

**GENERAL FINANCIAL CONDITION  
JEFFERSON COUNTY WISCONSIN  
March 1, 2020**

Available Cash on Hand		
February 1, 2020	\$	628,860.26
February Receipts	\$	<u>12,484,996.42</u>
Total Cash	\$	13,113,856.68
Disbursements		
General - February 2020	\$	12,223,578.74
Payroll - February 2020	\$	<u>1,514,744.75</u>
Total Disbursements	\$	<u>13,738,323.49</u>
Total Available Cash	\$	<b>(624,466.81)</b>
Cash on Hand (in bank) March 1, 2020	\$	1,164,388.08
Less Outstanding Checks	\$	<u>1,788,854.89</u>
Total Available Cash	\$	<b>(624,466.81)</b>
Local Government Investment Pool - General	\$	22,273,549.96
Dana Investments	\$	30,163,270.29
Local Government Investment Pool -Clerk of Courts	\$	27,503.51
Local Government Investment Pool -Farmland Preservation	\$	179,629.04
Local Government Investment Pool -Parks/Liddle	\$	86,356.26
Local Government Investment Pool -Highway Bond	\$	<u>9.62</u>
	\$	52,730,318.68
2020 Interest - Super N.O.W. Account	\$	279.61
2020 Interest - L.G.I.P. - General Funds	\$	36,062.33
2020 Interest - DANA Investments	\$	132,890.79
2020 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	228.33
2020 Interest - L.G.I.P. - Farmland Preservation	\$	474.96
2020 Interest - L.G.I.P. - Clerk of Courts	\$	72.72
2020 Interest - L.G.I.P. - Highway Bond	\$	<u>32.42</u>
Total 2020 Interest	\$	170,041.16

JOHN E. JENSEN  
JEFFERSON COUNTY TREASURER



**JEFFERSON COUNTY TREASURER  
JOHN E. JENSEN**

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March 10, 2020

**TO THE HONORABLE BOARD OF SUPERVISORS, JEFFERSON COUNTY, WISCONSIN**

Members of the Board:

I, John E. Jensen, Treasurer of Jefferson County, am submitting a statement of the cash received and disbursed by Jefferson County during the fiscal year beginning January 1, 2019 and ending December 31, 2019.

Cash Balance January 1, 2019	\$540,252.82	
Receipts for 2019	\$132,775,447.77	
Disbursements for 2019 - General		\$112,565,684.10
Disbursements for 2019 - Payroll		\$19,768,997.40
Cash Balance December 31, 2019		\$981,019.09
<b>Totals</b>	<b><u>\$133,315,700.59</u></b>	<b><u>\$133,315,700.59</u></b>

To cover the required balance on December 31, 2019, there was on deposit as follows:

Premier Bank	\$3,030,253.27
<b>TOTAL BANK BALANCE</b>	<b><u>\$3,030,253.27</u></b>
Less Outstanding Checks	\$2,049,234.18
<b>Cash Balance December 31, 2019</b>	<b><u>\$981,019.09</u></b>

**TOTAL INTEREST FOR 2019**

Super N.O.W. Account	\$1,348.18
Local Government Investment Pool - General Fund	\$337,757.19
Local Government Investment Pool - Parks/Carol Liddle Fund	\$1,897.23
Local Government Investment Pool - Clerk of Court	\$604.24
Local Government Investment Pool- Farmland Preservation	\$3,946.44
Local Government Investment Pool- Highway Bond	\$38,133.18
Dana Investments	\$863,042.09
<b>Total Interest</b>	<b><u>\$1,246,728.55</u></b>

**John E. Jensen  
Jefferson County Treasurer**

**CHAPTER III**  
**BOARD OF SUPERVISORS**  
**RULES OF ORDER 2020-2022**

**3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.**

**1. County Board Meeting Schedule**

- a) Regular and special meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business unless otherwise established by rule. Regular meetings of the Board shall be held on the following dates unless special elections occur on County Board meeting dates, in which case the Board meeting will be held on the Monday preceding the election. [Am. 08/08/06, Ord. 2006-13; 03/11/08, Ord. 2007-34; 3/13/12, Ord. 2011-24]:

Tuesday, April 21, 2020 at 5:00 p.m.	Tuesday, April 20, 2021 at 5:00 p.m.
Tuesday, May 12, 2020	Tuesday, May 11, 2021
Tuesday, June 9, 2020	Tuesday, June 8, 2021
Tuesday, July 14, 2020	Tuesday, July 13, 2021
Monday, August 10, 2020	Tuesday, August 10, 2021
Tuesday, September 8, 2020	Tuesday, September 14, 2021
Tuesday, October 13, 2020	Tuesday, October 12, 2021
Tuesday, October 27, 2020	Tuesday, October 26, 2021
*Tuesday, November 10, 2020	*Tuesday, November 9, 2021
Tuesday, December 8, 2020	Tuesday, December 14, 2021
Tuesday, January 12, 2021	Tuesday, January 11, 2022
Tuesday, February 9, 2021	Tuesday, February 8, 2022
Tuesday, March 9, 2021	Tuesday, March 8, 2022
	Tuesday, April 19, 2022 at 5:00 p.m.

\*Annual Meeting (Required by Statute)

[am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/16; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-11, 08/13/2018; Ord. No. 2018-21, 12/11/2018; Ord. No. 2019-10, 11/12/2019]

- b) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]
- c) In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04/19/2016]
2. Board meetings shall commence at 7:00 p.m., except for April meetings which shall commence at 5:00 p.m., and the January 8, 2019 meeting which shall commence at 6:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03/11/2014; Ord. 2017-04, 06/13/2017; Ord. No. 2018-21, 12/11/2018]

**3. Attendance**

- a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time to which to adjourn and adjourn. [am. 08/13/2013, Ord. No. 2013-09]
- b) County Board members who cannot attend a Board meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08/13/13, Ord. No. 2013-09; Ord. No. 2018-01, 04/17/2018]

**4. For the April organizational meeting held in even-numbered years the order of business shall be:**

- a) Call to order.
- b) Administration of oath of office and roll call by County Clerk.
- c) Pledge of allegiance.
- d) Certification of compliance with Open Meeting Law.
- e) Approval of the agenda.
- f) Adoption of rules of order.
- g) Election of Chair and Vice Chairs.
- h) Committee elections, if called for by the rules.
- i) Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting.

[Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03/11/2014; Ord. No. 2018-01, 04/17/2018]

**5. The order of business for all other Board meetings shall be as follows:**

- a) Call to order
- b) Roll call by County Clerk
- c) Pledge of allegiance
- d) Certification of compliance with Open Meeting Law
- e) Approval of the agenda
- f) Approval of minutes of last meeting
- g) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- h) Public comment
- i) Annual reports of department heads
- j) Committee reports, resolutions and ordinances
- k) Committee and Board appointments
- l) Announcements
- m) Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair

[Am. 02/14/06, Ord. 2005-47; am. and re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. No. 2016-24, 03/14/17; Ord. No. 2018-01, 04/17/2018]

**6. The Chair may limit the number of persons addressing the Board under Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, so as to prevent repetition. The length of time allocated to any person addressing the Board under Section 3.01(5)(h) shall not exceed 3 minutes unless unique circumstances support the Chair allowing a longer period of time which may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. The County Board may extend public comment beyond 30 minutes by two thirds**

majority vote of the County Board members present. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03; Ord. No. 2018-01, 04/17/2018]

### **3.02 ORGANIZATION.**

1. The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board on the primary ballot shall be declared elected.

Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

2. The County Board Chair shall preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order, and shall countersign all ordinances of the Board. The Chair shall countersign all county orders, transact all necessary Board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Ord. No. 2018-01, 04/17/2018]
3. In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
4. In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
5. In case of the absence of the Chair and both Vice Chairs for any meeting, the members present shall choose a temporary Chair.
6. The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair. All members of Committees, Boards, Commissions or Other Bodies must attend meetings personally to be considered present for voting purposes, per diem payments and expense reimbursement. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]

7. In the event the position of Chair, First Vice Chair or Second Vice Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) within sixty (60) days of it becoming vacant. Until such vacant position is filled, the First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chair and shall be paid meeting fees and the monthly salary to which the Chair would be entitled until such time as the Board elects a successor. The Second Vice Chair shall assume the duties of First Vice Chair when such position is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04/19/2016]

### **3.03 BOARD PROCEDURE.**

1. Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.
2. Upon being recognized, a member shall rise in place, and using the microphone, address the Chair, and shall not be interrupted except by a call to order. If called to order by the Chair the member shall be seated and shall not proceed without permission of the Chair.
3. No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chair. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.
4. No member present at the initial roll call shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]
5. A member with a conflict of interest shall advise the Clerk and the Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. The minutes shall reflect the member's statement and the fact that the member has abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]
6. All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]
7. Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the entire membership of the Board. [Ord. No. 2018-01, 04/17/2018]
8. On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine. [Ord. No. 2018-01, 04/17/2018]
9. All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by the County Administrator, a County Board member or a County Committee, Board, Commission or Other Body. Resolutions and ordinances not introduced by a committee or the County Administrator shall be referred to an appropriate committee by the Chair. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chair not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.

All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and have been reviewed by the County Administrator, Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]

10. Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk by 4:30 p.m. on the day of the County Board meeting. The County Board Chair may, at his/her discretion, allow persons to be placed on the agenda to address the Board. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]
11. Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]
12. Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects any Board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda. [Ord. No. 2018-01, 04/17/2018]
13. Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

#### **3.04 DUTIES OF OFFICIALS.**

1. The County Administrator shall review the written agenda of all matters which are to be brought before the Board or Board committees. Agendas shall be based on input from the Board Chair or the Committee Chair respectively. The County Administrator shall attend Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for consideration. The County Administrator shall have authority to settle claims against the County in amounts up to \$25,000 after consulting with the County's insurance carrier and Corporation Counsel. [Ord. No. 2014-09, 06/10/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
2. The County Treasurer shall prepare and present to the County Board a complete monthly financial statement which includes the County's financial condition and the investment of surplus funds. [am. 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
3. The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chair or Committee Chair. The Clerk shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the County Administrator's Office. Agendas for County Board meetings shall be created by the County Clerk or the Clerk's designee prior to distribution under the direction of the Board Chair or the Committee Chair. The Clerk shall keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of Board meetings and committee meetings; make regular entries of the Board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1), Wis. Stats.; and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions pursuant to § 59.23, Wis. Stats. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2018-01, 04/17/2018].
4. The Corporation Counsel or designee shall attend Board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
5. The County Board Reporter or other designee of the County Clerk shall attend all County Board meetings and perform the duties as required by s. 59.23, Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

#### **3.05 STANDING COMMITTEES.**

1. Standing committees of the Board shall be appointed for two-year terms by the Chair of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal

appointment of new committees, the Chair may appoint temporary committees and Committee Chairs to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.

The Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07/09/2013; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

2. Standing committees of the Board and duties shall be as follows:

a) **BROADBAND WORKING GROUP** – Five to Seven County Board members appointed by the County Board Chair, consisting of at least one member of the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from Planning and Zoning Committee; and one member from the Executive Committee with the remaining members selected by the County Board Chair. Working group will be responsible for policy oversight of the expansion and improvement of Broad Band within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy. The Working Group will dissolve at the end of the 2020-2022 County Board term.

b) **BUILDINGS and GROUNDS COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to implement policy on the use of County buildings by organizations not connected with County government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval.

When the County Board has authorized construction of, additions to or remodeling of a County building, the Committee shall review proposals and make a recommendation to the County Board in accordance with the County Purchasing Policy.

The Committee shall provide policy oversight to the Information Technology Department and the Central Services Department and shall have policy oversight for conservation of resources and sustainability practices in County facilities and operations. [Am. 03/14/06, Ord. 2005-48b; Ord. No. 2007-38, 03/11/2008; 08/12/08, Ord. 2008-17; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

c) **EXECUTIVE COMMITTEE** - Five members consisting of the County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Executive Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This



Committee shall also provide policy oversight to the Clerk of Courts, County Clerk and Corporation Counsel with regard to matters pertaining to said offices and be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan and serve as a liaison to other local, county and state governments on behalf of Jefferson County. The Executive Committee is authorized to review proposed resolutions from the Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. The Committee Chair or designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

Matters pertaining to proposed state legislation or other matters of statewide concern, proposed County Board rule amendments and County Board minutes shall be handled by the Committee. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from any meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Executive Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]

The Board Chair or designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- d) **FAIR PARK COMMITTEE** - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and approve and amend the Fair Premium Book. The Fair Park Director and Fair Park Committee may approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10/11/16; Ord. No. 2018-01, 04/17/2018]
- e) **FINANCE/HUMAN RESOURCES COMMITTEE** - Seven members appointed by the County Board Chair consisting of seven County Board Supervisors. This Committee shall receive the proposed County budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d; Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014-11, 07/08/2014; Ord. No. 2018-01, 04/17/2018].

The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. This Committee shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department and Veterans Service Commission. [Ord. No. 2018-01, 04/17/2018]

The Committee shall review insurance to be carried and also the insurance carrier to which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018].

The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018].

The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24].

The Committee, on a case by case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15). [Ord. 2016-01, 04/19/2016].

Unless otherwise provided by statute or ordinance, the Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008; Ord. No. 2018-01, 04/17/2018].

The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016, Ord. No. 2018-01, 04/17/2018].

[Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016].

The structure and function of this Committee shall be reviewed annually by the County Board.

The Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance pursuant to s. 59.26(8)(b), Wis. Stats., as the Grievance Committee, or the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of the various departments. The Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018].

- f) **HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]
- g) **LAND AND WATER CONSERVATION/ UNIVERSITY EXTENSION EDUCATION COMMITTEE** - Seven members appointed by the County Board Chair consisting of not less than five County Board Supervisors. The Chair of the FSA (Farm Service Agency or his/her designee) shall serve on this Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall serve as the designated land conservation committee as required in Wisconsin

Statutes 92.06(1)(a) and as the Committee on agriculture and extension education as outline in Wisconsin Statutes 59.56 (b).

This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016].

This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11; Ord. No. 2018-01, 04/17/2018].

- h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide policy oversight on issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(a)(3), Wis. Stats., the County Board Chair shall designate a member of the Committee to act as Chair when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20; Ord. No. 2018-01, 04/17/2018]

This Committee shall provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- i) PARKS COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts to meet its agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties. The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29; Ord. No. 2018-01, 04/17/2018]
- j) PLANNING AND ZONING COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2) and (3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and County ordinances not specifically delegated to the Zoning Board of Adjustment. The Committee shall handle applications for conditional use permits and all proposed amendments to the County Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a County Land Use Plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such County planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Planning and Zoning Committee shall provide policy oversight to the Land Information Office, Planning and Zoning Department and Register of Deeds in matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. The Committee shall also have the powers and duties set forth in state statutes. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37; Ord. No. 2018-01, 04/17/2018]

- k) **SOLID WASTE COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall address the County's solid waste needs by operating hazardous waste removal programs, overseeing the County's interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord. 2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

### **3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.**

- 1. The following Boards, Commissions, Committees and Other Bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule. The Chair or either Vice Chair may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote. [Am. 03/14/06, Ord. 2005-49a; Ord. No. 2018-01, 04/17/2018]

- a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- b) **BRIDGES FEDERATED LIBRARY SYSTEM BOARD** – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member's appointment shall cease if the County Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- c) **COMMUNITY ACTION COALITION** - Members appointed by the County Board Chair consisting of County Board Supervisor(s) or other members of the public. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual's basic needs and to build skills to reach self-sufficiency. [Ord. No. 2018-01, 04/17/2018] [Ord. No. 2003-39, 03/09/2004; Ord. No. 2007-49, 03/11/2008; Ord. No. 2008-01, 04/15/2008; Ord. No. 2011-24, 03/13/2012; Ord. No. 2015-19, 11/10/2015; Ord. No. 2016-01, 04/19/2016]
- d) **COMMUNITY JUSTICE COLLABORATING COUNCIL** – Seventeen members whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief and Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, two members of the public, Corporation Counsel, Health Department Director and Child Support Office representative. The Council shall create by-laws including establishing term lengths for members, meet at least

quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Community Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-08, 07/10/2018]

- e) **COUNTY BOARD OF HEALTH** - Five members appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. The County Board of Health shall meet quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chair. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

- f) **ECONOMIC DEVELOPMENT CONSORTIUM** - Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

NOTE: **FARMLAND CONSERVATION EASEMENT COMMISSION** [Repealed by Ord. No. 2016-01, 04/19/2016]

NOTE: **HISTORIC SITES PRESERVATION COMMISSION** [04/15/08, Ord. 2008-02; re-lettered 3/13/12, Ord. No. 2011-24; Ord. No. 2015-19, 11/10/2015; repealed by Ord. No. 2016-19, 02/14/2017]

- g) **HISTORIC SITES PRESERVATION COUNCIL** - Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]

- h) **HOME CONSORTIUM BOARD** - The County Board Chair shall appoint three county representatives pursuant to the controlling intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

- i) **HUMAN SERVICES BOARD** - Seven members appointed by the County Administrator and confirmed by the County Board. This is the governing and policymaking Board for the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a Chair and Vice Chair who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

- i. **AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE** - The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]

- ii. **NUTRITION PROJECT COUNCIL** – The Human Services Board shall appoint a Nutrition Project Council pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
  - j. **JEFFERSON COUNTY LIBRARY BOARD** - Seven members, appointed by the County Administrator and confirmed by the County Board, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two County Board Supervisors, representatives of existing library Boards and persons residing in municipalities not served by libraries. A County Board member's appointment shall cease if the County Board member's term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
  - k. **LAKE RIPLEY MANAGEMENT DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g, effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
  - l. **LAND INFORMATION COUNCIL** – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land and Water Conservation Director, the Information Technology Director, the Land Information Office Director and the Real Property Lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the County, (4) a public safety or emergency communications representative employed within the County, (5) the County surveyor or a registered professional land surveyor employed within the County. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06/10/2014; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or County position designated for membership. Other council members appointed by the County Administrator shall serve three-year terms. The County staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees.
- The Land Information Council shall bring forward matters that need to go before the County Board through the Planning and Zoning Committee. [cr. 07/13/10, Ord. 2010-09; Ord. No. 2018-01, 04/17/2018]
- m. **LOCAL EMERGENCY PLANNING COMMITTEE** – Thirteen members appointed in accordance with s. 59.54(8), Stats., and applicable federal law. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015]
  - n. **LOWER SPRING LAKE PROTECTION and REHABILITATION DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
  - o. **MARSH COUNTRY HEALTH ALLIANCE** - One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care and Rehabilitation. [Ord. No. 2018-01, 04/17/2018]



- p. **SHERIFF'S CIVIL SERVICE COMMISSION** – Five members appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- q. **SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM** – Six members consisting of the Chair of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local Board. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- r. **TRAFFIC SAFETY COMMISSION** – Statutorily designated persons with the balance of the 12 members appointed to indeterminate terms by the County Administrator and confirmed by the County Board in accordance with s. 83.013, Wis. Stats. The Jefferson County Highway Commissioner shall serve as the County Highway Safety Coordinator. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- s. **VETERANS SERVICE COMMISSION** - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08/12/08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- t. **WISCONSIN COUNTIES UTILITY TAX ASSOCIATION** – One member appointed by the County Board Chair. The Association's mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- u. **WISCONSIN RIVER RAIL TRANSIT COMMISSION** – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- v. **ZONING BOARD OF ADJUSTMENT** - Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694, Wis. Stats. The Zoning Board of Adjustment shall be comprised of non-County Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land and Water Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County

Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

### **3.07 RULES OF COUNTY BOARD STANDING COMMITTEES**

[Ordinance No. 2015-01, 04/21/15; Ord. No. 2018-01, 04/17/2018]

1. The committee shall select its Chair, Vice-Chair and Secretary, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chair, Vice-Chair or Secretary may be removed by majority vote of the committee. [am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018].
2. A majority of the members of any committee, shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.05 may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or will be unable to attend meetings for an extended period. Such temporary appointment shall terminate when the original member is once again available for meetings. [Ord. No. 2015-01, 04/21/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
3. Each committee shall select a secretary. The Clerk shall keep and preserve the minutes of meetings and attendance in the format determined by the County Clerk. The secretary shall sign the minutes and file the original copies in the office of the County Clerk. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
4. The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each Chair shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3), Wis. Stats., at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
5. Members of committees shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
6. No committee may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending 13 conventions. Committees may hold additional emergency meetings on call of their Chairs and with prior approval of the County Board Chair. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
7. Except as provided herein, the members of all County Board standing committees may receive a per diem, meeting fees, mileage and reimbursed expenses as authorized by the County Board Rules. This shall include county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04/21/2015; Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]
8. Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately and maintain its own minutes. For voting purposes, all committee members shall vote as a member of either or both committees of which they have been appointed or designated to serve on. The County Board Chair shall chair the meeting or designate a



temporary Chair for such purpose, who shall preside over both committees when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

