

**JEFFERSON COUNTY BOARD MINUTES  
TUESDAY, DECEMBER 11, 2012, 7:00 P.M.**

Mr. John Molinaro presiding.

Mr. Jaeckel led the Pledge of Allegiance.

A moment of silence was observed.

County Clerk Barbara A. Frank called the roll. Supervisor David was absent.

District 1.....	Richard C. Jones	District 2.....	Mike Kelly
District 3.....	Greg David	District 4.....	Augie Tietz
District 5.....	James B. Braughler	District 6.....	Ron Buchanan
District 7.....	Dwayne C. Morris	District 8.....	Rick L. Kuhlman
District 9.....	Amy Rinard	District 10.....	Al C. Counsell
District 11.....	Donald Reese	District 12....	Gregory M. Torres
District 13.....	Ed Morse	District 14.....	Pamela Rogers
District 15.....	Steven J. Nass	District 16.....	John Molinaro
District 17.....	Russell Kutz	District 18..	Jennifer Hanneman
District 19.....	Jim Schroeder	District 20.....	Jim Mode
District 21.....	John C. Kannard	District 22.....	Blane Poulson
District 23.....	George Jaeckel	District 24.....	Sarah Bregant
District 25.....	Matthew Foelker	District 26.....	Carlton Zentner
District 27.....	Glen D. Borland	District 28.....	Dick Schultz
District 29.....	Paul Babcock	District 30.....	Walt Christensen

County Administrator Gary Petre informed the Board that it was in compliance with the Open Meetings Law.

The agenda was approved as printed.

**Mr. Mode moved that the minutes of the October 23 and November 13, 2012, meetings be approved as corrected and printed.** Seconded and carried.

**County Board Chair Molinaro presented the following communications:**

1. Treasurer's Report:

**GENERAL FINANCIAL CONDITION  
JEFFERSON COUNTY, WISCONSIN  
December 1, 2012**

Available Cash on Hand			
November 1, 2012	\$	538,823.12	
November Receipts		<u>6,043,603.42</u>	
Total Cash	\$		6,582,426.54
Disbursements			
General - November 2012	\$	4,634,408.84	
Payroll - November 2012		<u>1,811,374.91</u>	
Total Disbursements			<u>6,445,783.75</u>
Total Available Cash	\$		136,642.79
Cash on Hand (in banks)			
December 1, 2012	\$	842,783.41	

Less Outstanding Checks	<u>706,140.62</u>	
Total Available Cash		\$ 136,642.79
AIM Government & Agency Portfolio		\$ 3,991,705.28
Local Govt. Invest. Pool - General		11,688,183.82
Institutional Capital Management		16,059,144.99
Local Government Investment Pool - Clerk of Courts		25,895.41
Local Government Investment Pool - Farmland Preservation		252,408.40
Local Government Investment Pool - Parks/Liddle Fund		<u>87,354.26</u>
		\$ 32,104,692.16
2012 Interest - Super N.O.W. Acct.		\$ 2,446.91
2012 Interest - L.G.I.P. - General Funds		27,801.21
2012 Interest - ICM		198,816.06
2012 Interest - AIM		892.41
2012 Interest - L.G.I.P. - Parks/Carol Liddle Fund		151.14
2012 Interest - L.G.I.P. - Farmland Preservation		362.33
2012 Interest - L.G.I.P. - Clerk of Courts		<u>37.18</u>
Total 2012 Interest		\$ 230,507.24

JOHN E. JENSEN  
JEFFERSON COUNTY TREASURER

2. Memo dated November 28, 2012, from County Administrator Gary Petre notifying the Administration & Rules Committee, the Board and department heads of his last day of work effective March 31, 2013.

3. A Notice of Public Hearing from the Jefferson County Planning and Zoning Committee for a hearing to be held on December 20, 2012, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse.

The communications and notice were received and placed on file.

**The floor was opened for public comment.** Ann Jenswold of the Highway Department thanked the Human Resources Committee for their work on the 2012 Employee Classification and Compensation Study.

**Mr. David present.**

**Mr. Nass read the following report of the Planning & Zoning Committee:**

#### REPORT

#### TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY BOARD OF SUPERVISORS

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the zoning ordinance of Jefferson County, filed for public hearing held on October 18 and November 15, 2012, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of

the town boards and persons in the areas affected, hereby makes the following recommendations:

APPROVE PETITIONS  
R3617T-12, R3618A-12 and R3619A-12

RESCIND APPROVAL OF PETITION R3563A-12 BY  
ORDINANCE 2011-22

DATED THIS TWENTY-SIXTH DAY OF NOVEMBER 2012  
Donald Reese, Secretary

THE PRIOR MONTH'S AMENDMENTS, R3612A-12, R3613A-12, R3614A-12, R3615A-12 AND R3616A-12, ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).

**Mr. Nass moved that the report be adopted.** Seconded and carried.

**Mr. Nass presented Ordinance No. 2012-18.**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the Jefferson County Zoning Ordinance, and

WHEREAS, Petitions R3618A-12, R3619A-12 and the rescinding of Petition R3563A-12 were referred to the Jefferson County Planning and Zoning Committee for public hearing on November 15, 2012, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the zoning ordinance of Jefferson County (and official zoning maps) as follows:

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

Rezone approximately 2.08 acres for a new building site on South Helenville Road from part of PIN 014-0615-1513-000 (40 acres) in the Town of Jefferson. This non-prime ag land rezoning is conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of the final certified survey map indicating area of slopes in excess of 20%. No buildings or driveways are allowed on slopes greater than 20%. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3618A-12 – Samuel Taylor/Mardell & K. Mark Emslie property)

Create a 4.5-acre lot around the buildings at N4809 STH 89, Town of Jefferson from part of PINs 014-0614-0521-001 (0.55 acre), 014-0614-0524-000 (44.225 acres) and 014-0614-0513-000 (24.5 acres). This action is conditioned upon approval and recording of a

final certified survey map for the lot. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (R3619A-12 - Evelyn Widmann Trust, c/o Bill Widmann)

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

Rescind approval of Petition R3563A-12 by Ordinance 2011-22, on PIN 018-0713-3123-000 (13.2 acres) which allowed for two, 1.14-acre building sites along STH 134 in the Town of Lake Mills. The petitioners subsequently requested and were approved one, approximately 2.3-acre building site in the same location by Ordinance 2012-17, with the stipulation that this initial approval be rescinded. (RESCIND R3563A-12 – Micheal and Pamela Ziarnik)

**Mr. Nass moved that Ordinance No. 2012-18 be adopted as printed.** Seconded and carried.

**Mr. Nass presented Ordinance No. 2012-19.**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the Jefferson County Zoning Ordinance, and

WHEREAS, Petition R3617T-12 was referred to the Jefferson County Planning and Zoning Committee for public hearing on October 18, 2012, and

WHEREAS, the Planning and Zoning Committee recommended approval of the amendment at its October 29, 2012, meeting, but delayed forwarding it to the Board of Supervisors until a majority of the Towns in Jefferson County filed responses in favor of the amendment, and

WHEREAS, a majority of the Towns have now filed their approval of the amendment, and

WHEREAS, the proposed amendment has been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the zoning ordinance of Jefferson County as follows:

*(Amend 11.04(f)6 as set forth in Ordinance 2011-28 to read as follows:)*

**Minimum Lot Area.** Thirty-five (35) acres, with the following exceptions and qualifiers:

a. A-1 lots created around a residence constructed before January 15, 1975, as a result of a farm consolidation certified survey map recorded between January 15, 1975, and March 13, 2012, with such lots instead having a minimum lot area of one acre. (Farm consolidation lots for certified survey maps recorded after March 13, 2012, are still allowed, but require rezoning to the A-3 district.)

b. Parcels of less than thirty-five (35) acres which existed prior to

January 15, 1975, with such parcels instead having a minimum lot area equal to their lot area on January 15, 1975.

c. On parcels with less than thirty-five (35) acres of contiguous land under common ownership, only one animal unit is allowed per acre, with a minimum of 2 acres required to house animal units.

d. A-1 zoned lands transferred from a parcel of record to another after February 8, 2000, shall not be used to create A-3 lots or in the calculation of the number of A-3 lots available under the policies expressed in this Ordinance or the Agricultural Preservation and Land Use Plan.

e. Parcels of less than thirty-five (35) acres which are a result of a zoning district amendment to the official Zoning Maps of Jefferson County. (R3617T-12 – Jefferson County)

**Mr. Nass moved that Ordinance No. 2012-19 be adopted. Seconded and carried.**

**Mr. Mode read Resolution No. 2012-59.**

WHEREAS, Gary R. Petre has announced his retirement from the position of County Administrator effective March 31, 2013, and

WHEREAS, the Administration & Rules Committee is charged with supervising the office of County Administrator, and

WHEREAS, the Administration & Rules Committee proposes that a Search Committee be created for the purpose of filling the vacancy created by Mr. Petre's retirement, and

WHEREAS, the Administration & Rules Committee proposes that the Search Committee be comprised of the Administration & Rules Committee (Mode, Molinaro, Kuhlman, Braughler, Babcock) together with Richard Jones, Chair of the Finance Committee, and Pam Rogers, member of the 2005 Search Committee, and

WHEREAS, the Administration & Rules Committee also recommends use of a professional consultant for the search, hiring process and background review,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator Search Committee be established, and be comprised of the persons as set forth above.

BE IT FURTHER RESOLVED that the Search Committee is authorized to contract for necessary professional consulting services and manage the process of filling the upcoming vacancy in the office of County Administrator.

