

AGENDA

***REVISED 03-08-2019**

JEFFERSON COUNTY BOARD MEETING

TUESDAY MARCH 12, 2019 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. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation – MUNIS Employee Self Service – Marc DeVries
7. **APPROVAL OF FEBRUARY 19, 2019 MEETING MINUTES**
8. **COMMUNICATIONS**
 - a. Treasurer’s Report (Addendum)
 - b. Appointments by County Board Chair to the Comprehensive Plan Steering Committee (Addendum)
 - c. Zoning Committee – Notice of Public Hearing, March 14, 2019 (Page 1-2)
 - d. ***Report on Committee Structure from Executive Committee to County Board (Addendum)**
 - e. ***Proclamation by County Board Chair (Addendum)**
9. **PUBLIC COMMENT**
10. **ANNUAL REPORTS**
 - a. County Clerk – Barbara Frank
 - b. Register of Deeds – Staci Hoffman
 - c. Treasurer – John Jensen
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **BUILDING AND GROUNDS COMMITTEE**
 - a. Resolution – Accepting bid to construct a post frame storage building at the Jefferson County Sheriff’s Office Training Facility in Lake Mills (Page 3)
 - b. Resolution – Accepting bids to replace two boilers at the Human Services Workforce Development Building (Page 4)
12. **EXECUTIVE COMMITTEE**
 - a. Resolution – Creating a broadband working group to review broadband projects and consider funding options to expand broadband infrastructure (Page 5)
 - b. Appointments by County Board Chair – Jeff Johns, Dick Jones, Russ Kutz, Jim Mode and Amy Rinard to the Broadband Working Group (Page 6)
13. **FINANCE COMMITTEE**
 - a. Resolution – Authorizing contingency fund transfer to offset fiscal year 2018 departmental deficits (Page 7-10)
 - b. Resolution – Authorizing year-end requests to carry over funds for fiscal year 2018 (Page 11-12)
 - c. Resolution – Disallowing claim of Rhonda Baker (Page 13)
 - d. Resolution – Disallowing claim of Deanna Pritchard (Page 14)
 - e. Resolution – Disallowing claim of Jose Rivera (Page 15)
 - f. Resolution – Disallowing claim of Patrick Jones (Page 16)
14. **HUMAN SERVICES BOARD**
 - a. Resolution – Authorizing Jefferson County Human Services to join the National Collaborative for Infants and Toddlers and the National Association of Counties (Page 17)

15. **PARKS COMMITTEE**
 - a. Resolution – Authorizing application for Outdoor Recreational/Development Aids Grant to fund the snowmobile trail maintenance program (Page 18-19)
16. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 20)
 - b. Ordinance – Amend Zoning Ordinance (Page 21-23)
17. **APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 24)
 - a. Tim Anhalt, Lake Mills, WI, to the Veterans Service Commission for a three-year term ending March 12, 2022
 - b. *Carl Jaeger, Jr, Ixonia, WI, to the Sheriff's Civil Service Commission for a five-year term ending January 1, 2024
 - c. *Dan Jaeckel, Fort Atkinson, WI, to the Zoning Board of Adjustment as 1st Alternate to fill the unexpired term of Paul Hynek ending July 1, 2021
 - d. *LaVerne Behrens, Jefferson, WI, to the Zoning Board of Adjustment as 2nd Alternate to fill the unexpired term of Donald Carroll ending July 1, 2019 and an additional three-year term ending July 1, 2022
18. **APPOINTMENTS BY COUNTY BOARD CHAIR** (Page 24)
 - a. *Augie Tietz, Watertown, WI, to the WI River Rail Transit Commission (WRRTC) for a three-year term ending April 30, 2022
19. **APPOINTMENTS BY HUMAN SERVICES BOARD** (Page 24)
 - a. Carol Battenberg to the Nutrition Project Council for a three-year term ending March 12, 2022
20. **PUBLIC COMMENT** (General)
21. **PROCLAMATION**
 - a. Proclaiming the month of April 2019 as Child Abuse and Neglect Prevention Month (Page 25)
22. **ANNOUNCEMENTS**
23. **ADJOURN**