9. All agendas of County committees shall have an agenda item designated as "public comment." Public comment shall be administered by the Chair in the same manner as required for County Board meetings in Chapter III, Board of Supervisors Rules of Order 2018 – 2020, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

### **3.08 OPEN MEETINGS.**

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes. [Ord. No. 2018-01, 04/17/2018]
2. It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided. [Ord. No. 2018-01, 04/17/2018]
3. The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:
  - a) Deliberating after any judicial or quasi-judicial trial or hearing;
  - b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
  - c) Considering employment, promotion, compensation or performance valuation data of any county Employee;
  - d) Considering strategy for crime detection or prevention;
  - e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
  - f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
  - g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;
  - h) Consideration of requests for confidential written advice from the Ethics Code Administrator.[Ord. No. 2018-01, 04/17/2018]
4. Neither the County Board or any committee, board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by

law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse. [Ord. No. 2018-01, 04/17/2018]

5. The election of County Board Chair and County Board Vice Chairs shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government. [Ord. No. 2018-01, 04/17/2018]
6. No member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board; however, no person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.
7. The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board or commission involved until such time as the purpose necessitating such closed session no longer exists. [Ord. No. 2018-01, 04/17/2018]
8. **Vacancies.** If a vacancy occurs on the Board, the County Board Chair shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy subject to confirmation by majority vote of the County Board of Supervisors. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the Board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. [Ord. No. 2014-31, 12/09/14; Ord. No. 2018-01, 04/17/2018]

### **3.09 REMOTE ATTENDANCE.**

The County hereby adopts the following rules for electronic attendance of Standing Committees as defined in the County Board Rules under section 3.05 and for certain Boards, Commissions, Committees and other Bodies as defined in 3.06 as follows: (c) Board of Health, (d) Community Justice Collaborating Council, (f) Historic Preservation Council, (h) Human Services Board and (q) Veterans Service Commission. Remote attendance for County Board meetings is strictly prohibited.

1. **Rules statement.** It is the decision of the Jefferson County Board that any Member appointed to a Committee or Sub-Board may attend any open meeting via electronic means, such as by telephone, video or internet connection; provided that such attendance is in compliance with these rules and any applicable laws.
  - a) Attendance for closed session items is prohibited.
  - b) Final Action/Quasi-Judicial - If a Standing Committee, as defined in 3.05 or Board as defined in 3.06 has been delegated final action authorization by the County Board or through statutory requirement, that member of said Committee or Board must abstained from said vote on said action item. A final action/Quasi-Judicial item is defined to be an agenda item that does not need to move forward to the County Board for final approval or authorization.
  - c) A Member is defined to be an appointee (County Board Supervisor or member of the public) to said Standing Committee under 3.05 of the County Board Rules by the County Board Chair and an appointee (County Board Supervisor or member of the public) to said Board under 3.06 appointed as determined by County Board Rules and/or State Law.
2. **Prerequisites.** A Member may attend a meeting electronically if the member meets the following conditions:
  - a) The Member should notify the County Clerk, Committee/Board Chair and County Administration at least twenty-four hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
  - b) The member must assert one of the following five reasons why they are unable to physically attend the meeting:
    - i. The member cannot attend because of personal illness or disability

- ii. The member cannot attend because of personal employment purposes
- iii. The member cannot attend due to business of the County
- iv. The member cannot attend because of a family or other emergency.
- v. Preplanned absence.

3. **Authorization to participate.** After establishing that there is a quorum physically present at a meeting where a Member desires to attend electronically, the Committee/Board Chair shall state that:

- a) A notice was received by a member in accordance with these rules.
- b) The member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Committee/Board and the Committee Chair/Board shall declare the requesting member present.
- c) After such declaration by the Chair, the question of a member's electronic attendance may not be reconsidered.
- d) The Chair of a Committee/Board may remotely participate as authorized by this rule; however, they will not be authorized to Chair the meeting during their time of remote attendance.

4. **Adequate equipment required.** The member participating electronically and other members of the Committee/Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the County will provide equipment adequate to accomplish this objective at the meeting site where practicable. If unable to do so, the request will not be allowed. The member requesting remote attendance is responsible for appropriate equipment for their attendance from their location.

5. **Minutes.** Any Member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting if the Member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

6. **Rights of remote member.** A Member permitted to attend electronically will be able to express their comments during the meeting and participate in the same capacity as those Members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The Member attending electronically shall be heard, considered, and counted as to any vote taken with the exception of Closed Session items and those votes where the Committee/Board is the final action.

Accordingly, the name of any Member attending electronically shall be called during any vote taken, and their vote counted and recorded by the Committee Secretary and placed in the minutes for the corresponding meeting. A Member attending electronically may leave a meeting and return as in the case of any Member, provided the Member attending electronically shall announce their leaving and returning.

7. **Compensation.** A member will be paid per diem for attendance at the meeting but will not be paid mileage.

8. **Report.** County Administration will provide a report of Members utilizing remote attendance to the full County Board annually before May 1st, starting May 1, 2021.

### **3.10 AMENDMENTS TO RULES.**

Amendments to these rules of order may be made by a two-thirds vote of the members attending the Board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rule pertaining to amendments may be suspended only upon unanimous consent of the Board members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) and (2) may be amended upon majority vote at any regular meeting without necessity of laying such amendment over until the next regular session or suspension of the rules. Notwithstanding the foregoing, any section hereof may be amended at the County Board's organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting. [Ord. No. 2018-01, 04/17/2018]

Adopted: 04/17/2018

Amended: 07/10/2018; 08/13/18; 12/11/18

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

**Authorizing year-end requests to carry over funds for fiscal year 2019**

Executive Summary

At year end, departments are required to submit carryover requests for funds that are unspent. If the County Administrator approves the request, it is reviewed by the Finance Committee and acted on by the County Board for approval. There is a total of \$41,847,913.60 proposed to be carried over from fiscal year 2019 to fiscal year 2020, and of this amount, \$14,742,662.72 requires County Board approval. This resolution will authorize carryover funds of \$14,742,662.72 from fiscal year 2019 to fiscal year 2020. The Finance Committee considered this resolution at its March 10, 2020, meeting and recommended forwarding this resolution to the County Board for approval.

\_\_\_\_\_

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

WHEREAS, at the close of each fiscal year, it may be desirable to carry over funds in some accounts so that they can be used in the next budget year, and

WHEREAS, the Finance Committee has reviewed the collective requests of all departments to carry over the funds designated in the various accounts below, more particularly set forth in the Finance Committee minutes of March 10, 2020,

Fund Type	Description	Requested Amount	Non-lapsing Request
Governmental funds	Non-spendable	\$ 1,302,943.35	
Governmental funds	Spendable, restricted	1,852,031.54	1,852,031.54
Governmental funds	Spendable, committed	<u>6,417,856.81</u>	6,417,856.81
Governmental funds	Total	<u>\$ 9,572,831.70</u>	
Proprietary funds	Capital net position	\$ 25,802,307.53	
Proprietary funds	Restricted net position	154,258.89	154,258.89
Proprietary funds	Non-restricted net position	<u>6,318,515.48</u>	6,318,515.48
Proprietary funds	Total	<u>\$ 32,275,081.90</u>	

WHEREAS, the Finance Committee recommends certain funds be designated as non-lapsing for fiscal year 2020 in the amounts as listed above.

NOW, THEREFORE, BE IT RESOLVED that the funds in the accounts identified in the Finance Committee minutes of March 10, 2020, and referenced above, totaling \$14,742,662.72, are designated as non-lapsing in the 2019 budget and carried over to the 2020 departmental budgets which are hereby amended in the respective amounts.

*Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage.*

*Explanation of governmental funds: Non-spendable funds are funds that include prepaid items, deposits, and inventory accounts. Spendable, restricted funds are funds that are legally restricted by statutes, contracts, or funding source. Spendable, committed funds are funds that are spendable at the discretion of the County.*

*Explanation of proprietary funds (Highway): Capital net position represents items that are depreciated along with land (which is not depreciated). Restricted net position relates to municipal deposits for subsequent year work by the County. Non-restricted net position includes both required items and discretionary items.*

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

Requested by  
Finance Committee

3-10-2020

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

**JEFFERSON COUNTY, WISCONSIN**  
**Budget Carryover Requests for the year ended December 31, 2019**

Note: When it states "as for 2020 budget" this is what is in the 2020 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.

Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable Fund Bal	Spendable Fund Balances		Total
						Restricted	Committed	
General Rev and Exp	11001	1620*		Prepaid assets	916,162.97			
General Rev and Exp	11001	1610*		Inventory	141,685.52			
General Rev and Exp	11001	594808		Resolution 2015-36 Purchase Park Land of of County Hwy A			34,122.00	
General Rev and Exp	11001	521219		Carry forward professional services budget			12,451.94	
General Rev and Exp	11001	593399		Insurance claims - Z			77,254.07	
General Rev and Exp	11001	593399		Insurance claims - M			74,407.00	
General Rev and Exp	11001	593399		Insurance claims - T			13,833.37	
General Rev and Exp	11001	593399		Insurance claims - WC			45,000.00	
General Rev and Exp	11001	594808		Resolution 2016- Purchase Property at 302 & 304 S Center and 201 E Dodge St			9,882.26	
General Rev and Exp	11002	599908		Strategic plan initiatives			320,000.00	
General Rev and Exp	11003	699700		Revolving Loan Fund			400,000.00	2,044,799.13
Administration	11101	521219		LTE Assistance with Strategic Plan Initiatives			56,159.08	
Administration	11101	533228		Broadband initiative			45,610.00	
Administration	11101	521219		EMS study final payment			6,650.00	
Administration	11101	532325		Professional development			4,500.00	112,919.08
Central Services	11201	594822		Elevator upgrade - Courthouse			218,820.00	
Central Services	11201	521219		Architect/Engineering			200,000.00	418,820.00
Child Support	11301	532325		Post ARRA incentive funds - training			4,273.00	
Child Support	11301	532325		Medical Support revenue - training			2,586.00	6,859.00
Clerk of Courts	11401	594810		Courtroom technology upgrade			75,000.00	75,000.00
County Board	11602	593409		Remaining 2017 budget for Literacy Council			2,500.00	
County Board	11603	699700		Historical Commission restricted funds carried forward from 2019		2,514.44		5,014.44
County Clerk	11705	699700		Adjust beginning carryover to actual amount		(72.60)		
County Clerk	11705	699700		Budgeted carryover for 2020		113.35		40.75
Economic Development	11901	699701		JCEDC vested benefit reserve budgeted for 2020		28,436.00		
Economic Development	11901	699701		Adjust beginning carryover to actual amount		7,322.26		
Economic Development	11901	699700		Budgeted carryover for 2020		196,591.62		
Economic Development	11901	699700		Adjust beginning carryover to actual amount		51,352.28		
Economic Development	11902	699700		Budgeted carryover for 2020		0.00		
Economic Development	11902	699700		Adjust beginning carryover to actual amount		94,029.11		377,731.27
Emergency Mgmt	12006	699992		Revenue from Hazmat-Train Derailment-Replace supplies			915.50	915.50
Fair Park	12101	521219		Feasibility study			30,000.00	
Fair Park	12103	699800		Adjust beginning carryover to actual amount		16,744.57		
Fair Park	12103	699800		Budgeted carryover for 2020		0.00		46,744.57
Finance Department	12201	594818		Munis Upgrade including Enterprise Asset Management			85,000.00	85,000.00
Human Resources	12301	521219		Assistance with Personnel Ordinance			10,557.40	
Human Resources	12301	594818		ERP System (Tyler Munis)			10,827.85	
Human Resources	12301	521228		Training funds for Leadership Academy			1,264.70	22,649.95



**JEFFERSON COUNTY, WISCONSIN**  
**Budget Carryover Requests for the year ended December 31, 2019**

Land Conservation	12404	699700	DNR Healthy Lakes Grant	2,200.00		
Land Conservation	12407	699700	Adjust beginning carryover to actual amount		(25,479.66)	
Land Conservation	12407	699800	Farmland Preservation, capital as per 2019 budget		157,530.00	134,250.34
Land Information	12503	594819	25305 Building outline delineation County-wide - \$20,000			
Land Information	12503	521219	25303 Parcel fabric - \$22,000			
Land Information	12503	699700	Adjust beginning carryover to actual amount	54,048.28		
Land Information	12503	699700	Budgeted carryover for 2020	48,340.90		102,389.18
Medical Examiner	12701	594821	Crypt at Potter's Field		1,549.52	1,549.52
MIS	77001	594810	Router for internet pipe		8,000.00	
MIS	77001	594810	Servers for Munis v2019		50,000.00	58,000.00
Parks Department	12801	594820	Indian Mounds Park - Signs		5,000.00	
Parks Department	12801	594821	Pohlman Park Silo Improvements		8,800.00	
Parks Department	12801	521219	Update Parks master plan		35,000.00	
Parks Department	12802	699800	Adjust beginning carryover to actual amount	1,897.23		
Parks Department	12802	699800	Remaining Carol Liddle estate funds, budgeted carryover for 2020	84,230.45		
Parks Department	12803	699700	Remaining Carlin Weld Parks funds, restricted by source	(990.01)		
Parks Department	12803	699700	Carlin Weld Park funds as per 2020 budget	10,000.00		
Parks Department	12804	485200	Acquisition of land adjacent to Korth Park - \$337,500 donation revenue			
Parks Department	12804	594808	Acquisition of land adjacent to Korth Park - \$450,000 land acquisition expense			
Parks Department	12804	699700	Acquisition of land adjacent to Korth Park - use of fund balance		112,500.00	
Parks Department	12805	699700	Adjust beginning carryover to actual amount		25,267.65	
Parks Department	12805	699700	Carnes Park Development funds as per 2020 budget		187,944.26	
Parks Department	12807	699700	Remaining Garman Nature Preserve, budgeted carryover for 2020	0.00		
Parks Department	12807	699700	Remaining Garman Nature Preserve, restricted by source	27,028.77		
Parks Department	12808	699700	Remaining Glacial Heritage, restricted by source	18,445.00		
Parks Department	12810	699800	Mountain bike park	4,167.70		
Parks Department	12810	699700	Adjust beginning carryover to actual amount			
Parks Department	12810	699700	TAP Grant engineering and match		550,000.00	
Parks Department	12810	421099	28101 TAP Grant revenue - Interurban Trail - \$620,347.48			
Parks Department	12810	594820	28101 Engineering for Interurban Trail - \$185,904.68			
Parks Department	12810	594829	28101 Land improvements - Interurban trail - \$916,935.30			
Parks Department	12811	699992	Remaining Dog Park funds		65,343.04	
Parks Department	12811	699992	Remaining Dog Park funds as per 2020 budget		43,159.00	
Parks Department	12813	594829	Flood Mitigation Property Management Plan		10,000.00	1,187,793.09
Planning/Zoning	12901	521219	Comprehensive Plan Update/Transportation Plan		62,177.83	
Planning/Zoning	12901	594813	Office printer replacement		8,600.00	
Planning/Zoning	12902	699700	Adjust beginning carryover to actual amount	65,743.52		
Planning/Zoning	12902	699700	Solid Waste funds as per 2020 budget	105,470.42		241,991.77
Sheriff Department	13101	594810	COBAN Detective Interview System		11,260.00	
Sheriff Department	13103	594810	911 Communications Project		1,075,850.00	
Sheriff Department	13103	531314	Radios for 911 communications project		105,000.00	
Sheriff Department	13104	594810	Replacement routers for Annex		9,900.00	
Sheriff Department	13105	594819	Fencing at shooting range		20,000.00	
Sheriff Department	13106	594810	Body scanner for jail intake		150,000.00	
Sheriff Department	13106	699700	31602 Jail health fund reserve		100,000.00	
Sheriff Department	13106	521219	PREA audit for Jail		5,000.00	
Sheriff Department	13108	699700	Adjust beginning carryover to actual amount	(71.23)		
Sheriff Department	13108	699700	Jail assessment funds restricted by Wisconsin Statutes per 2020 budget	219,991.00		
Sheriff Department	13109	699992	31901 Remaining restricted donations - K-9 related	28,318.42		
Sheriff Department	13109	699992	31902 Remaining restricted donations - Community Program	7,204.54		
Sheriff Department	13109	699992	31904 Remaining restricted donations - Honor Guard	2,213.89		



**JEFFERSON COUNTY, WISCONSIN**  
**Budget Carryover Requests for the year ended December 31, 2019**

Sheriff Department	13109	699992	31906	Remaining restricted donations – Tactical Air Wing	94.00			
Sheriff Department	13109	699992	31907	Remaining restricted donations – Dive Team	1,755.79			
Sheriff Department	13109	699992	31908	Remaining restricted donations – DTF (included in 2020 budget)	624.19			
Sheriff Department	13110	699992		Funds restricted by source – Drug Education	65.47			
Sheriff Department	13110	699992		Funds restricted by source – Drug Education as per 2020 budget	1,565.30			
Sheriff Department	13111	699992		Funds restricted by source – Drug Restitution	3,059.63			
Sheriff Department	13111	699992		Funds restricted by source – Drug Restitution as per 2020 budget	7,014.00			
Sheriff Department	13112	699992		Funds restricted by source – Vehicle Forfeiture as per 2020 budget	5,634.43			
Sheriff Department	13113	699992		Funds restricted by source – Drug Task Force	(1,136.94)			
Sheriff Department	13113	699992		Funds restricted by source – Drug Task Force - 2020 budget	4,932.84			
Sheriff Department	13114	699992		Funds restricted by source – Federal Forfeitures	(4,193.68)			
Sheriff Department	13114	699992		Funds restricted by source – Federal Forfeitures as per 2020 budget	207,377.76			
Sheriff Department	13115	699992		Funds restricted by source – CEASE Marijuana as per 2020 budget	201.00			
Sheriff Department	13116	699992		Funds restricted by source – State Forfeitures	(1,457.02)			
Sheriff Department	13116	699992		Funds restricted by source – State Forfeitures as per 2020 budget	37,700.44			1,997,903.83
UW Extension	13301	699700		Donation from Dec 2008 regarding 4-H fees	(1,390.00)			
UW Extension	13301	699700		Donation from Dec 2008 regarding 4-H fees, per 2020 budget	1,680.00			
UW Extension	13301	594813		Tables for rooms 8 & 9	10,000.00			
UW Extension	13302	699700		Adjust beginning carryover to actual amount	(1,339.32)			
UW Extension	13302	699700		UWEX Program as per 2020 budget	2,127.75			
UW Extension	13303	699700		Adjust beginning carryover to actual amount	(1,367.76)			
UW Extension	13303	699700		Remaining funds Agricultural program as per 2020 budget	6,406.89			
UW Extension	13303780	699700		Adjust beginning carryover to actual amount	(303.14)			
UW Extension	13303780	699700		Remaining funds Master Gardener Program as per 2020 budget	3,058.81			
UW Extension	13303781	699700		Adjust beginning carryover to actual amount	(2,382.72)			
UW Extension	13303781	699700		Pesticide Programs as per 2020 budget	8,631.31			
UW Extension	13303782	699700		Adjust beginning carryover to actual amount	176.41			
UW Extension	13303782	699700		Tractor Safety Program as per 2020 budget	3,867.91			29,166.14
Veterans Services	13402	699992		Adjust beginning carryover to actual amount	4,964.00			
Veterans Services	13402	699992		Gift card inventory reserve	1,800.00			
Veterans Services	13402	699992		Budgeted carryover for 2020	0.00			6,764.00
Fleet Management	71000	594811		Fleet modernization	350,000.00			350,000.00
<b>General Fund Totals</b>					<b>1,057,848.49</b>	<b>1,338,507.12</b>	<b>4,909,945.95</b>	<b>7,306,301.56</b>
Health Department	24	351300		Prepaid asset reserve (Prepaid Health Ins paid by Employer)	16,316.66			
Health Department	24	354900		Working capital (3 Month Operating Expense)		391,668.00		
Health Department	24	354900		Working capital (3 Month deficit)		(72,689.66)		
Health Department	4115	699700		Operating to reduce levy as per 2020 budget		124,809.00		460,104.00
Human Services	25	353100		Prepaid asset reserve	228,778.20			
Human Services	66001	531344		Donation Account - Mental Health Recovery		754.37		
Human Services	66002	531344		Donation Account - Zero Suicide		1,266.27		
Human Services	66009	531344		Donation Account - C&F Basket Sale		429.00		
Human Services	66011	531344		Donation Account - Child Abuse		10,999.92		
Human Services	66012	531344		Donation Account - Child/Family		1,889.60		
Human Services	66015	531344		Donation Account - Homeless Families		500.00		
Human Services	66016	531344		Donation Account - Foster Parents		966.39		
Human Services	66017	531344		Donation Account - FP Recruit		2,511.07		
Human Services	66018	531344		Donation Account- Juvenile Justice		1,485.99		
Human Services	66019	531344		Donation Account - Safe & Stable Families		4,020.98		
Human Services	66021	531344		Donation Account - Sports Scholarship		448.00		
Human Services	66022	531344		Donation Account - Books for Babies		271.23		