*Fiscal Note: Consultant fees are estimated to be as much as \$15,000 - \$20,000. Competitive proposals will be sought. Prior to the Board acting on this resolution, it is anticipated that the Finance Committee will meet to transfer funds from the contingent account to pay for anticipated expenses in this process.*

**Mr. Mode moved that Resolution No. 2012-59 be adopted. Seconded and failed: Ayes 14, Noes 16 (Kelly, Tietz, Buchanan,**

Counsell, Reese, Torres, Morse, Kutz, Hanneman, Schroeder, Kannard, Poulson, Jaeckel, Bregant, Foelker, Zentner), Absent 0.

**Mr. Mode presented Resolution No. 2012-60.**

WHEREAS, § 19.35 of Wisconsin's Open Records Law states in pertinent part that unless "otherwise provided by law or as authorized to be prescribed by law, an authority may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more." (emphasis added), and

WHEREAS, in a recent Wisconsin Supreme Court Decision entitled *Milwaukee Journal Sentinel v. City of Milwaukee*, Case No.: 2011AP1112, the Court held that an authority can only charge for the four enumerated tasks set forth within § 19.35(3), the aforementioned "location cost" being one of them, and

WHEREAS, the *Milwaukee Journal Sentinel* Court further held that, contrary to the League of Wisconsin Municipalities' assertion, as raised within its non-party brief, a "location cost" does not include the actual cost of staff time and materials expended to redact information from a voluminous open records request, specifically stating that had the legislature "intended to allow an authority to recoup all of its actual costs, it could have simply said so rather than delineate four specific tasks for which fees may be imposed in Wis. Stat. § 19.35(3)", and

WHEREAS, based on the above-referenced ruling, the Government Accountability Board ("GAB"), as well as an Assistant Attorney General, have advised authorities against charging a fee for the labor and materials expended in accommodating an Open Records Request to inspect and/or hand count election ballots ("hand count") as a "location cost" notwithstanding that County Clerks, as the custodian of said ballots, have a statutory duty to keep all election materials secure and unaltered, which according to GAB guidelines may be accomplished through a "no touch" requirement that in most cases must be satisfied by paying staff to supervise the hand count without allowing already taxed counties to recoup the same under Wis. Stat. § 19.35(3), and

WHEREAS, following the June 5th Recall Election, Jefferson County ("County") was one of the many counties in Wisconsin that received an Open Records Request from an organization known as the Election Fairness Group as well as other groups, demanding that it preserve the following election materials so as to allow them to commence a county-wide hand count of the Recall Election Ballots: voted ballots; unvoted ballots; print out tapes and the electronically stored memory from the voting machines; Tally sheets; Inspectors' Statements, used absentee ballot envelopes, poll lists, Board of Canvass reports, and spreadsheets or other summaries of the vote totals from the June 5, 2012, Recall Elections for all voting districts in Jefferson County, and

WHEREAS, Jefferson County incurred significant expenses for

staff time in accommodating the hand count related thereto, while still adhering to the "no touch" rule, and

WHEREAS, despite the significant costs incurred in accommodating the Election Fairness Group's hand count under the Open Records Law, the County was unable to recoup any of it under the current fee shifting provision of Wis. Stat. § 19.35(3), and

WHEREAS, as evident by an email correspondence from a group known as the Wisconsin Grassroots Network sent to all Wisconsin County Clerks on or about November 1, 2012, Open Records Requests similar to the aforementioned may become common, causing the County to again incur significant expenses, absent any recourse for purposes of recouping the same, and

WHEREAS, the opinion in the *Milwaukee Journal Sentinel* decision recognized that Wisconsin's Open Records Law needs legislative re-examination particularly due to the advances in technology and the burdensome costs faced by municipalities in responding to requests such as the ones registered by this growing population of grassroots groups that are seemingly using Wisconsin's Open Records Law to conduct their own recount elections, but on the taxpayer's dime or involving records requiring redaction of confidential information, and

WHEREAS, in order to maintain the underlying spirit of Wisconsin's Open Records Law, while avoiding the undue economic burden that municipalities will continue to suffer if unable to recoup any of the costs associated with hand count requests issued thereunder, it is imperative that the State Legislature amend Wis. Stat. § 19.35(3) to include a provision that permits an authority to impose fees for the actual labor and material costs it incurs in accommodating Open Records Requests involving redaction or to inspect and/or hand count election ballots.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby urges the Governor and the State Legislature to amend Wis. Stat. § 19.35(3) to include a provision that permits an authority to impose fees for the actual labor and material costs it incurs in accommodating Open Records Requests requiring redaction or to inspect and/or hand count election ballots.

*Fiscal Note: No direct fiscal impact.*

**Mr. Mode moved that Resolution No. 2012-60 be adopted.**  
Seconded and carried: Ayes 26, Noes 4 (Rinard, Schroeder, Zentner, Schultz), Absent 0.

**Ms. Rinard read Resolution No. 2012-61.**

WHEREAS, the Farmland Conservation Easement Commission has applied for grant funds from the NRCS Farm and Ranch Land Protection Program to fund 50% of the purchase price of two conservation easements in the Town of Waterloo:

1. Dale Neupert, 189.6 acres, 3 development rights, \$230,000,

and

2. Gordon and Gregory Wilkie, 162.4 acres, \$275,000, and

WHEREAS, the Natural Resource Conservation Service (NRCS) has approved grant funding for such purchases, and

WHEREAS, the landowners are donating a portion of the value of the conservation easement:

1. Dale Neupert - \$46,000
2. Gordon and Gregory Wilkie - \$55,000, and

WHEREAS, the County outlay to purchase said easements net of the NRCS grant funding and landowner donations is:

1. Dale Neupert - \$69,000
2. Gordon and Gregory Wilkie - \$82,500, and

WHEREAS, the Farmland Conservation Easement Commission requests authority to contract with Dale Neupert in the amount of \$230,000 for a conservation easement covering his 189.6 acres, and \$275,00 with Gordon and Gregory Wilkie for a conservation easement covering their 162.4 acres,

NOW, THEREFORE, BE IT RESOLVED that the Farmland Conservation Easement Commission is authorized to enter into a contract to purchase an agricultural conservation easement from Dale Neupert in the amount of \$230,000 covering 189.6 acres in the Town of Waterloo, and with Gordon and Gregory Wilkie in the amount of \$275,000 covering 162.4 acres in the Town of Waterloo.

*Fiscal Note: The County's share of the purchase price for each is \$69,000 for the Neupert property and \$82,500 for the Wilkie property. There are title insurance and appraisal costs that will be about \$3,000 per parcel. Adequate funds are budgeted in the 2012 budget for this purpose.*

**Ms. Rinard moved that Resolution No. 2012-61 be adopted.**  
Seconded and carried: Ayes 29, Noes (Torres), Absent 0.

**Mr. Buchanan read Resolution No. 2012-62.**

WHEREAS, the Jefferson County Highway Department is updating highway maintenance and construction equipment, and

WHEREAS, bids were solicited for (1) 2013 or 2014 model sign truck, with platform booms and an auger attachment, and such bids were received and opened on November 27, 2012, with the following results for the truck including the low bid Flannegan Western sign body equipment and setup:

Sign Truck Vendors

Company:	Capital City International/Flannegan Western
Make & Model:	2014 International 4400 SBA
Net Bid:	<u>\$153,128.21</u>

Company:	Truck Country Freightliner/Flannegan Western
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Make & Model: 2014 Freightliner M2 106  
Net Bid: \$159,480.00

Company: Wisconsin Kenworth/Flannegan Western  
Make & Model: 2014 Kenworth T440  
Net Bid: \$172,283.00

Company: Badger Truck Center/Flannegan Western  
Make & Model: 2013 Ford F750  
Net Bid: \$158,399.00

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, and maintenance costs,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase one (1) 2014 Model International 4400SBA Truck from Capital City International for \$76,595.21 and the sign body from Flannegan Western for \$76,533.00 for the bid price of \$153,128.21.

*Fiscal Note: Money to come from the Highway Department Equipment Operations Cost Center 53241.*

**Mr. Buchanan moved that Resolution No. 2012-62 be adopted.**  
Seconded and carried: Ayes 29, Noes 1 (Zentner), Absent 0.

**Mr. Buchanan read Resolution No. 2012-63.**

WHEREAS, the Jefferson County Highway Department is updating highway maintenance and construction equipment, and

WHEREAS, bids were solicited for one (1) 2013 Model 50-Ton Gooseneck Trailer and such bids were received and opened on November 27, 2012, with the following results:

Equipment Vendors

Company: Brooks Tractor  
Make & Model: 2013 Etnyre RF50 TD3  
Bid: \$81,000.00

Company: Aring Equipment  
Make & Model: No Bid  
Bid: No Bid

Company: Miller Bradford & Risberg  
Make & Model: No Bid  
Bid: No Bid

Company: FABCO  
Make & Model: No Bid  
Bid: No Bid

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, and maintenance costs,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase one (1) 2013 Model Etnyre RF50 TDS Gooseneck Trailer from Brooks Tractor Company for the bid price of \$81,000.

*Fiscal Note: Money to come from the Highway Department Equipment Operations Cost Center 53241.*

**Mr. Buchanan moved that Resolution No. 2012-63 be adopted.**  
Seconded and carried: Ayes 28, Noes 2 (Kannard, Zentner), Absent 0.