NEXT COUNTY BOARD MEETINGS

**April 16, 2019
5:00 P.M. – RM 205**

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

APPOINTMENTS BY COUNTY ADMINISTRATOR

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

- a. Tim Anhalt, Lake Mills, WI to the Veterans Service Commission for a three-year term ending December 13, 2022.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

- b. *Carl Jaeger, Jr, Ixonia, WI, to the Sheriff's Civil Service Commission for a five-year term ending January 1, 2024.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

- c. *Dan Jaeckel, Fort Atkinson, WI, to the Zoning Board of Adjustment as 1st Alternate to fill the unexpired term of Paul Hynek ending July 1, 2021.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

- d. *LaVerne Behrens, Jefferson, WI, to the Zoning Board of Adjustment as 2nd Alternate to fill the unexpired term of Donald Carroll ending July 1, 2019 and an additional three-year term ending July 1, 2022.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

APPOINTMENT BY COUNTY BOARD CHAIR

By virtue of the authority vested in me under Section 59.54(8) I hereby request confirmation of the following appointment:

- a. *Augie Tietz, Watertown, WI, to the WI River Rail Transit Commission (WRRTC) for a three-year term ending April 30, 2022.

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. Carol Battenberg, Johnson Creek, WI, to the Nutrition Project Council for a three-year term ending March 12, 2022.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
March 1, 2019**

Available Cash on Hand		
February 1, 2019	\$	271,552.80
February Receipts	\$	<u>11,576,762.52</u>
 Total Cash	 \$	 11,848,315.32
 Disbursements		
General - February 2019	\$	10,545,200.72
Payroll - February 2019	\$	<u>1,476,008.37</u>
 Total Disbursements	 \$	 <u>12,021,209.09</u>
 Total Available Cash	 \$	 (172,893.77)
 Cash on Hand (in bank) Mar. 1, 2019	\$	1,402,689.55
Less Outstanding Checks	\$	<u>1,575,583.32</u>
 Total Available Cash	 \$	 (172,893.77)
 Local Government Investment Pool - General	 \$	 20,419,725.03
Dana Investments	\$	29,033,764.63
Local Government Investment Pool -Clerk of Courts	\$	26,933.49
Local Government Investment Pool -Farmland Preservation	\$	175,906.13
Local Government Investment Pool -Parks/Liddle	\$	84,566.50
Local Government Investment Pool -Highway Bond	\$	<u>1,936,246.61</u>
	\$	51,677,142.39
 2019 Interest - Super N.O.W. Account	 \$	 443.00
2019 Interest - L.G.I.P. - General Funds	\$	47,383.35
2019 Interest - DANA Investments	\$	122,898.59
2019 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	335.80
2019 Interest - L.G.I.P. - Farmland Preservation	\$	698.49
2019 Interest - L.G.I.P. - Clerk of Courts	\$	106.94
2019 Interest - L.G.I.P. - Highway Bond	\$	<u>7,688.44</u>
Total 2019 Interest	\$	179,554.61

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

RESOLUTION NO. 2018-92

WHEREAS, Barbara A. Frank started her service to Jefferson County in the Human Services Department as a payroll clerk commencing March 30, 1981 and also held various positions in the Courthouse until her election as the Jefferson County Clerk, and

WHEREAS, Barbara A. Frank, served as the Jefferson County Clerk commencing February 11, 1997 until April 3, 2019, where she served over 22 years, for a combined total of 38 years of dedicated public service to Jefferson County, and

WHEREAS, Barbara A. Frank has unselfishly devoted herself to making Jefferson County a better place in which to live, work, and play, and

WHEREAS, Barbara A. Frank has demonstrated integrity in the administration of her duties that serves as a guide for all those she came in contact with, and