**JEFFERSON COUNTY, WISCONSIN**  
**Budget Carryover Requests for the year ended December 31, 2019**

Human Services	66025	531344	Donation Account - CSP Consumer Council	528.73	
Human Services	66026	531344	Donation Account - Project YES	840.37	
Human Services	66027	531344	Donation Account - CCS Donations	462.40	
Human Services	66030	531344	Donation Account - United Way Truancy Project	2,836.00	
Human Services	66084	531344	Donation Account - ADRC	100.00	
Human Services	65195	531304	Vehicle escrow	39,426.76	
Human Services	63001	594950	Human Services Reserve Fund		650,000.00
Human Services	65020	555501	Rental assistance for New Beginnings		15,000.00
Human Services	65000	532325	DBT training cost		3,975.00
Human Services	65000	532326	DBT lodging		900.00
Human Services	65001	532325	Motivational interviewing - C&F		24,360.00
Human Services	65210	594813	Motivational interviewing - BH		17,640.00
Human Services	65000	593391	Prior year expenses - hospitalizations		20,000.00
Human Services	65000	554504	Additional hospitalizations in 2020		75,000.00
Human Services	65000	555107	Additional transportation costs for emergency detentions		15,000.00
Human Services	65200	531303	Additional laptops, docking stations, monitors for staff		8,500.00
Human Services	65190	511210	Emergency help for fiscal/compliance		6,500.00
Human Services	65000	511210	Outpatient therapist - 8 months		57,323.96
Human Services	65000	455401	Outpatient therapist - revenue		(19,157.17)
Human Services	65210	594810	Salter for winter maintenance		7,191.00
Human Services	65210	594822	Add swipe card security to approx 7 doors - CSP, LH, intake		15,000.00
Human Services	65210	594810	Water dispensers for HS buildings		14,000.00
Human Services	65210	594822	Duress buttons - not done in 2018/2019		13,200.00
Human Services	65210	594820	Expand LH/CSP parking lot - not done in 2018/2019		12,380.00
					<b>1,235,328.07</b>
Capital Projects	8151	594950	Committed for future projects		571,098.07
					<b>571,098.07</b>

**Total Governmental Funds**

**1,302,943.35    1,852,031.54    6,417,856.81    9,572,831.70**

				<b>Proprietary Funds – Net Position</b>			
				<b>Capital</b>	<b>Restricted</b>	<b>Non-Restricted</b>	<b>Total</b>
Highway Department	5	361100	Capital net position	25,543,265.96			
Highway Department	5	361200	Contributed capital – state salt shed/brine equipment	259,041.57			
Highway Department	5	3625xx	Road equity, multiple municipalities		154,258.89		
Highway Department	5	362600	Restricted for Pension Benefit		0.00		
Highway Department	5	363100	Maintain inventory balances at 2006 levels			(61,845.28)	
Highway Department	5	363200	Over-recovered fringe benefit pool to be allocated in 2016			(33,660.17)	
Highway Department	5	363250	Over-recovered small tools pool to be allocated in 2016			80.29	
Highway Department	5	363260	PBM Reserve			211,323.52	
Highway Department	5	363350	Inventory net position			1,662,295.45	
Highway Department	5	363400	Prepaid asset reserve (Prepaid Health Ins paid by Employer)			62,324.90	
Highway Department	53241	699992	Fixed Asset replacement (machinery operations)			2,691,484.02	
Highway Department	53311	699992	General Maintenance			583,554.15	
Highway Department	53312	699992	Cty Hwy Construction to finish CTH A (Crossmand Rd.-Lake Mills)			780,836.92	
Highway Department	53312	699992	Cty Hwy Construction to finish CTH J (STH 106 to US 12)			100,000.00	
Highway Department	53313	699992	Winter maintenance balance for future Winter Maintenance expense			322,121.68	
<b>Totals</b>				<b>25,802,307.53</b>	<b>154,258.89</b>	<b>6,318,515.48</b>	<b>32,275,081.90</b>

Total all Funds

**41,847,913.60**

**PROCLAMATION NO. 2019-10**

WHEREAS, Supervisor Jim Schroeder served as the County Board Supervisor for District 19 from April 20, 2010 to April 21, 2020, and

WHEREAS, during his time on the Board, Supervisor Schroeder served as County Board Chair for three terms from 2014 to 2020, and

WHEREAS, during his time on the Board, Supervisor Schroeder served with distinction as the County Board Chair, and also served on the Administration and Rules Committee, Building and Grounds Committee, Economic Development Consortium (JCEDC), Executive Committee, Human Resources Committee, Infrastructure, Intercounty Coordinating Committee (ICC), Solid Waste and Air Quality Committee, Strategic Plan Committee, WI County Utility Tax Association (WCUTA), Workforce Development Board of South-Central WI and Finance Committee, and

WHEREAS, Supervisor Schroeder provided valued insight and input on county policy and forward thinking on a wide range of issues to find a balanced solution to opportunities and challenges that arose, and

WHEREAS, Supervisor Schroeder was forward thinking and visionary and established the Task Force on Operations and Organization, established the Strategic Plan Committee and supported the development of the Broadband Working Group, and

WHEREAS, Supervisor Schroeder looked at and supported new ideas for the future of local government to include advancing ideas internally, such as Priority Based Budgeting and promotion of collaborative efforts with other counties, communities, non-profits and business to build an ecosystem that benefited all stakeholders, and

WHEREAS, Supervisor Schroeder will be remembered for his time as Chair in an effort to provide inclusiveness with the Board and an effort to maintain focus on local issues and the future vision of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10<sup>th</sup> day of March 2020, does hereby honor Supervisor Jim Schroeder for his public service and wishes him all happiness and prosperity in the years to come.

STATE OF WISCONSIN                     )  
                                                           ) ss  
COUNTY OF JEFFERSON                 )

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Proclamation No. 2019-10, adopted at the March 10, 2020, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 10<sup>th</sup> day of March, 2020.

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Audrey McGraw  
Jefferson County Clerk  
Jefferson Wisconsin

**PROCLAMATION NO. 2019-09**

WHEREAS, Supervisor James Mode served as the County Board Supervisor for District 20 from April 15, 2008, to April 21, 2020, and

WHEREAS, during his time on the Board, Supervisor Mode served in numerous leadership roles to include 1<sup>st</sup> and 2<sup>nd</sup> Vice Chair of the County Board, and long-term Board Chair of the Human Services Board, and

WHEREAS, during his time on the Board, Supervisor Mode served with distinction as the 1<sup>st</sup> and 2<sup>nd</sup> Vice Chair of the County Board, and also served on the Executive Committee, Administration and Rules Committee, Aging and Disability Resource Center Advisory Committee (ADRC), Broadband Working Group, County Administrator Search Committee, Economic Development Consortium (JCEDC), Farmland Conservation Easement Commission, Human Resources Committee, Human Services Board, Human Services Personnel/Finance Committee, Marsh Country Health Alliance Commission, Rock River Koshkonong Association, Strategic Plan Committee and Finance Committee, and

WHEREAS, Supervisor Mode served as Human Service Board Chair for 14 years, providing guidance and policy leadership to the Department, and

WHEREAS, Supervisor Mode served as on the Executive Board of the Wisconsin County Human Services Association and as Chairperson, attending monthly meetings in Stevens Points for over 10 ten years, and

WHEREAS, Supervisor Mode provided valued insight and input on county policy on a wide range of issues, utilizing his diverse background in balancing policy decisions for all stakeholders of the County, and

WHEREAS, Supervisor Mode will be remembered for his steadfast service to his constituents, providing a respected voice of reason and forward thinking for the needs of future generations and to all the people of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10<sup>th</sup> day of March 2020, does hereby honor Supervisor James Mode for his public service and wishes him all happiness and prosperity in the years to come.

STATE OF WISCONSIN                    )  
                                                      ) ss  
COUNTY OF JEFFERSON                )

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Proclamation No. 2019-09, adopted at the March 10, 2020, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 10<sup>th</sup> day of March, 2020.

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Audrey McGraw  
Jefferson County Clerk  
Jefferson Wisconsin

**PROCLAMATION NO. 2019-08**

WHEREAS, Supervisor Ed Morse served as the County Board Supervisor for District 13 from April 20, 2010, to April 21, 2020, and

WHEREAS, during his time on the Board, Supervisor Morse served with distinction on the Board of Health, the Land and Water Conservation Committee, the Law Enforcement and Emergency Management Committee, Parks Committee, UW Extension Education Committee, the Historic Sites Preservation Commission and was the first chair of the newly created Historic Sites Preservation Council, and

WHEREAS, Supervisor Morse provided valued insight and input on county policy on a wide range of issues, and

WHEREAS, Supervisor Morse will be remembered for his soft-spoken but steadfast service to his constituents and to all the people of Jefferson County and particularly for his keen interest in documenting and preserving the county's historic places for the benefit of future generations.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10<sup>th</sup> day of March 2020, does hereby honor Supervisor Ed Morse for his public service and wishes him all happiness and prosperity in the years to come.