**Mr. Buchanan read Resolution No. 2012-64.**

WHEREAS, the Jefferson County Highway Department is updating highway maintenance and construction equipment, and

WHEREAS, the Jefferson County Highway Department has the need for a large track excavator for improvement projects over the next three years, and

WHEREAS, the cost of rental of a large track excavator would considerably exceed the cost to purchase a 78,000 lb track excavator, and

WHEREAS, bids were solicited for one (1) 2012 or 2013 Model 78,000 lb Track Excavator and such bids were received and opened on November 27, 2012, with the following results:

Equipment Vendors

Company: Aring Equipment  
Make & Model: 2012 Volvo EC340 (436 hrs.)  
3yr Buyback \$197,000.00  
Net Bid: \$213,445.00

Company: FABCO  
Make & Model: 2013 CAT 336EL (0 hrs.)  
3yr Buyback \$222,000.00  
Net Bid: \$287,200.00

Company: Roland Machinery  
Make & Model: 2012 Komatsu PC 390 LC-10 (0 hrs.)  
3yr Buyback \$175,000.00  
Net Bid: \$280,000.00

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, and maintenance costs,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase one (1) 2012 Model Volvo EC340 from Aring Equipment with a bid price of \$213,445.00. The Highway Department is also authorized to enter into an optional buyback purchase agreement with Aring Equipment that will guarantee the Highway Department \$197,000 for the excavator in three years.

*Fiscal Note: Money to come from the Highway Department Equipment Operations Cost Center 53241.*

**Mr. Buchanan moved that Resolution No. 2012-64 be adopted.**  
Seconded and carried: Ayes 29, Noes 1 (Zentner), Absent 0.

**Mr. Buchanan read Resolution No. 2012-65.**

WHEREAS, road conditions on County Trunk Highway J (CTH G – Collins Road) are in very poor condition and need significant construction improvements, and

WHEREAS, right-of-way limits are narrow and it is anticipated that additional property easements will be needed to complete construction work, and

WHEREAS, bids were solicited for engineering design work in November 2012, with the following results:

<u>Consultant</u>	<u>Estimate</u>
One Source Consulting	\$ 40,322.01
Snyder & Associates Engineers	\$ 74,180.00
<b>Short Elliott Hendrickson, Inc.</b>	<b>\$ 79,044.77</b>
MSA Professional Services	\$ 82,538.49
Donohue & Associates	\$ 83,905.27
SRF Consulting	\$ 84,789.07
Ruekert/Mielke	\$ 85,381.00
Exp	\$ 107,730.46
R.A. Smith National	\$ 112,920.00
Crispell-Snyder, Inc.	\$ 116,878.00
Ayres Associates	\$ 139,983.00

WHEREAS, the Highway Department staff reviewed and ranked proposals of the design firms, including experience and qualifications of the design team, along with project approach and design estimates, and recommends contracting with Short Elliott Hendrickson for the design work,

NOW, THEREFORE, BE IT RESOLVED that the Highway Department is authorized to enter into a contract with Short Elliott Hendrickson for \$79,044.77 for the design of County Trunk Highway J.

*Fiscal Note: Funds for the design work will come from the Highway Department Road Construction account #53312.*

**Mr. Buchanan moved that Resolution No. 2012-65 be adopted.**  
Seconded and carried: Ayes 28, Noes 2 (Schroeder, Zentner), Absent 0.

**Mr. Schroeder moved to reconsider Resolution No. 2012-59.**  
Seconded and carried.

**Mr. Torres moved to amend Resolution No. 2012-59 by eliminating the Search Committee's authority to contract for necessary professional consulting services.** Seconded and failed: Ayes 6, Noes 24 (Jones, Kelly, David, Tietz, Braugler, Morris,

Kuhlman, Rinard, Counsell, Morse, Rogers, Nass, Molinaro, Kutz, Hanneman, Schroeder, Poulson, Jaeckel, Bregant, Foelker, Borland, Schultz, Babcock, Christensen), Absent 0.

**Mr. Schroeder moved to delete the proposed Search Committee and have the County Board Chair appoint a Search Committee consisting of 5 to 7 members.** Seconded.

**After further discussion, Mr. Schroeder moved to amend his amendment for the Search Committee to consist of 5 to 9 members.** Seconded and carried: Ayes 27, Noes 3 (Braugher, Torres, Borland), Absent 0.

**Mr. Nass moved to have the County Board Chair and the two County Board Vice Chairs be members of the Search Committee.** Seconded and carried.

**Amended Resolution No. 2012-59 to have the Search Committee consist of the County Board Chair, the two County Board Vice Chairs and the County Board Chair to select the other members bringing the committee to between 5 and 9 members was adopted:** Ayes 27, Noes 3 (Buchanan, Torres, Zentner), Absent 0.

**Recessed at 8:17 p.m. Resumed at 8:25 p.m.**

**Mr. Braugher read Resolution No. 2012-66.**

WHEREAS, the County has retained the services of Carlson Dettmann Consulting LLC, hereinafter "Consultant", to study and analyze the current multiple classification and compensation plans, and to develop recommendations regarding future position classification and compensation for County employees, and

WHEREAS, the Human Resources Committee accepted the recommendations made by the Consultant to replace the existing County employee compensation structures, excepting the employee compensation structure for the Jefferson County Law Enforcement Officers Association and the compensation structure for the County's elected officials, with a new employee compensation structure consisting of 22 pay grades, with 11 steps in each grade, and

WHEREAS, the Committee recommends that this new employee compensation structure, as described above, be implemented as of December 30, 2012, and

WHEREAS, there is no recommendation to cut the base pay of any existing employee as part of the implementation of the compensation study, and

WHEREAS, the Committee recommends an implementation strategy as set forth in "Attachment A", and

WHEREAS, the Committee recommends that the County conduct a formal Position Classification Review Process for employees to request a review of position grading established by the study as set forth in "Attachment B".

NOW, THEREFORE, BE IT RESOLVED that the County Board hereby authorizes and directs the adoption and implementation of the recommendation made by the Consultant to replace the existing employee classification and compensation structures, excepting the employee compensation structure for the Jefferson County Law Enforcement Officers Association and the compensation structure for the County's elected officials, with a new employee Classification and Compensation Plan consisting of 22 pay grades, with 11 steps in each grade effective December 30, 2012, and

BE IT FURTHER RESOLVED that all prior pay plans for affected employees are hereby rescinded and abolished effective 11:59 p.m. December 29, 2013, and

BE IT FURTHER RESOLVED that the classification and compensation structure is attached hereto as "Attachment C" for reference purposes only, and is subject to further review and modification by the Human Resources Committee as provided below, and

BE IT FURTHER RESOLVED the implementation of this Classification and Compensation Plan will be accomplished as outlined in "Attachment A", and

BE IT FURTHER RESOLVED that the position title changes and/or removal from the wage schedule as identified in "Attachment C" are hereby approved, and

BE IT FURTHER RESOLVED that any employee whose rate of pay as of December 29, 2012, exceeds the maximum adopted rate for their position's pay grade shall have their wages frozen ("red circled") until such time that the pay structure, through future amendments, meets or exceeds their rate of pay as of December 29, 2012, and

BE IT FURTHER RESOLVED that the Committee shall conduct a formal Position Classification Review Process as set forth in "Attachment B", which is attached hereto, for employees to request a review of their position classification and grading, and

BE IT FURTHER RESOLVED that the Human Resources Committee's determinations regarding position classification and grading after the Position Classification Review Process is completed are final, but position classification and grading may be modified in the future for good and substantial reasons.

BE IT FURTHER RESOLVED if the implementation plan should conflict with provisions of the Personnel Ordinance, the implementation plan shall control.

*Fiscal Note: The total 2013 cost to implement the plan (excluding costs based on approving appeals through the process established in Attachment B) is estimated to be \$387,839. The current 2013 budget contains \$197,562 for step increases including retirement and social security contributions. The 2013 budget contains \$250,000 established as part of the contingent fund for the cost of implementing this plan. The contingent fund amount combined with*

*the budgeted step increases total \$447,562 in the 2013 budget for wage adjustments. Estimated revenue based on the increased cost of the plan is \$23,298, leaving an aggregate budget surplus of \$83,021 if the plan is implemented prior to any costs related to approved appeals.*

*If this pay plan is approved, it is anticipated that the Finance Committee will make the appropriate adjustments to each department budget from the funds already contained in the budget for this purpose after completion of the appeals process.*

*For calendar year 2014, the net cost of salary and wage increases including retirement and social security will be about \$345,469 more than the amount expended in 2013 with all other factors remaining the same.*

## **ATTACHMENT A**

### **Implementation of the 2012 Classification and Compensation Pay Plan**

The Classification and Compensation Plan is to be implemented in the following manner:

1. Green-circled employees (employees whose current rate of pay is below the minimum of the recommended pay range) will go to the minimum step on December 30, 2012. If the minimum step is less than a step the employee would have received on their individual step-increase date (anniversary date), then the employee will move to the next step of the new pay plan effective the first day of the pay period following the employee's step-increase date. The employee's step-increase date does not change. This affects approximately 30 employees.
2. If the minimum step is greater than a step the employee would have received on their individual step-increase date, the employee receives no additional movement in steps in 2013, and December 30 becomes the employees' new step-increase date. This affects approximately 30 employees.
3. Red-circled employees (employees whose current rate of pay is above the maximum of the recommended pay range) will remain at the current rate of pay until the new pay plan is adjusted upward to the point the employee now is placed on the top step of the applicable range. This currently affects approximately 50 employees.
4. Employees who are currently in steps, and will continue to be in steps in the new pay plan, will, on their individual step-increase date, receive the next step in the current pay plan/range, and use this rate to be placed into the step that provides an increase in the new pay plan. This will be effective the first day of the pay period following the employee's step-increase date and the employee retains his/her current step-increase date. This affects approximately 170 employees.

5. Employees who are currently at the top step (“maxed out” in steps) will, on their hire date, be placed in the new pay plan at the step that provides an increase. This will be effective the first day of the pay period following the employee’s step-increase date and the employee’s hire date becomes the step-increase date for future step increases. This affects approximately 150 employees.
6. If the implementation plan should conflict with provisions of the Personnel Ordinance, the implementation plan shall control.