WHEREAS, Barbara A. Frank has demonstrated her professionalism through her never ending resolve to find that one supervisor who was unable to “lock in” his or her vote, and through her subtle eye rolling at the County Board Chair rather than publically chastising him, and

WHEREAS, Barbara A. Frank has taught us the importance of the “R” words – recounts and recalls, and

WHEREAS, Barbara A. Frank ensured that the County Administrator and Corporation Counsel she worked with were properly mentored in her role as County Clerk, and

WHEREAS, Barbara A. Frank had determined it is time to become a fulltime Oma, and

WHEREAS, it is fitting for Barbara A. Frank to be recognized by the Jefferson County Board of Supervisors for her dedication and devotion to public service.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors does hereby honor Jefferson County Clerk Barbara A. Frank for her many years of service to Jefferson County and wishes her well in her retirement.

BE IT FURTHER RESOLVED that Barbara A. Frank’s final election as County Clerk on April 2nd is hereby proclaimed as “Barbara A. Frank Day” in Jefferson County.

STATE OF WISCONSIN)
)ss
COUNTY OF JEFFERSON)

I, Audrey McGraw, Chief Deputy, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2018-92, adopted at the March 12, 2019, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 12th day of March 2019.

Audrey McGraw
Chief Deputy, Jefferson County Clerk
Jefferson, Wisconsin

Employee Self Service or ESS

Employee Self Service or ESS has been set up for our new payroll system. This makes payroll information and accrual information available to employees through the internet. We will be turning off the printed paper copies for all employees who were accessing their payroll information electronically before we started the new system.

To login go to the website and click on citizen self service. When you login you may get a message Access Denied: You do not have permission to view the requested page. Just ignore this and click on Home. Once logged in click on Employee Self Service and look at whatever information you would like to see.

Following are instructions for use:

Website: <https://selfservice.jeffersoncountywi.gov>

User Names – Employee's legal first name followed immediately by their 5 digit employee number i.e. James Smith employee number 12345 will be user –james12345. (Not case sensitive)

Password – Your original set up will be the last 4 digits of your social security number, after you log in the 1st time please change this for security purposes. Your password should be a minimum of 6 characters, this is case sensitive.

https://jeffersoncountywi.gov/munis/

Home | Jefferson County Employee App... | MUNIS OnLine Home Page

File Edit View Favorites Tools Help

e-verify Login | Spectrum | AlertSense Admin - Login | Home | Jefferson County Employee... | Kronos iSeries Central - E... | Kronos Manager | Mail - TerriP@jeffersonco... | Welcome to Jefferson Co...

tyler | **Munis Self Service** | **Log In**

MUNIS Self Services

- Home**
- Citizen Self Service**
- Vendor Self Service

Type here to search

Taskbar icons: File Explorer, Edge, Chrome, Firefox, Word, PowerPoint, Outlook, etc.

System tray: 10:37 AM, 3/8/2019

Login

Username

Forgot your username?

Password

Forgot your password?

- [Home](#)
- [Citizen Self Service](#)
- [Vendor Self Service](#)

Login

Username
lenr21573

[Forgot your username?](#)

Password

[Forgot your password?](#)

- [Home](#)
- [Citizen Self Service](#)
- [Vendor Self Service](#)



Access denied

⚠ You do not have permission to view the requested page.



Ignore This!