STATE OF WISCONSIN                    )  
                                                          ) ss  
COUNTY OF JEFFERSON                )

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Proclamation No. 2019-08, adopted at the March 10, 2020, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 10<sup>th</sup> day of March, 2020.

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Audrey McGraw  
Jefferson County Clerk  
Jefferson Wisconsin

**PROCLAMATION NO. 2019-07**

WHEREAS, Peter Hartz served as the County Board Supervisor for District 12 from April 15, 2014, to April 21, 2020, and

WHEREAS, during his time on the Board, Supervisor Hartz served with distinction on the Land and Water Conservation Committee, UW Extension Education Committee, Fair Park Committee and Solid Waste Committee, and

WHEREAS Supervisor Hartz was a valued member of the Board working to make Jefferson County a better place for all county residents present and future, particularly on issues of land stewardship and environmental conservation, and

WHEREAS, Supervisor Hartz will be remembered for his calm demeanor, leadership and dedication to serving the people of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10<sup>th</sup> day of March 2020, does hereby honor Supervisor Peter Hartz for his public service and wishes him all happiness and prosperity in the years to come.

STATE OF WISCONSIN                    )  
                                                  ) ss  
COUNTY OF JEFFERSON                )

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Proclamation No. 2019-07, adopted at the March 10, 2020, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 10<sup>th</sup> day of March, 2020.

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Audrey McGraw  
Jefferson County Clerk  
Jefferson Wisconsin

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

**Authorizing contingency fund transfer to offset fiscal year 2019 departmental deficits**

Executive Summary

At year end, the County Administrator requests a budget transfer from contingency or general funds to offset department deficits. This request is reviewed by the Finance Committee and acted on by the County Board for approval. This resolution will authorize transferring \$37,104 from the contingency fund to various county departments due to expenditures in excess of appropriations in fiscal year 2019. The Finance Committee considered this resolution at its March 10, 2020 meeting and recommended forwarding to the County Board for approval.

\_\_\_\_\_

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

WHEREAS, due to circumstances arising after the 2019 budget was adopted, the following transfers of funds are necessary from the contingency appropriation account and/or general fund as indicated to close the accounting books for 2019:

Department	Org Code	Account Number	Deficit Amount
Corporation Counsel	11501	599999	36,064
Medical Examiner	12701	599999	1,040
Total			<u>37,104</u>

WHEREAS, the Finance Committee recommends that the above expenditures in excess of appropriations be funded by the transfers set forth above totaling \$37,104; and

NOW, THEREFORE, BE IT RESOLVED that the aforementioned transfers of funds are hereby approved and the 2019 budget is amended to reflect the same.

*Fiscal Note:*

*The contingency fund has a balance of \$65,975, of which \$37,104 is needed to offset expenditures in excess of appropriations for 2019.*

*A vested leave payout due to retirement and study of Sheriff's Department policies in the Corporation Counsel Department.*

*Autopsy fees were higher than anticipated in the Medical Examiner department.*

*As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.*

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

Requested by  
Finance Committee

3-10-2020

## ENVIRONMENTAL SANITATION ORDINANCE

### A. GENERAL PROVISIONS.

- (1) ADMINISTRATION. This ordinance shall be administered by the County Health Department and shall be in effect in all parts of the County except the City of Watertown.
- (2) ENFORCEMENT.
  - (a) The Health Officer or the Health Officer's duly authorized representative shall enforce the regulations of this chapter and may issue orders to effect correction of violations and may issue citations pursuant to Ordinance No. 84-10. All enforcement actions shall minimally be analogous to Wisconsin Statutes Sections 254.85, 254.86, 254.87 and 254.88.
  - (b) The Corporation Counsel may in his discretion, commence legal action and may proceed pursuant to the provisions outlined in Wisconsin Statutes Section 66.0119 and Section 66.0114, or pursuant to the issuance of a summons and complaint. [am. 12/09/08, Ord. 2008-29]
  - (c) The County of Jefferson ~~is~~ as an agent ~~follows~~ the Department of Health Services under the provisions as set forth in Wisconsin Statutes Chapter 254, Subchapter VII, 254.69 and 254.47 with the powers as described in Wisconsin Statutes 254.74. [06-09-15, Ord. 2015-07]
  - (d) The County of Jefferson adopts by reference the following Chapters of the Wisconsin Administrative Codes: DHS-192-ATCP 74, DHS-195-ATCP 72, DHS-196 (Now part of ATCP 75), DHS-197-ATCP 73, DHS-198 (Now part of ATCP 75), COMM 90, DHS-172-ATCP 76, DHS-173-SPS 221, DHS-175-ATCP 78, and DHS-178-ATCP 79, ~~and DATCP 75, and DATCP 97~~ and all other state and federally referenced rules and Memorandums of Understanding. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]
  - (e) The County of Jefferson recognizes and adopts the same exemptions for inspections and licensure as contained in the aforementioned state statutes, administrative codes and the State of Wisconsin Department of Safety and Professional Services (DSPS) ~~Department of Health Services (DHS)~~ and Department of Agriculture, Trade and Consumer Protection (DATCP) policies. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]
  - (f) The County of Jefferson is an agent of for the Wisconsin Department of Agriculture, Trade and Consumer Protection, under the provisions as set forth in Wisconsin State Statute Chapter 97.41. [cr. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]
- (3) SEVERABILITY. Each section, paragraph, sentence, clause, word and provision of this ordinance is severable, and if any provisions shall be held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the ordinance nor any part thereof other than that affected by such a decision.
- (4) DEFINITIONS.
  - (a) "Department" means the Jefferson County Health Department.
  - (b) "Health Officer" means the Health Department Director or his/her authorized agent.
  - (c) "Person" means an individual, partnership, association, firm, company, corporation, organization, municipality, county, town, or state agency,



whether tenant, owner, lessee or licensee, or the agent, heir, or assignee of any of these.

- (d) "License" means the granting of permission in a written/certificate form from the appropriate authority to carry on an activity. In this chapter, it is synonymous with *permit*.

(5) LICENSE APPLICATION.

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

Applications for licenses required in this chapter shall be made in writing to the Health Department on forms provided by the Health Department and shall contain, but not be limited to, the following information:

- (a) The name, home address and date of birth of the entity requesting the privilege of operating the said business/conducting the activity.
- (b) The trade name and address of the establishment.
- (c) Whether the applicant is a person, corporation, or partnership.
1. If the applicant is a corporation, the application shall contain the registered agent's name, home address and date of birth.
  2. If the applicant is a partnership, the applicant shall include the names, home addresses and dates of births of the partners.
  3. The mailing address of the legal licensee.
- (d) The signature of all applicants and their agents to confirm that all information on the application is correct and to acknowledge that any change in the information on the application shall be reported ~~to the~~ to the Health Officer within 14 days of the change.

(6) LICENSE ISSUANCE.

The Health Officer shall issue a license to the applicant only after compliance with the requirements of this chapter and upon payment to the Health Department of all required fees. The Department's decision to grant or withhold a license shall not exceed 30 calendar days. The decision to withhold shall accompany written inspection or documentation of justification or cause. [06-09-15, Ord. No. 2015-07]

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

~~(a) —~~

(7) LICENSE PERIOD.

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

(8) FEES.

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

(a) NON-PRORATION OF FEES. Permit fees and other applicable fees are not prorated for the fiscal year and must be paid in full at any time.

(b) PRE-INSPECTIONS AND THEIR ASSOCIATED FEES. Pre-inspections are required to be conducted for establishments within the scope of Wisconsin Statutes 254 Subchapter VII and ~~D~~ATCP 74. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(c) LATE FEES. Assessed to all Wisconsin Statutes 254.69 establishment licensees for payment after July 1.

(d) RE-INSPECTION FEES. In the event that the County Health Department observes violations during the course of its inspections the Department shall charge the party in violation a fee as set forth for each re-inspection necessary to confirm that the original violations have been remedied. [Amended 07/13/04, Ordinance No. 2004-14; am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(e) NO CERTIFIED OPERATOR FEE. If facility owners do not obtain certificate issued by State of Wisconsin within 90 days, facility owners will be assessed a \$150.00 fee. [cr. 12/09/08, Ord. 2008-29]

(9) DISPLAY OF LICENSE.

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

(10) INSPECTION BY HEALTH DEPARTMENT.

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

(11) DENIAL, SUSPENSION OR REVOCATION OF LICENSE.

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

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

applicant of the right to have this decision reviewed and the procedure for such review.

- (b) A licensee or applicant aggrieved by a decision of the Health Officer to deny, suspend or revoke a license must send a written Request and Reconsideration to the Health Officer within 10 working days of receipt of the notice of the Health Officer's decision. The Request for Review and Reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
- (c) Within 10 working days of receipt of the Request for Review and Reconsideration, the Health Officer shall review its initial determination. The Health Officer may affirm, reverse or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review, and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to appeal the decision, the time within which appeal shall be taken and the office or person with whom Notice of Appeal shall be filed.
- (d) A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 10 days of receipt of the Health Officer's Decision on review. The Notice of Appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said Notice with the Jefferson County Board of Health.
- (e) A licensee or applicant shall be provided a hearing on appeal within 30 days of receipt of the Notice of Appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least 5 days before the hearing.
- (f) The hearing shall be conducted before the Jefferson County Board of Health and shall be conducted in accordance with the procedures outlined in Section ss. Chapter 68.11 (2) and (3).
- (g) Within 15 days of the hearing, the Jefferson County Board of Health shall mail or deliver to the applicant its written determination stating the reasons therefor.
- (h) **OPERATING WITHOUT A LICENSE.** Any person who shall operate without a license as required above shall be subject to a forfeiture in the amount of \$500.00. Ongoing violations of operating without a license may be subject to forfeitures in the amount of \$500.00 for each day in which the person continues to operate without a license. [am. 12/09/08, Ord. 2008-29]
- (i) **VOIDED PERMIT FOR FAILURE TO PAY FEES.** If an applicant or owner fails to pay all applicable fees, late fees and processing charges within 15 days after the applicant or owner receives notice of an insufficiency or within 45 days after the expiration of the permit, whichever occurs first, the permit is void. An owner whose permit is voided under this subsection may appeal the decision. [cr. 12/09/08, Ord. 2008-29]

(12) TEMPORARY ORDERS.