**ATTACHMENT B**  
**JEFFERSON COUNTY**  
**CLASSIFICATION AND COMPENSATION STUDY**  
**POSITION ALLOCATION**  
**REVIEW PROCESS**

Jefferson County is using the following process for employee reviews of position allocations resulting from the adoption of the Classification and Compensation Study.

The process used by Carlson Dettmann Consulting, LLC (the Consultant) in conducting the classification and compensation study involved substantial employee input and administrative review. Every employee was responsible for submitting either an individual Job Description Questionnaire (JDQ) or a group JDQ. Departments were responsible for reviewing all JDQ’s for accuracy and completeness. In addition to analyzing JDQ’s, the Consultant interviewed department directors to obtain an overview of their organizations.

If a County staff member feels that the Consultant committed a gross error in applying the Point Factor Job Evaluation System to his/her position, or if the employee’s job has changed significantly since the original JDQ response, then the employee may supply additional information and ask for a re-evaluation.

**GRADE REVIEW GUIDELINES**

**Basis for Review**

Grade reviews must be focused on the JDQ. If an employee believes their job has been incorrectly graded, the employee must read through their JDQ and focus on areas they feel may have been evaluated incorrectly. Typically, these areas will be the responsibilities of your position that are unique or are not commonly found in similar positions. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

Each employee’s supervisor and department head must review, comment, and sign off on requests to review. Human Resources will review all requests to ensure guidelines are met before forwarding them to the Consultant.

***Matters that are not subject to review include the policy decisions made by the County on market comparisons, pay structure, and pay plan implementation and related policies.***

### How to file a Request to Review:

1. Obtain a "Request to Review Form" from the employee website or from the Human Resources Department. ***Employees in the same classification may file one review as a group.*** The review form must include a statement of the basis of the review, which is limited to the two appropriate review criteria explained above.
  - a. If the review involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a ***hard copy*** of their original JDQ, ***with any changes indicated on the JDQ itself.*** Changes can either be shown in handwriting, or if the employee uses the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.
2. Submit the Request to Review Form and any documentation to your immediate supervisor by 12:00 p.m., Monday, December 31, 2012.
3. The supervisor will meet with the department head to review the information provided by the employee, certify that it is factual and correct, sign the supervisor and department head review portion of the form, include a fiscal note, and, at his/her discretion(s), provide additional comments.
4. Department heads should submit the review requests to the Human Resources Director no later than 12:00 p.m., Friday, January 11, 2013. Requests received after the deadline date will be considered late and will not be accepted.
5. The Human Resources Director will review the requests to ensure the guidelines are followed and will forward the review requests to the Consultant for analysis and a recommendation by 4:30 p.m., Tuesday, January 15, 2013.
6. The Consultant will consider the substance and merits of each review and in doing so, may find it necessary to gather further information from the employee and/or supervisor. The Consultant will prepare a brief written response on each request indicating if he feels the review has been upheld, or if not, his reason for recommending denial of the request. A written response will be provided to the Human Resources Director by Tuesday, February 12, 2013.
7. The Human Resources Director will provide a summary of all reviews by sending a copy to all department heads to post within the department, as well as post a copy on the employee website. The reviews recommendations will be posted by Thursday, February 14, 2013. In addition, the employee, supervisor and the department head will receive a copy of the individual written response.
8. Employees who are not in agreement with the recommenda-



tion from the Consultant may appear before the Human Resources Committee. Employees will be allowed approximately 5 minutes to present to the Committee his/her reason for believing the Consultant misclassified their position. Employees must notify the Human Resources Director, in writing or email, by 4:30 p.m. on Wednesday, February 20, 2013, of his/her desire to meet with the Committee.

9. The Human Resources Committee will meet at a date and time to be set by the Committee to listen to employees' petitions and to discuss and take action on the recommendations of the reviews. The final decision on all reviews will be the responsibility of the Human Resources Committee.
10. Reviews approved by the Human Resources Committee will be retroactive in accordance with the implementation method approved by County Board.

### JEFFERSON COUNTY

#### EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN REQUEST FOR REVIEW FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

***EMPLOYEES SUBMITTING A REVIEW AS A GROUP SHOULD COMPLETE A SEPARATE SHEET TO INCLUDE ALL NAMES AND SIGNATURES***

#### **I believe my position was incorrectly graded because:**

(If the basis of the review is additional responsibilities or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).

#### MANAGEMENT REVIEW FORM

##### **Supervisor Review Section:**

I certify that I have reviewed all factual information concerning this review.

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Date \_\_\_\_\_

Comments:

##### **Department Head Review Section:**

I certify that I have reviewed all factual information concerning this review.

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Date \_\_\_\_\_

Fiscal Impact:

Comments:

**Human Resources Director Review Section:**

I certify that I have reviewed all factual information concerning this review.

Name \_\_\_\_\_

Position Title \_\_\_\_\_

Date \_\_\_\_\_

Comments:

**Mr. Braugher moved for the adoption of Resolution No. 2012-66. Seconded.**

KEY		ATTACHMENT C									
*****	Contract Position	Jefferson County									
*****	Green Circled positions (62)	Classification and Compensation Structure									
***	Red Circled positions (48)	Effective December 30, 2012									
**	Job title changes										
*	Exempt status changes										
		Current Plan					RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT				
JOB TITLE	DEPARTMENT	Min	Mid	Max	Proposed Title	Grade	Min	Mid	Max	FLSA Exempt	
*****County Administrator	Administration	\$45.31	\$51.79	\$58.27	County Administrator	22	\$48.25	\$55.14	\$62.03	Y (DH)	
Corporation Counsel	Corporation Counsel	\$42.27	\$48.30	\$54.34	Corporation Counsel	20	\$44.77	\$51.17	\$57.57	Y (DH)	
****Director of Human Services (1)	Human Services	\$39.21	\$44.80	\$50.40	Director of Human Services	19	\$43.04	\$49.19	\$55.34	Y (DH)	
Director/Health Officer	Health	\$36.13	\$41.29	\$46.45	Director/Health Officer	16	\$37.84	\$43.24	\$48.65	Y (DH)	
Highway Commissioner	Highway	\$36.13	\$41.29	\$46.45	Highway Commissioner	16	\$37.84	\$43.24	\$48.65	Y (DH)	
Chief Deputy	Sheriff	\$33.07	\$37.80	\$42.52	Chief Deputy	15	\$36.10	\$41.26	\$46.42	Y (DH)	
Finance Director	Finance	\$34.61	\$39.55	\$44.49	Finance Director	15	\$36.10	\$41.26	\$46.42	Y (DH)	
Human Resources Director	Human Resources	\$34.61	\$39.55	\$44.49	Human Resources Director	15	\$36.10	\$41.26	\$46.42	Y (DH)	
Parks Director	Parks Department	\$34.61	\$39.55	\$44.49	Parks Director	15	\$36.10	\$41.26	\$46.42	Y (DH)	
Zoning and Planning Director	Zoning & Planning	\$34.61	\$39.55	\$44.49	Zoning and Planning Director	15	\$36.10	\$41.26	\$46.42	Y (DH)	
****Child Support Director (1)	Child Support	\$31.55	\$36.06	\$40.56	Child Support Director	14	\$34.37	\$39.28	\$44.19	Y (DH)	
Family Court Com/Guar/At Litem	Clerk of Courts	\$34.61	\$39.55	\$44.49	**Circuit Court Commissioner	14	\$34.37	\$39.28	\$44.19	Y (DH)	
Family Court Commissioner	Clerk of Courts	\$34.61	\$39.55	\$44.49	**Circuit Court Commissioner	14	\$34.37	\$39.28	\$44.19	Y (DH)	
Land & Water Conservation Dir.	LWCD	\$33.07	\$37.80	\$42.52	Land & Water Conservation Dir.	14	\$34.37	\$39.28	\$44.19	Y (DH)	
Land Information Director	Land Information	\$33.07	\$37.80	\$42.52	Land Information Director	14	\$34.37	\$39.28	\$44.19	Y (DH)	
Administrative Services Mngr	Human Services	\$30.01	\$34.30	\$38.59	Administrative Services Mngr	13	\$32.63	\$37.29	\$41.95	Y	
Aging/Disability Resource Mngr	Human Services	\$30.01	\$34.30	\$38.59	**Aging and Disability Resources Div Mngr	13	\$32.63	\$37.29	\$41.95	Y	
****Asst Corporation Counsel (1)	Corporation Counsel	\$30.01	\$34.30	\$38.59	Asst Corporation Counsel	13	\$32.63	\$37.29	\$41.95	Y (DH)	

