or effect educational purpose/priorities.
- Program/Outreach Coordinator to train and support multiple volunteer groups (i.e. 4-H, Master Gardeners, Rock River Coalition).
- Additional reduction in State Specialist support and possible redirection of specialist programming over time.

Source: Jefferson County interpretation of "UW Extension-Cooperative Extension Reorganization Recommendations", Presented to Chancellor Cathy Sandeen, December 21, 2015.