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

~~Temporary pool closures pursuant to DHS 172.30 due to chlorine/bromine and/or pH levels that are outside of prescribed water quality standards shall be in effect for the shorter of 24 hours or that time period necessary to complete three (3) turnovers of the pool water to be measured from the time of closure, in order to allow added chemicals to equalize in the pool. [am. 10/12/10, Ord. 2010-16]~~

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

- (a) Except as provided in (b), no person shall erect, construct, enlarge or alter a food establishment without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Health Department approval of submitted plans. Such plans shall include expected menu, floor plan, equipment plan and specifications, plumbing layout, wall, floor and ceiling finishes and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the Health Department. Plan submittal to the Health Officer is in addition to any plan submittal requirement of the County Zoning Department, or required building inspection. [am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]
- (b) At the option of the Health Officer, plans need not be submitted to execute minor alterations. Minor alterations include, but are not limited to, the replacement of existing equipment, the replacement of existing floor, wall or ceiling coverings or other cosmetic or decorating activity.
- (c) Any plans approved by the Health Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes. Final approved plans will be kept in perpetuity as part of the legal file for the establishment.
- (d) A pre-inspection fee shall be charged for any remodeling projects that exceed the definition of "minor alterations" set forth in subsection (b), examples of which shall include, but shall not be limited to, circumstances in which the entire facility is closed for remodeling, circumstances in

which a section of the facility is closed for significant remodeling, and circumstances in which new additions are added to the facility even though the original facility remains open for business. [cr. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

(14) "CLASS B" OR "CLASS C" PREMISES.

No applicant may operate under a "Class B" license or permit or a "Class C" license or permit under s.s. Chapter 125.68(5) Wisconsin Statutes, unless the premise complies with the rules promulgated by the Department of Health and Family Services governing sanitation in restaurants.

B. RESTAURANTS/MEAL FOOD SERVICE.

(1) REQUIREMENTS.

(a) Except as provided in (b), no person, party, firm or corporation shall operate a Restaurant, Temporary Restaurant or Mobile Restaurant, as defined in Wisconsin Administrative Code ~~Ch. DHS 196-ATCP 75~~, without first obtaining a license therefore from the Jefferson County Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or Wisconsin Administrative Code ~~Ch. DHS 196-ATCP 75~~, which is incorporated herein by reference and made part of this ordinance as if fully set forth herein. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

(b) No license is required for the following:

1. Churches, religious, fraternal, youth or patriotic organizations such as VFW, American Legion, or other like organizations, service clubs or civic organizations which occasionally prepare, serve, or sell meals to the general public. The term occasional means not more than 3 days during any 12-month period. [06-09-15, Ord. No. 2015-07]
2. Taverns that serve free lunches of popcorn, cheese, crackers, pretzels, cold sausage, cured fish or bread and butter.
3. Any public or private school lunchroom for which food service is directly provided by the school. The department shall charge a fee for inspection services to school lunchrooms required to be inspected under federal or state law. [Amended 01/09/07, Ordinance 2006-26; am. 12/09/08, Ord. 2008-29]
4. A private individual selling food from a moveable or temporary stand at a public farm sale.
5. A concession stand at a locally sponsored sporting event, such as a little league game.

(c) Temporary Restaurants: A restaurant that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale for a period of no more than 14 consecutive days or in conjunction with an occasional sales promotion. Occasional means not more than 3 days during any 12-month period. Licenses are issued at the site of the event. A temporary restaurant may be moved from location to location within the county, but may not operate from the new location until it has been inspected and found to be in compliance. A

temporary restaurant license may not be used to operate more than one restaurant at a time.

[1.B.(2)(a) through (e) were amended and/or created 12/09/08, Ord. 2008-29; am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

(2) ADMINISTRATION AND ENFORCEMENT.

In addition to the statutory and administrative code references and powers as indicated in Section A, the Health Officer/designee may issue temporary orders when the Department has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to public health or safety.

C. BED AND BREAKFAST ESTABLISHMENTS.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Bed and Breakfast Establishment as defined in Wisconsin Administrative Code ~~DHS-197~~ [ATCP 73](#) for more than 10 nights in a year, without first obtaining an annual license from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-197-ATCP 73~~ of the Wisconsin Administrative Code, which is incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [Amended 03/11/03, Ordinance No. 2002-32; am. 12/09/08, Ord. No. 2008-29]

(2) ZONING AND CONSTRUCTION STANDARDS. Prior to Health Department approvals, the applicant must submit written verification from the Jefferson County Zoning Department of approval of this commercial business in the building and property considered for licensure as a bed and breakfast establishment. In addition, the applicant must provide the Health Department with written verifications that this property meets all applicable local and state fire and building codes from inspections of state and local building inspectors. [am. 10/12/10, Ord. 2010-16]

[Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

D. HOTELS, MOTELS AND TOURIST ROOMING HOUSES.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Hotel, Motel or Tourist Rooming House, as defined in Wisconsin Administrative Code ~~DHS-195-ATCP 72~~, without first obtaining an annual license therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-195-ATCP 72~~ of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

E. CAMPGROUNDS, RECREATIONAL AND EDUCATION CAMPS.

(1) REQUIREMENTS.

No person, party, firm or corporation shall operate a campground, recreational camp or educational camp, as defined in Wisconsin Administrative Code ~~DHS-175-or-178-ATCP 78 or 79~~, without first obtaining an annual license therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-175-or-178-ATCP 78 or 79~~ of the Wisconsin

Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07 ]

F. PUBLIC SWIMMING POOL.

(1) REQUIREMENTS.

No person, party, firm or corporation shall operate a public swimming pool, as defined in Wisconsin Administrative Code ~~DHS-172-ATCP 76~~ or Comm. 90, without first obtaining an annual license therefore from the Health Department nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-172-ATCP 76~~ or Comm. 90 of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

G. SCHOOL INSPECTIONS. [Created 01/09/07, Ordinance 2006-26]

(1) REQUIREMENTS. All schools participating in the National School Lunch (NSLP) or school Breakfast Programs (SBP) shall, at least twice during each school year, obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspections.

[Created 01/09/07, Ordinance 2006-26; amended 12/09/08, Ord. No. 2008-29; am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

H. RETAIL FOOD ESTABLISHMENTS. [created 12/09/08, Ord. 2008-29]

(1) REQUIREMENTS. No person, party, firm or corporation shall operate a Retail Food Establishment, as defined in WI Admin. Code ~~ATCP 75~~ and Section 97.30 of the Wisconsin Statutes, without first obtaining an annual license therefore from the County of Jefferson Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~ATCP 75~~ or Section 97.30 of the Wisconsin Statutes, which are incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

I. TATTOO AND BODY-PIERCING LICENSES.

(1) Adoption of Code. The tattooing and body-piercing code as promulgated by the Wisconsin Department of Health Services and codified in the Wisconsin Administrative Code, Chapter ~~DHS-173-SPS 221~~ is adopted by reference and made a part of this Code as far as it is applicable. A violation of Chapter ~~DHS-173-SPS 221~~ shall be a violation of this Code.

(2) Local License Required. No person, firm or entity shall engage in or work at tattooing or body-piercing, as defined as Chapter ~~DHS-173-ATCP-SPS 221~~, without being licensed as required in this Chapter ~~or Chapter DHS-173~~.

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

J. PENALTIES.

Any person or business entity authorized by Wisconsin law that fails to comply with the provisions of this ordinance shall upon conviction thereof forfeit not less than \$25 nor more than \$500, together with costs and statutory assessments. Each day a violation exists shall constitute a separate violation. Such forfeiture action may be in addition to

any other remedy lawfully available to the County such as an injunction against operating contrary to this ordinance. [Renumbered 12/09/08, Ordinance No. 2008-29]

Adopted 06-09-15 (Ord. No. 2015-07); published 06-12-2015



**City of Watertown and Jefferson County 2020 Fees:**

License increase 2.5%, adjustment of reinspection fees to have stepped enforcement, adjustment of pools fees to match up with state licensing requirements, adjustment of preinspection fees to come in line with state, and a tiered preinspection fees for changes of owners vs. new buildings/change of use

10% fee accounts for the DATCP administrative fee, which is reimbursed to DATCP annually

Upon approval, fees would take effect April 1, 2020 to align with annual license renewal and 15 month licenses.

<u>Type</u>	<u>Current</u>	<u>Current</u> <u>+ 10%</u>	<u>2020</u> <u>2020 + 10%</u>	
<b>1. Restaurants/Meals Food Service</b>				
<b>(a) Limited Food Service Restaurant:</b>				
1. License Fee	\$107.00	\$118.00	\$110.00	\$121.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$178.00		\$134.00	
Pre-inspection Fee for Change of Owner			\$100.00	
3. Re-inspection Fee	\$132.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	
<b>(b) Simple Complexity Restaurant:</b>				
1. License Fee	\$234.00	\$258.00	\$240.00	\$264.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$438.00		\$332.00	
Pre-inspection Fee for Change of Owner			\$249.00	
3. Re-inspection Fee	\$326.00		\$175.00	
4. Re-inspection 2 Fee			\$326.00	
<b>(c) Moderate Complexity Restaurant:</b>				
1. License Fee	\$336.00	\$370.00	\$345.00	\$379.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$719.00		\$488.00	
Pre-inspection Fee for Change of Owner			\$366.00	
3. Re-inspection Fee	\$479.00		\$175.00	
4. Re-inspection 2 Fee			\$479.00	
<b>(d) High Complexity Restaurant:</b>				
1. License Fee	\$550.00	\$605.00	\$564.00	\$620.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,040.00		\$798.00	
Pre-inspection Fee for Change of Owner			\$598.00	
3. Re-inspection Fee	\$785.00		\$175.00	
4. Re-inspection 2 Fee			\$785.00	
<b>(e) Temporary Restaurants:</b>				
1. License Fee	\$173.00	\$191.00	\$178.00	\$195.00

<u>Type</u>	<u>Current</u>	<u>Current</u>	<u>2020</u>	<u>2020</u>
		+ 10%	2020	+ 10%

## 2. Bed and Breakfast

1. License Fee	\$112.00	\$124.00	\$115.00	\$126.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$173.00		\$200.00	
4. Re-inspection 2 Fee			\$200.00	