Captain-Administrative	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Administrative	13	\$32.63	\$37.29	\$41.95	Y
Captain-Jail	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Jail	13	\$32.63	\$37.29	\$41.95	Y
Captain-Patrol	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Patrol	13	\$32.63	\$37.29	\$41.95	Y
Child and Family Div Manager	Human Services	\$30.01	\$34.30	\$38.59	Child and Family Div Manager	13	\$32.63	\$37.29	\$41.95	Y
Economic Development Director	EDC	\$28.49	\$32.56	\$36.63	Economic Development Director	13	\$32.63	\$37.29	\$41.95	Y (DH)
***Fair Park Director (1)	County Fair	\$31.55	\$36.06	\$40.56	Fair Park Director	13	\$32.63	\$37.29	\$41.95	Y (DH)
Highway Operations Manager	Highway	\$30.01	\$34.30	\$38.59	Highway Operations Manager	13	\$32.63	\$37.29	\$41.95	Y
Information Technology Mgr	MIS	\$31.55	\$36.06	\$40.56	Information Technology Mgr	13	\$32.63	\$37.29	\$41.95	*Y (DH)
Systems & Applications Manager	MIS	\$30.01	\$34.30	\$38.59	Systems & Applications Manager	13	\$32.63	\$37.29	\$41.95	*Y (DH)
****Advanced Fund Accountant (1)	Finance	\$25.43	\$29.06	\$32.70	**Assistant Finance Director	12	\$30.90	\$35.31	\$39.72	Y
Economic Support Services Mngr	Human Services	\$28.49	\$32.56	\$36.63	**Economic Support Division Mngr	12	\$30.90	\$35.31	\$39.72	Y
Highway Fleet Manager	Highway	\$28.49	\$32.56	\$36.63	Highway Fleet Manager	12	\$30.90	\$35.31	\$39.72	Y
Maintenance Manager	Central Services	\$26.95	\$30.81	\$34.66	**Director of Maintenance	12	\$30.90	\$35.31	\$39.72	Y (DH)
Public Health Program Manager	Health	\$28.49	\$32.56	\$36.63	Public Health Program Manager	12	\$30.90	\$35.31	\$39.72	Y
Child Protective Services Supr	Human Services	\$28.49	\$32.56	\$36.63	Child Protective Services Supr	11	\$29.16	\$33.33	\$37.50	Y
Community Sup Prog Supervisor	Human Services	\$28.49	\$32.56	\$36.63	Community Sup Prog Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Comprehensive Commun Serv Supr	Human Services	\$28.49	\$32.56	\$36.63	Comprehensive Commun Serv Supr	11	\$29.16	\$33.33	\$37.50	Y
****Emergency Management Director (1)	Sheriff	\$25.43	\$29.06	\$32.70	Emergency Management Director	11	\$29.16	\$33.33	\$37.50	Y (DH)
****Intake and Juvenile Justice Supervisor (1)	Human Services	\$28.49	\$32.56	\$36.63	**Intake Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Maintenance Supervisor	Human Services	\$26.95	\$30.81	\$34.66	Maintenance Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Mental Health/AODA Supervisor	Human Services	\$28.49	\$32.56	\$36.63	Mental Health/AODA Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Accountant	Highway	\$26.95	\$30.81	\$34.66	**Senior Accountant	10	\$27.43	\$31.35	\$35.27	Y
Heavy Maint Superintendent	Highway	\$26.95	\$30.81	\$34.66	Heavy Maint Superintendent	10	\$27.43	\$31.35	\$35.27	Y
Operations Superintendent	Highway	\$26.95	\$30.81	\$34.66	Operations Superintendent	10	\$27.43	\$31.35	\$35.27	Y
****Parks Supervisor (1)	Parks Department	\$25.43	\$29.06	\$32.70	Parks Supervisor	10	\$27.43	\$31.35	\$35.27	Y
Patrol Superintendent	Highway	\$26.95	\$30.81	\$34.66	Patrol Superintendent	10	\$27.43	\$31.35	\$35.27	Y

Senior Systems Analyst	MIS	\$26.95	\$30.81	\$34.66	Senior Systems Analyst	10	\$27.43	\$31.35	\$35.27	Y
Veterans Service Officer	VSO	\$25.43	\$29.06	\$32.70	Veterans Service Officer	10	\$27.43	\$31.35	\$35.27	Y (DH)
ADRC Coordinator	Human Services	\$25.43	\$29.06	\$32.70	**ADRC Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Benefits Administrator	Human Resources	\$23.89	\$27.31	\$30.73	Benefits Administrator	9	\$25.69	\$29.36	\$33.03	Y
Economic Support Spec-Suprv	Human Services	\$22.37	\$25.56	\$28.76	**Economic Support Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Fair Park Supervisor	County Fair	\$25.43	\$29.06	\$32.70	Fair Park Supervisor	9	\$25.69	\$29.36	\$33.03	Y
****IT Specialist/Compliance Officer(1)	Human Services	\$19.31	\$22.06	\$24.81	IT Specialist/Compliance Officer	9	\$25.69	\$29.36	\$33.03	*Y
Juvenile Justice Supervisor	Human Services	\$20.11	\$22.64	\$25.17	Juvenile Justice Supervisor	9	\$25.69	\$29.36	\$33.03	*Y
Sergeant - Detective	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant - Detective	9	\$25.69	\$29.36	\$33.03	N
Sergeant - Support Services	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant - Support Services	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Detective	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Detective	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Jail	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Jail	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Patrol	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Patrol	9	\$25.69	\$29.36	\$33.03	N
****Sr. Micro Computer Specialist (1)	MIS	\$23.89	\$27.31	\$30.73	Sr. Micro Computer Specialist	9	\$25.69	\$29.36	\$33.03	N
****Wraparound/Yth Svcs Supervisor (1)	Human Services	\$25.43	\$29.06	\$32.70	Wraparound/Yth Svcs Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Zoning/On-Site Waste Mng Tech	Zoning & Planning	\$22.37	\$25.56	\$28.76	Zoning/On-Site Waste Mng Tech	9	\$25.69	\$29.36	\$33.03	N
Advanced Accountant	Human Services	\$22.37	\$25.56	\$28.76	Advanced Accountant	8	\$23.96	\$27.38	\$30.80	N
****Behavioral Health Specialist (1)	Human Services	\$21.18	\$23.66	\$26.14	Behavioral Health Specialist	8	\$23.96	\$27.38	\$30.80	N
****Child Prot Serv Ongoing Prof I (5)	Human Services	\$20.64	\$23.04	\$25.45	Child Prot Serv Ongoing Prof I	8	\$23.96	\$27.38	\$30.80	N
Communication Supervisor	Sheriff	\$22.37	\$25.56	\$28.76	Communication Supervisor	8	\$23.96	\$27.38	\$30.80	N
****Community Support Prof II (4)	Human Services	\$21.18	\$23.66	\$26.14	Community Support Prof II	8	\$23.96	\$27.38	\$30.80	N
****Comphnsve Comm Srv Facilitatr (4)	Human Services	\$21.18	\$23.66	\$26.14	Comphnsve Comm Srv Facilitatr	8	\$23.96	\$27.38	\$30.80	N
Early Intervention Serv Coord (NR)	Human Services	\$25.43	\$29.06	\$32.70	**Birth-to-three/Preschool Supervisor	8	\$23.96	\$27.38	\$30.80	Y
****Family Court Counselor (1)	Clerk of Courts	\$21.18	\$23.66	\$26.14	**Mediator/Custody and Placement Evaluator	8	\$23.96	\$27.38	\$30.80	N
Foster Care Coordinator	Human Services	\$21.18	\$23.66	\$26.14	Foster Care Coordinator	8	\$23.96	\$27.38	\$30.80	N

****Human Resources Specialist (1)	Human Resources	\$22.37	\$25.56	\$28.76	Human Resources Specialist	8	\$23.96	\$27.38	\$30.80	Y
****Intake/On Call Worker (5)	Human Services	\$21.18	\$23.66	\$26.14	Intake/On Call Worker	8	\$23.96	\$27.38	\$30.80	N
Jail Case Mngnr/Beh Hlth Spec	Human Services	\$21.18	\$23.66	\$26.14	Jail Case Mngnr/Beh Hlth Spec	8	\$23.96	\$27.38	\$30.80	N
Jail Food Service Supervisor	Sheriff	\$20.85	\$23.82	\$26.80	Jail Food Service Supervisor	8	\$23.96	\$27.38	\$30.80	Y
Lueder Haus Manager	Human Services	\$22.37	\$25.56	\$28.76	Lueder Haus Manager	8	\$23.96	\$27.38	\$30.80	*Y
Nurse Case Manager	Human Services	\$23.70	\$26.01	\$28.32	**Aging & Disability Resource Specialist II	8	\$23.96	\$27.38	\$30.80	*Y
Office Manager	DA Office	\$22.37	\$25.56	\$28.76	Office Manager	8	\$23.96	\$27.38	\$30.80	Y
Office Manager	Human Services	\$22.37	\$25.56	\$28.76	Office Manager	8	\$23.96	\$27.38	\$30.80	Y
Onsite Waste Systems Tech	Zoning & Planning	\$22.37	\$25.56	\$28.76	Onsite Waste Systems Tech	8	\$23.96	\$27.38	\$30.80	N
Public Health Nurse	Health	\$23.70	\$26.01	\$28.32	Public Health Nurse	8	\$23.96	\$27.38	\$30.80	*Y
Resource Conservationist	LWCD	\$22.37	\$25.56	\$28.76	Resource Conservationist	8	\$23.96	\$27.38	\$30.80	N
Soil Conservationist	LWCD	\$22.37	\$25.56	\$28.76	Soil Conservationist	8	\$23.96	\$27.38	\$30.80	N
Surveyor	Land Information	\$22.37	\$25.56	\$28.76	Surveyor	8	\$23.96	\$27.38	\$30.80	*Y
Water Resource Management Spec	LWCD	\$22.37	\$25.56	\$28.76	Water Resource Management Spec	8	\$23.96	\$27.38	\$30.80	N
WIC Project Director Supervisor	Health	\$22.37	\$25.56	\$28.76	WIC Project Director Supervisor	8	\$23.96	\$27.38	\$30.80	*Y
Adult Protective Svcs Case Mg	Human Services	\$20.11	\$22.64	\$25.17	Adult Protective Svcs Case Mg	7	\$22.23	\$25.40	\$28.58	N
Alternate Care Coordinator	Human Services	\$21.18	\$23.66	\$26.14	Alternate Care Coordinator	7	\$22.23	\$25.40	\$28.58	N
****Community Support Prof I (1)	Human Services	\$19.59	\$21.88	\$24.17	Community Support Prof I	7	\$22.23	\$25.40	\$28.58	N
****Dep Reg Prob/Lead Juvenile Cl (1)	Clerk of Courts	\$20.85	\$23.82	\$26.80	Dep Reg Prob/Lead Juvenile Cl	7	\$22.23	\$25.40	\$28.58	N
Human Service Professional II	Human Services	\$20.64	\$23.04	\$25.45	Human Service Professional II	7	\$22.23	\$25.40	\$28.58	N
Lead Deputy Clerk	Clerk of Courts	\$20.85	\$23.82	\$26.80	Lead Deputy Clerk	7	\$22.23	\$25.40	\$28.58	N
****Paralegal (1)	DA Office	\$15.79	\$17.63	\$19.47	**Paralegal II	7	\$22.23	\$25.40	\$28.58	N
****Paralegal II, Confidential (1)	Corporation Counsel	\$19.31	\$22.06	\$24.81	**Paralegal II	7	\$22.23	\$25.40	\$28.58	N
****Accountant (1)	Human Services	\$19.31	\$22.06	\$24.81	Accountant	6	\$20.49	\$23.42	\$26.35	N
ADRC Social Worker	Human Services	\$20.11	\$22.64	\$25.17	**Aging & Disability Resource Specialist I	6	\$20.49	\$23.42	\$26.35	N
****Benefits Specialist (1)	Human Services	\$19.31	\$22.06	\$24.81	**Elder Benefits Specialist	6	\$20.49	\$23.42	\$26.35	N
Cartographer	Land Information	\$19.59	\$21.88	\$24.17	Cartographer	6	\$20.49	\$23.42	\$26.35	N