[Employee Self Service](#)

Welcome to Employee Self Service

Announcements

Personal information

Email
Alternate email: ktikostroski@charter.net

Time off

	Currency Available	Earned
VACATION	160.75	190.00
SICK	695.50	695.50
FL HOLIDAY	8.00	8.00
HOLIDAY	64.00	72.00
RANDOM HRS	40.00	40.00
VACA EARN	26.66	26.66

- Employee Self Service**
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off

[J](#)
[F](#)
[M](#)
[A](#)
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[S](#)
[O](#)
[N](#)
[D](#)

2019

Paychecks

Last Paycheck: 2/28/2019

Year to date

Previous paychecks

2/28/2019	Details
2/14/2019	Details
1/31/2019	Details
1/17/2019	Details
1/3/2019	Details

- Tools**
- [Paycheck simulator](#)
 - [View last year's W2](#)
 - [View your W4](#)

- Employee Self Service**
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off

Pay/Tax Information

Year: 2019

Check Date	Pay Period	Status	Gross Pay	Net Pay
2/28/2019	2/5/2019 - 2/16/2019	Cleared		Details
2/14/2019	1/30/2019 - 2/2/2019	Cleared		Details
1/31/2019	1/6/2019 - 1/13/2019	Cleared		Details
1/17/2019	12/23/2018 - 1/3/2019	Cleared		Details
1/3/2019	12/7/2018 - 12/22/2018	Cleared		Details

Employee Self Service

Certifications

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Total Compensation

Personal Information

Time Off

Browser address bar: <https://selfservice.jeffersoncountywi.gov/1055/employees/EmployeeInfo/W2.aspx>

Page title: W-2 Information

Navigation: Home, File, Edit, View, Favorites, Tools, Help

Quick Links: e-verify Login, Spectrum, AlertSense Admin - Login, Home, Jefferson County Employee..., Kronos iSeries Central - E..., Kronos Manager, Mail - TerriP@jeffersonco..., Welcome to Jefferson Co...

Logo: tyler

Section: MyHR Self Service

Text: PALM COUNCIL/1011/11/14

W-2 Information

Year:

No W2s could be found.

- Employee Self Service
- Certifications
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Total Compensation
- Personal Information
- Time Off

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Windows taskbar: Type here to search

Taskbar icons: File Explorer, Edge, Word, PowerPoint, Outlook, OneDrive, etc.

System tray: 8:49 AM, 3/8/2019

Browser address bar: <https://selfservice.jeffersoncountywi.gov/1055/employees/EmployeeInfo/1099R/1099RPage.aspx>

Page title: 1099-R

Navigation: Home, File, Edit, View, Favorites, Tools, Help

Quick Links: e-verify Login, Spectrum, AlertSense Admin - Login, Home, Jefferson County Employee..., Kronos iSeries Central - E..., Kronos Manager, Mail - TerriP@jeffersonco..., Welcome to Jefferson Co...

Logo: tyler

Section: MyHR Self Service

Text: PALM COUNCIL/1011/11/14

1099-R

There are no 1099-R forms to display.

- Employee Self Service
- Certifications
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Total Compensation
- Personal Information
- Time Off

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Windows taskbar: Type here to search

Taskbar icons: File Explorer, Edge, Word, PowerPoint, Outlook, OneDrive, etc.

System tray: 8:50 AM, 3/8/2019

W-4 Information

FEDERAL

Marital status
SINGLE
Exemptions
4
Additional amount
\$0.0000

WISCONSIN

Marital status
SINGLE
Exemptions
4
Additional amount
\$0.0000

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

[YTD Information](#)

[W-2](#)

[1099-R](#)

[W-4](#)

[Paycheck Simulator](#)

[Total Compensation](#)

[Personal Information](#)

[Time Off](#)

Personal Information

Access to employee information has been disabled.

General

Name	Alternate email address	Hire date
PALM-KOSTROSKI, TERRI M	tkkostroski@charter.net	3/27/2000
Employee ID	Primary location	Service date
21573	HUMAN RESOURCES	3/27/2000
SSN	Check location	Original hire date
XXX-XX-XXXX		3/27/2000
Active status	Supervisor	
ACTIVE	BENJAMIN P WEHMEIER	
Personnel jobs	Supervisor email	
FT BENEFIT ELIGIBLE GENERAL	BENJAMINW@JEFFERSONCOUNTYWI.GOV	

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

[Personal Information](#)

[Time Off](#)