## 3. Hotel/Motel

### (a) 05-30 Sleeping Rooms

1. License Fee	\$209.00	\$230.00	\$215.00	\$236.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00		\$489.00	
Pre-inspection Fee for Change of Owner			\$366.00	
3. Re-inspection Fee	\$295.00		\$200.00	
4. Re-inspection 2 Fee			\$295.00	

### (b) 31-99 Sleeping Rooms

1. License Fee	\$285.00	\$314.00	\$293.00	\$322.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00		\$678.00	
Pre-inspection Fee for Change of Owner			\$508.00	
3. Re-inspection Fee	\$408.00		\$200.00	
4. Re-inspection 2 Fee			\$408.00	

### (c) 100 – 199 Sleeping Rooms

1. License Fee	\$362.00	\$399.00	\$372.00	\$409.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00		\$810.00	
Pre-inspection Fee for Change of Owner			\$607.00	
3. Re-inspection Fee	\$515.00		\$200.00	
4. Re-inspection 2 Fee			\$515.00	

### (d) 200 or more Sleeping Rooms

1. License Fee	\$499.00	\$549.00	\$512.00	\$563.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00		\$1,208.00	
Pre-inspection Fee for Change of Owner			\$906.00	
3. Re-inspection Fee	\$714.00		\$200.00	
4. Re-inspection 2 Fee			\$714.00	

## 4. Tourist Rooming House (1-4 rooms)

1. License Fee	\$112.00	\$124.00	\$115.00	\$126.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$173.00		\$200.00	
4. Re-inspection 2 Fee			\$200.00	

<u>Type</u>	<u>Current</u>	<u>Current</u>	<u>2020</u>	
		<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

## 5. Campground

### (a) Campgrounds (1-25 sites)

1. License Fee	\$178.00	\$196.00	\$183.00	\$201.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00		\$387.00	
Pre-inspection Fee for Change of Owner			\$290.00	
3. Re-inspection Fee	\$244.00		\$200.00	
4. Re-inspection 2 Fee			\$244.00	

### (b) Campground (26-50 sites)

1. License Fee	\$255.00	\$281.00	\$262.00	\$288.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00		\$576.00	
Pre-inspection Fee for Change of Owner			\$432.00	
3. Re-inspection Fee	\$357.00		\$200.00	
4. Re-inspection 2 Fee			\$357.00	

### (c) Campground (51-99 sites)

1. License Fee	\$311.00	\$343.00	\$319.00	\$350.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00		\$714.00	
Pre-inspection Fee for Change of Owner			\$535.00	
3. Re-inspection Fee	\$433.00		\$200.00	
4. Re-inspection 2 Fee			\$433.00	

### (d) Campground (100 - 199 sites)

1. License Fee	\$362.00	\$399.00	\$372.00	\$409.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00		\$846.00	
Pre-inspection Fee for Change of Owner			\$634.00	
3. Re-inspection Fee	\$510.00		\$200.00	
4. Re-inspection 2 Fee			\$510.00	

### (e) Campground (200 or more sites)

1. License Fee	\$418.00	\$460.00	\$429.00	\$471.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00		\$984.00	
Pre-inspection Fee for Change of Owner			\$738.00	
3. Re-inspection Fee	\$591.00		\$200.00	
4. Re-inspection 2 Fee			\$591.00	

### (f) Recreational/Educational Camps

1. License Fee	\$515.00	\$567.00	\$528.00	\$580.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,224.00		\$1,224.00	
Pre-inspection Fee for Change of Owner			\$918.00	
3. Re-inspection Fee	\$734.00		\$200.00	
4. Re-inspection 2 Fee			\$734.00	

<u>Type</u>	<u>Current</u>	<u>Current</u>	<u>2020</u>	
		<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

**7. School Inspections (no state reimbursement, not a license)**

(a) Full Service Kitchen	\$448.00		\$460.00	
(b) Full Service Pre-Inspection Fee	\$448.00			
(c) Satellite Kitchen	\$153.00		\$157.00	
(d) Satellite Kitchen pre-Inspection	\$153.00			

**8. Retail Food Establishments**

(a) Food sales of at least \$1,000,000.00 and retail food establishment processes potentially hazardous food.

1. License Fee.	\$978.00	\$1,076.00	\$1,003.00	\$1,103.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00		\$1,020.00	
Pre-inspection Fee for Change of Owner			\$765.00	
3. Re-inspection Fee	\$459.00		\$175.00	
4. Re-inspection 2 Fee			\$459.00	

(b) Food sales of at least 25,000.00, but less than \$1,000,000.00 and retail food establishment processes potentially hazardous food.

1. License Fee.	\$378.00	\$416.00	\$388.00	\$426.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$408.00	
Pre-inspection Fee for Change of Owner			\$306.00	
3. Re-inspection Fee	\$193.00		\$175.00	
4. Re-inspection 2 Fee			\$193.00	

(c) Food sales of at least \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food.

1. License Fee.	\$271.00	\$299.00	\$278.00	\$305.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$193.00		\$175.00	
4. Re-inspection 2 Fee			\$193.00	



<u>Type</u>	<u>Current</u>	<u>Current</u> <u>+ 10%</u>	<u>2020</u> <u>2020 + 10%</u>
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(d) Food sales of less than \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food.

1. License Fee.	\$85.00	\$94.00	\$88.00	\$96.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00		\$91.00	
Pre-inspection Fee for Change of Owner			\$68.00	
3. Re-inspection Fee	\$91.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	

(e) Retail food establishment does not engage in food processing.

1. License Fee.	\$45.00	\$50.00	\$47.00	\$51.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00		\$0.00	
Pre-inspection Fee for Change of Owner			\$0.00	
3. Re-inspection Fee	\$91.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	

(f) Inspection fee for mobile retail food stands (no state reimbursement, not a license)	\$41.00		\$50.00	\$50.00
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## 9. Tattoo and Body-Piercing

(a) For a tattoo or body-piercing establishment.

1. License Fee.	\$137.00	\$151.00	\$141.00	\$155.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00		\$260.00	
Pre-inspection Fee for Change of Owner			\$195.00	
3. Re-inspection Fee	\$183.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(b) For a combined tattoo and body-piercing establishment.

1. License Fee.	\$224.00	\$247.00	\$230.00	\$253.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$408.00	
Pre-inspection Fee for Change of Owner			\$306.00	
3. Re-inspection Fee	\$300.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(c) Temporary License	\$102.00	\$113.00	\$105.00	\$115.00
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<u>Type</u>	<u>Current</u>	<u>Current</u>	<u>2020</u>	
		<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

10. Recreational Water

**(a) Public Swimming Pools**

1. License Fee	\$449.00	\$300.00	\$308.00	\$338.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$156.00	
Pre-inspection Fee for Change of Owner			\$117.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

**(b) Swimming pools w Water Attraction**

1. License Fee	\$522.00	\$300.00	\$308.00	\$338.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$474.00		\$182.00	
Pre-inspection Fee for Change of Owner			\$136.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

**(c) Swimming pools with Water Attraction with up to 2 slides**

1. License Fee	\$748.00	\$175.00	\$180.00	\$198.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$680.00		\$260.00	
Pre-inspection Fee for Change of Owner			\$195.00	
3. Re-inspection fee	\$125.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

**(d) Swimming Pools with Additional Poolslides**

1. License Fee	\$165.00	\$165.00	\$170.00	\$187.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00		\$150.00	
Pre-inspection Fee for Change of Owner			\$112.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

**(e) Swimming Pools with Additional Waterslides**

1. License Fee	\$165.00	\$165.00	\$170.00	\$187.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00		\$150.00	
Pre-inspection Fee for Change of Owner			\$112.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

[http://www.wdtimes.com/opinion/editorials/article\\_5be2124f-afac-56e5-bb39-81dfc616202d.html](http://www.wdtimes.com/opinion/editorials/article_5be2124f-afac-56e5-bb39-81dfc616202d.html)

Editorial

## Government cooperation: It's refreshing to see it championed here

Scott Peterson

Feb 24, 2020

In this time when government dysfunction seems to be the norm everywhere else, hats off to Jefferson County and its corresponding local governmental bodies, and let's not forget about Dodge County, which is cooperating, too, for their effort to make government more efficient.

Steve Sharp's recent Daily Times story shed light on a new study done by the respected Wisconsin Policy Forum, a state governmental think tank, that explored ways local government, from the town, village and city level up through the county, can share services, cooperate and consolidate to reduce cost and improve services.

That study laid out a range of options, across multiple departments, that give county and local government detailed analysis on what services might be better delivered cooperatively. It's a starting point for bigger discussions.

For instance, the study suggested, rather than have numerous dispatching centers for emergency communications run by local government, a single centralized dispatching center might be a more efficient way to manage expensive technology and difficult-to-find employees, to say nothing of streamlining administrative costs.

Fire protection was another area that looks ripe for greater efficiencies that can improve services and potentially lower costs at the same time, the study pointed out.

The study was quick to explain that it offered no recommendations, but rather deferred decisions to local and county government to explore. This study was merely a way of highlighting the area where government can get the biggest bang for the buck by cooperating more than they are now.



Refereshing is how we would describe this study. It's something you just don't see that often anymore, open discussion about thinking outside the box, knocking down walls and talking about how we can be more efficient.

Jefferson County, which commissioned this study, deserves kudos for kicking this off, and doing it a way that is non-confrontational and more likely to encourage all sides to work together. The sizable contingent of local officials present at the study's public unveiling last week is an encouraging sign that the ideas laid out in this report are not just going to gather dust, but might actually reach fruition.

It would be easy for fiefdoms to carry the day in such discussions. To be sure, turf battles might still be forthcoming, but we welcome the open discussion of this important issue and look forward to seeing this area of the state setting the pace for difficult, but vital discussions that need to happen everywhere.

Governments were formed not to exist, but to provide needed services to the people, and to do so in a way that is well managed. We have to be more flexible in how we deliver them.

Computers, cars and other modern technology has redefined what we think of as communities when Wisconsin became a state 172 years ago. (The post office is facing this same lesson that maybe it no longer makes sense to have an office in every community.) Disruptive demographic sea changes are making new approaches inevitable. New technology, an aging population that has less income and more needs, and a shrinking workforce are going to rock everyone's world over the next few decades. It's exciting to see local government not be fearful about taking the lead, but instead maximizing the potential of these changes that are coming.

Scott Peterson