Disability Benefits Specialist	Human Services	\$19.31	\$22.06	\$24.81	Disability Benefits Specialist	6	\$20.49	\$23.42	\$26.35	N
Early Intervention Teacher	Human Services	\$20.11	\$22.64	\$25.17	Early Intervention Teacher	6	\$20.49	\$23.42	\$26.35	N
Equipment Mechanic II	Highway	\$20.92	\$21.67	\$21.67	Equipment Mechanic II	6	\$20.49	\$23.42	\$26.35	N
GIS & Land Use Specialist	LWCD	\$19.59	\$21.88	\$24.17	GIS & Land Use Specialist	6	\$20.49	\$23.42	\$26.35	N
****Human Services Professional I (1)	Human Services	\$20.11	\$22.64	\$25.17	Human Services Professional I	6	\$20.49	\$23.42	\$26.35	N
****Micro Computer Specialist (1)	MIS	\$19.31	\$22.06	\$24.81	Micro Computer Specialist	6	\$20.49	\$23.42	\$26.35	N
Pers Asst Case Mngnr/Fam Coord	Human Services	\$20.64	\$23.04	\$25.45	Pers Asst Case Mngnr/Fam Coord	6	\$20.49	\$23.42	\$26.35	N
Welder Fabricator	Highway	\$21.31	\$22.15	\$22.15	Welder Fabricator	6	\$20.49	\$23.42	\$26.35	N
Account Clerk	Human Services	\$16.25	\$18.57	\$20.89	**Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
****Administrative Assistant-Conf. (1)	Administration	\$19.31	\$22.06	\$24.81	**Administrative Specialist II	5	\$18.75	\$21.43	\$24.11	N
****Clinic LPN (1)	Health	\$17.94	\$20.04	\$22.14	Clinic LPN	5	\$18.75	\$21.43	\$24.11	N
Community Rsrc Coor-Wraparound	Human Services	\$17.79	\$20.32	\$22.86	Community Rsrc Coor-Wraparound	5	\$18.75	\$21.43	\$24.11	N
Confidential Secretary	Sheriff	\$16.25	\$18.57	\$20.89	**Administrative Specialist II	5	\$18.75	\$21.43	\$24.11	N
Economic Specialist	Human Services	\$16.25	\$18.57	\$20.89	**Economic Support Specialist II	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist-MC	Human Services	\$16.25	\$18.57	\$20.89	**Economic Support Specialist II	5	\$18.75	\$21.43	\$24.11	N
Enforcement Spec - Paternity	Child Support	\$16.86	\$18.83	\$20.79	Enforcement Spec - Paternity	5	\$18.75	\$21.43	\$24.11	N
****Enforcement Specialist (1)	Child Support	\$16.86	\$18.83	\$20.79	Enforcement Specialist	5	\$18.75	\$21.43	\$24.11	N
****Family Development Worker (1)	Human Services	\$16.25	\$18.57	\$20.89	Family Development Worker	5	\$18.75	\$21.43	\$24.11	N
Financial Assistance Worker	Human Services	\$16.25	\$18.57	\$20.89	**Financial Assistance Worker-CSP	5	\$18.75	\$21.43	\$24.11	N
Financial Intake Worker	Human Services	\$17.79	\$20.32	\$22.86	Financial Intake Worker	5	\$18.75	\$21.43	\$24.11	N
Financial Planner	Human Services	\$17.79	\$20.32	\$22.86	Financial Planner	5	\$18.75	\$21.43	\$24.11	N
****Financial Planner Rsrc Spec (1)	Human Services	\$17.79	\$20.32	\$22.86	**Financial Planner	5	\$18.75	\$21.43	\$24.11	N
****Financial Support Specialist (1)	Child Support	\$16.86	\$18.83	\$20.79	Financial Support Specialist	5	\$18.75	\$21.43	\$24.11	N
First Offender Program Dir	DA Office	\$16.86	\$18.83	\$20.79	First Offender Program Dir	5	\$18.75	\$21.43	\$24.11	N
Fiscal Specialist	Health	\$15.79	\$17.63	\$19.47	**Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Highway Lead Worker	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	**Bridge Crew Lead	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	**Grade Crew Foreman	5	\$18.75	\$21.43	\$24.11	N
Justice Info Sharing Coord	DA Office	\$17.41	\$19.44	\$21.48	**Justice Computer Specialist	5	\$18.75	\$21.43	\$24.11	N

Maintenance Worker II	Central Services	\$16.86	\$18.83	\$20.79	**Building Maintenance Worker II	5	\$18.75	\$21.43	\$24.11	N
Mechanic	Sheriff	\$16.33	\$18.24	\$20.15	Mechanic	5	\$18.75	\$21.43	\$24.11	N
***Microcomputer Technician (1)	MIS	\$19.31	\$22.06	\$24.81	Microcomputer Technician	5	\$18.75	\$21.43	\$24.11	N
Parks Construction/Maint Lead	Parks Department	\$16.86	\$18.83	\$20.79	Parks Construction/Maint Lead	5	\$18.75	\$21.43	\$24.11	N
Payroll Tech/Accounting Ass't	Finance	\$16.86	\$18.83	\$20.79	**Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (Clinic)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (Clinic)	5	\$18.75	\$21.43	\$24.11	N
****Public Health Tech (jail) (1)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (jail)	5	\$18.75	\$21.43	\$24.11	N
Sign Worker (Lead)	Highway	\$21.31	\$22.15	\$22.15	**Lead Sign Worker	5	\$18.75	\$21.43	\$24.11	N
Victim Witness Coordinator	DA Office	\$16.86	\$18.83	\$20.79	Victim Witness Coordinator	5	\$18.75	\$21.43	\$24.11	N
Zoning Program Assistant	Zoning & Planning	\$16.33	\$18.24	\$20.15	**Solid Waste/Clean Sweep Specialist	5	\$18.75	\$21.43	\$24.11	N
Account Clerk	Sheriff	\$15.25	\$17.03	\$18.80	**Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
****Account Clerk/System Support (1)	Finance	\$15.25	\$17.03	\$18.80	**Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	LWCD	\$15.25	\$17.03	\$18.80	**Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Zoning & Planning	\$15.25	\$17.03	\$18.80	**Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	**Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	**Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative/Elections Clerk	County Clerk	\$15.79	\$17.63	\$19.47	**Chief Deputy County Clerk	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Land Information	\$15.25	\$17.03	\$18.80	**Real Property Lister	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	County Fair	\$15.79	\$17.63	\$19.47	**Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Building Maintenance Worker	Human Services	\$17.79	\$20.32	\$22.86	**Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Chief Deputy Register of Deeds	Register of Deeds	\$16.33	\$18.24	\$20.15	Chief Deputy Register of Deeds	4	\$17.02	\$19.45	\$21.88	N
Child Care Coordinator	Human Services	\$16.25	\$18.57	\$20.89	**Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N
****Communications Operator (1)	Sheriff	\$16.86	\$18.83	\$20.79	Communications Operator	4	\$17.02	\$19.45	\$21.88	N
****Community Outreach Worker (2)	Human Services	\$16.25	\$18.57	\$20.89	Community Outreach Worker	4	\$17.02	\$19.45	\$21.88	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	**Deputy Court Clerk III	4	\$17.02	\$19.45	\$21.88	N
Deputy Veteran Service Officer	VSO	\$16.33	\$18.24	\$20.15	Deputy Veteran Service Officer	4	\$17.02	\$19.45	\$21.88	N
Early Intervention Serv Coord	Human Services	\$16.86	\$18.83	\$20.79	Early Intervention Serv Coord	4	\$17.02	\$19.45	\$21.88	N
Equipment Operator II	Highway	\$20.53	\$21.31	\$21.31	**Equipment Operator	4	\$17.02	\$19.45	\$21.88	N



Equipment Parts Person	Highway	\$21.31	\$22.15	\$22.15	\$22.15	Equipment Parts Person	4	\$17.02	\$19.45	\$21.88	N
****Group Home Worker (3)	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	Group Home Worker	4	\$17.02	\$19.45	\$21.88	N
Land Information Asst./Deputy Treasurer	Land Information	\$14.72	\$16.43	\$18.14	\$18.14	**Administrative Specialist I/Dep Treasurer	4	\$17.02	\$19.45	\$21.88	N
****Legal Assistant II (1)	Child Support	\$15.79	\$17.63	\$19.47	\$19.47	**Legal Assistant	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary	DA Office	\$15.25	\$17.03	\$18.80	\$18.80	Legal Secretary	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary/Receptionist	DA Office	\$14.72	\$16.43	\$18.14	\$18.14	**Legal Secretary	4	\$17.02	\$19.45	\$21.88	N
Maintenance Worker I	Central Services	\$15.79	\$17.63	\$19.47	\$19.47	**Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Medical Office Asst	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	Medical Office Asst	4	\$17.02	\$19.45	\$21.88	N
****Mental Health Technician (1)	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	Mental Health Technician	4	\$17.02	\$19.45	\$21.88	N
Payroll Account Clerk	Finance	\$15.25	\$17.03	\$18.80	\$18.80	**Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Program Assistant	Parks/EM Dept	\$16.33	\$18.24	\$20.15	\$20.15	Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Protective/Representative	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	**Protective Payee	4	\$17.02	\$19.45	\$21.88	N
Secretary-Ntr Prg Crd/LTS	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	**Nutrition Program Coordinator	4	\$17.02	\$19.45	\$21.88	N
****Support Services Planner (3)	Human Services	\$16.25	\$18.57	\$20.89	\$20.89	**Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N
WIC Registered Dietetic Tech	Health	\$15.25	\$17.03	\$18.80	\$18.80	WIC Registered Dietetic Tech	4	\$17.02	\$19.45	\$21.88	N
Zoning Assistant	Zoning & Planning	\$15.25	\$17.03	\$18.80	\$18.80	**Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	\$19.26	**Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	\$19.26	**Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Admin Cl/Customer Service Spec	Child Support	\$15.25	\$17.03	\$18.80	\$18.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Administrative Secretary	Parks Department	\$13.63	\$15.21	\$16.80	\$16.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Billing Clerk/WIC Clerk	Health	\$13.63	\$15.21	\$16.80	\$16.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
****Buildings/Grounds Maint Wrkr (2)	Parks Department	\$14.72	\$16.43	\$18.14	\$18.14	Buildings/Grounds Maint Wrkr	3	\$15.06	\$17.21	\$19.36	N
****Central Duplicating Clerk (1)	MIS	\$13.63	\$15.21	\$16.80	\$16.80	Central Duplicating Clerk	3	\$15.06	\$17.21	\$19.36	N
Community Support Assistant	Human Services	\$14.72	\$16.82	\$18.92	\$18.92	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	\$18.80	**Deputy Court Clerk II	3	\$15.06	\$17.21	\$19.36	N
Deputy Reg Prog/Court Clerk Cr	Clerk of Courts	\$15.25	\$17.03	\$18.80	\$18.80	Deputy Reg Prog/Court Clerk Cr	3	\$15.06	\$17.21	\$19.36	N
Register of Deeds I	Register of Deeds	\$15.25	\$17.03	\$18.80	\$18.80	Deputy Register of Deeds I	3	\$15.06	\$17.21	\$19.36	N
Deputy Treasurer	County Treasury	\$15.25	\$17.03	\$18.80	\$18.80	Deputy Treasurer	3	\$15.06	\$17.21	\$19.36	N

Drug Task Force Program Asst	Sheriff	\$14.20	\$15.81	\$17.47	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
***Highway Worker (29)	Highway	\$20.17	\$20.92	\$20.92	Highway Worker	3	\$15.06	\$17.21	\$19.36	N
***Judicial Assistant (1)	Clerk of Courts	\$15.79	\$17.63	\$19.47	Judicial Assistant	3	\$15.06	\$17.21	\$19.36	N
Legal Secretary	Clerk of Courts	\$15.25	\$17.03	\$18.80	Legal Secretary	3	\$15.06	\$17.21	\$19.36	N
***Marketing Assistant (1)	County Fair	\$14.20	\$15.81	\$17.47	Marketing Assistant	3	\$15.06	\$17.21	\$19.36	N
Medical Records/File Clerk	Human Services	\$16.25	\$18.57	\$20.89	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Nutrition Outreach Worker	Human Services	\$16.25	\$18.57	\$20.89	**Home Delivered Meal Assessor	3	\$15.06	\$17.21	\$19.36	N
Personal Care Program Asst	Health	\$14.20	\$15.84	\$17.47	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Public Health Program Assist	Health	\$14.20	\$15.84	\$17.47	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
***Receptionist/Secretary (1)	Sheriff	\$13.63	\$15.21	\$16.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary	Sheriff	\$13.63	\$15.21	\$16.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Drug Task Force	Sheriff	\$13.63	\$15.21	\$16.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Economic Development	EDC	\$14.72	\$16.82	\$18.92	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary/Staff Support	Human Services	\$14.72	\$16.82	\$18.92	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Support Services Clerical Asst	Sheriff	\$15.25	\$17.03	\$18.80	**Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
***Transportation Coord/Van Dvr (1)	Human Services	\$16.25	\$18.57	\$20.89	Transportation Coord/Van Dvr	3	\$15.06	\$17.21	\$19.36	N
ADRC Paraprofessional	Human Services	\$14.72	\$16.43	\$18.14	ADRC Paraprofessional	2	\$13.33	\$15.23	\$17.13	N
Appointment Secretary	Human Services	\$14.72	\$16.43	\$18.14	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
***Appointment Secretary/Receipt (1)	Human Services	\$14.72	\$16.43	\$18.14	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Clerk Typist	Human Services	\$13.10	\$14.63	\$16.17	**Accounting Assistant I	2	\$13.33	\$15.23	\$17.13	N
***Cook (4)	Sheriff	\$14.72	\$16.43	\$18.14	Cook	2	\$13.33	\$15.23	\$17.13	N
***Data Entry Clerk (1)	Register of Deeds	\$13.10	\$14.63	\$16.17	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Lead Custodian	Human Services	\$14.72	\$16.43	\$18.14	Lead Custodian	2	\$13.33	\$15.23	\$17.13	N
***Parks Maintenance Worker (2)	Parks Department	\$14.72	\$16.82	\$18.92	Parks Maintenance Worker	2	\$13.33	\$15.23	\$17.13	N
***Secretary - Economic Support (1)	Human Services	\$14.72	\$16.82	\$18.92	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
***Secretary HS (1)	Human Services	\$14.72	\$16.82	\$18.92	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
***Secretary/Alternate Care Coord (1)	Human Services	\$14.72	\$16.82	\$18.92	**Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Central Service Worker	Central Services	\$12.02	\$13.41	\$14.81	Central Service Worker	1	\$11.80	\$13.48	\$15.17	N
***Custodian II (1)	Central Services	\$12.58	\$14.04	\$15.49	**Custodian	1	\$11.80	\$13.48	\$15.17	N

Custodian II	Sheriff	\$12.58	\$14.04	\$15.49	**Custodian	1	\$11.80	\$13.48	\$15.17	N
Custodian I	Central Services	\$12.02	\$13.41	\$14.81	**Custodian	1	\$11.80	\$13.48	\$15.17	N
Janitor	Human Services	\$13.19	\$15.07	\$16.95	**Custodian	1	\$11.80	\$13.48	\$15.17	N
***Nutrition Site Manager (2)	Human Services	\$14.72	\$16.82	\$18.92	Nutrition Site Manager	1	\$11.80	\$13.48	\$15.17	N
Van Driver	Human Services	\$14.72	\$16.82	\$18.92	Van Driver	1	\$11.80	\$13.48	\$15.17	N

**JEFFERSON COUNTY RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT**

	Minimum		90.0%		92.5%		95.0%		97.5%		Control Point		102.5%		105.0%		107.5%		110.0%		Maximum	
<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>											
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03											
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81											
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57											
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34											
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11											
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87											
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65											
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42											
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19											
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95											
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72											
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50											
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27											
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03											
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80											
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58											
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35											
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11											
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88											
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36											
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13											
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17											

**Mr. Braugher moved to amend Attachment C by adding in Grade 7 a Programmer Analyst, MIS, with the recommended 2013 rates of \$22.23 (minimum), \$25.40 (mid) and \$28.58 (max) and a non-exempt status (N). Seconded and carried.**

**Mr. Mode moved to amend Attachment C by changing the Nurse Case Manager, now titled Aging Disability Resource Specialist II (Grade 8), from exempt to non-exempt status (N). Seconded and carried.**

**Amended Resolution No. 2012-66 was adopted:** Ayes 28, Noes 2 (Torres, Schroeder), Absent 0.

**Mr. Braugher presented Ordinance No. 2012-20.**

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

Section 1. Section HR0250, Exempt Service, of the Personnel Ordinance shall be amended as follows:

**HR0250 EXEMPT SERVICE.** The following positions shall be in the exempt service: [am & renumbered 02/08/11, ord. 2010-25]

A. All elected officers and department heads.

B. In addition to elected officers and department heads:

1. Courthouse: Assistant Corporation Counsel, District Attorney Office Manager, Fair Park Supervisor, Information Technology Manager, Systems and Applications Manager, ~~Advanced Fund Accountant~~ Assistant Finance Director, Park Operations Supervisor, ~~Family Court Commissioner~~, ~~Family Court Commissioner/Guardian Ad Litem~~, ~~Circuit Court Commissioner~~, Benefits Administrator, Human Resources Specialist, Senior Systems Analyst, Management Analyst, Surveyor. [am. 10/10/06, ord. 2006-17; am. 09-11-07, ord. 2007-19; am. 04/15/08, ord. 2008-07; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 3/13/12, ord. 2011-31]
2. Highway Department: Superintendents, ~~Assistant Superintendent~~, ~~Accounting Manager~~, ~~Senior Accountant~~, Highway Operations Manager, Highway Fleet Manager [am. ord. 85-10, 7-9-85; am. ord. 2008-24, 11-10-08; am. 3/13/12, ord. 2011-31]
3. Human Services: ADRC Coordinator, Advanced Fund Account, Aging and Disability Resources Division Manager, Administrative Services Manager, ~~Behavioral Health Division Manager~~, Child and Family Division Manager, Child Protective Services Supervisor, Community

Support Program Supervisor, Comprehensive Community Services Supervisor, Intake and Juvenile Delinquency Supervisor, ~~Early Intervention Program~~ Birth to Three/Preschool Supervisor, ~~IT Specialist/Compliance Officer~~, Juvenile Justice Supervisor, Lueder Haus Manager, Mental Health/AODA Supervisor, Nurse Case Manager, ~~W-2 Economic Support Division Manager Supervisor~~, Economic Support Specialist Supervisor, Office Manager, Maintenance Supervisor, Wraparound and Youth Services Supervisor. [am. ord. 2007-19, 09/1/07; am ord. 2008-07, 04/15/08; am. ord. 2008-24, 11-10-08; am. 02/10/09, ord. 2008-35; am. 3/13/12, o r d . 2011-31]

4. Sheriff Department: Chief Deputy, Captains, Jail Food Service Supervisor, Emergency Management Director. [am. 10/10/06, ord. No. 2006-17; am. 02/10/09, ord. 2008-35]
5. Health Department: Public Health Program Manager, Public Health Nurse, WIC Project Director Supervisor. [am. 10/10/06, ord. 2006-17; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 02/08/11, ord. 2010-25]

Section 2. Section HR0320(B) and (C), Applicable Pay Rates Following Demotion or Transfer, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0320 APPLICABLE PAY RATES FOLLOWING DEMOTION OR TRANSFER.**

- B. An employee who is demoted or transferred for involuntary reasons not related to performance will retain the present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. The 90-day grace period does not apply to red-circled employees as the result of the pay plan adopted effective December 30, 2012. These employees shall maintain the present salary until

such a time that the new range meets or exceeds the present rate of pay or as otherwise approved by County Board. [am. 3/13/12, ord. 2011-31]

- C. An employee who takes a voluntary demotion will be placed in the step in the new range that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay, if the present salary is above the new range maximum. ~~If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease.~~ [am. 3/13/12, ord. 2011-31]

Section 3. Section HR0330(C), Applicable Pay Rates Upon Reclassification of Position, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0330 APPLICABLE PAY RATES UPON RECLASSIFICATION OF POSITION**

- C. If a position is reclassified to a class in a lower salary range, and the salary of the employee exceeds the maximum of the new range, the employee will retain the employee's present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. The 90-day grace period does not apply to red-circled employees as the result of the pay plan adopted effective December 30, 2012. These employees shall maintain the present salary until such a time that the new range meets or exceeds the present rate of pay or as otherwise approved by County Board. [renumbered & am. 3/13/12, ord. 2011-31]

Section 4. Section HR0340(E), Application of Pay Plan to Positions, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0340 APPLICATION OF PAY PLAN TO POSITIONS**

- E. No advance in the step system and corresponding pay increases shall be automatic upon completion of the

periods of service and all step increases shall be made on the basis of merit as established by the employee's work performance and after written recommendation of the department head and approval by the Human Resources Director. Employees shall be evaluated at least annually. Employees shall sign a copy of the evaluation form. A copy of said evaluation form shall be provided to the employee. Approximately 30 days before an employee becomes eligible for a step increase, the Human Resources Department shall notify the department head. The department head shall submit an evaluation form to the Human Resources Department no later than the employee's anniversary date. Such evaluation form shall be signed by the employee, with a copy given to the employee. Step pay increases shall be earned. No pay increase shall be granted until the department head notifies the Human Resources Department that the employee has satisfactorily completed service by indicating such on the performance evaluation. Whenever an employee requests in writing the reasons for not receiving a pay increase or contingency rate for which the employee is eligible, the Human Resources Director shall advise the employee of the reasons. Due to the implementation of a new Classification and Compensation Plan on December 30, 2012, a performance evaluation will not be required prior to implementation of the plan; however, department heads shall be held accountable to ensure each employee receives an evaluation annually. [am. 3/13/12, ord. 2011-31]

Section 5. Section HR0350, Employee Compensation Plan, of the Personnel Ordinance shall be amended as follows:

**HR0350 EMPLOYEE COMPENSATION PLAN.** Each employee shall be paid in accordance with the compensation plan set forth in Resolution No. ~~1995-24, July 11, 1995~~ 2012-66, December 11, 2012, as heretofore amended and as said compensation plan shall be from time to time hereafter amended by resolution of the Board of Supervisors. [res. 2001-117, 3/12/2002]

Section 6. Section HR0360 (A.2) and (B.8.c), Hours of Work, Overtime, and Compensatory Time, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012, and HR0360 (B.8.e) shall be created as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0360 HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.**



## A. Exempt Employees

2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Family Court Commissioners, Assistant Corporation Counsels, Chief Deputy, Systems and Applications Manager, Information Technology Manager and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. [am. ord. 2008-24, 11/10/2008; am. ord 2008-35, 02/10/09; am. ord 2009-17, 10/27/2009; am. ord. 2011-21, 01/13/2011]

## B. Non-exempt Employees

### 8. Shift Differentials and Premium Pay:

- c. Highway Workers working in any one shift in a higher paid position for four hours or more shall receive ~~the higher rate~~ five percent (5%) of the employee's regular rate of pay while working in such position. Whenever non-supervisory Highway employees are assigned to work as 'temporary lead or foreman', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate, paid non-cumulative if already receiving the five percent (5%) for working in a higher paid position, with the final rate not to exceed the maximum rate of the corresponding Lead position. ~~in step H24D.~~ All work assignments will be approved by a department supervisor prior to receiving the additional compensation. [cr. 12/13/11, ord. 2011-21]
- d. Highway workers assigned to work on roads where the speed limit is 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked. [cr. 12/13/11, ord. 2011-21]
- e. ~~Employees designated in the Highway Worker classification shall receive an additional five percent (5%) of the employee's regular rate when performing winter maintenance duties.~~

Section 7. Section HR0375(A), Pay Plan, Pay Dates, and Pay

Records, of the Personnel Ordinance shall be amended as follows:

**HR0375 PAY PLAN, PAY DATES, AND PAY RECORDS. [am. ord. 2006-30, 03-13-07]**

- A. Job titles and job descriptions adopted by Resolution 1995-24, July 11, 1995, and modified by Resolution 2001-117, 3/12/02, and Resolution 2012-66, 12/11/12, and subsequently amended, are hereby made a part of this ordinance.

Section 8. This ordinance shall be effective after December 30, 2012.

*Fiscal Note: It is anticipated that the increased cost to pay 5% in a higher grade as indicated in section HR0360(B)(8)(c) is \$2116.63 annually. The anticipated annual cost to pay a Highway worker 5% for winter maintenance as indicated in section HR0360(B)(8)(e) is \$8223.75. For the \$8223.75 cost from B(8)(e), it is anticipated that \$4992.79 will be funded by state and municipalities, with \$3230.96 funded by tax levy. Sufficient funds are available in Highway Winter Maintenance accounts to cover any additional cost.*

**Mr. Braugler moved for the adoption of Ordinance No. 2012-20.** Seconded.

**Mr. Braugler moved that Section HR0250(B)(3) be amended to change the ADRC Coordinator to the ADRC Supervisor and strike through Nurse Case Manager.** Seconded and carried.

**Mr. Jaeckel moved to delete Section HR0360(B)(8)(d) and (e).** Seconded.

**Mr. Torres moved to amend Mr. Jaeckel's proposed amendment to delete only paragraph (e) of HR0360 (B)(8) but not paragraph d.** Seconded and failed: Ayes 13, Noes 17 (Jones, Tietz, Braugler, Buchanan, Kuhlman, Rinard, Reese, Rogers, Nass, Hanneman, Schroeder, Mode, Bregant, Zentner, Borland, Schultz, Babcock), Absent 0.

**Mr. Jaeckel's amendment to delete both paragraphs (d) and (e) failed:** Ayes 5, Noes 25 (Jones, Kelly, David, Tietz, Braugler, Buchanan, Morris, Kuhlman, Rinard, Reese, Torres, Morse, Rogers, Nass, Molinaro, Kutz, Hanneman, Schroeder, Mode, Bregant, Foelker, Borland, Schultz, Babcock, Christensen), Absent 0.

**Amended Ordinance No. 2012-20 adopted:** Ayes 27, Noes 3 (Torres, Kannard, Jaeckel), Absent 0.

**Mr. Braugler read Ordinance No. 2012-21.**

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

Section 1. Section HR0120(B), Differences for Sworn, Non-represented Law Enforcement Employees, of the Personnel Ordinance is amended as follows:

**HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED**

## LAW ENFORCEMENT EMPLOYEES.

B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. ~~Unless extended, this provision expires December 31, 2012.~~

Section 2. Section HR0655(F), Longevity, is created to clarify treatment of employees hired between January 1, 2005, and December 31, 2011, and were covered under an AFSCME contract as follows:

### HR0655 LONGEVITY PAY.

F. Employees who were hired into a position covered by an AFSCME union contract between January 1, 2005, and December 31, 2011, shall remain eligible for longevity pay providing they maintain a position that would have been covered under an AFSCME contract that was in effect as of December 31, 2011.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

**Mr. Braugler moved to adopt Ordinance No. 2012-21.**  
Seconded and carried.

### **Mr. Braugler read Ordinance No. 2012-22.**

WHEREAS, Jefferson County Administrator Gary Petre has announced his retirement, and

WHEREAS, the Jefferson County Board will be engaged in a search for a replacement, and

WHEREAS, the County Administrator is the chief administrative position in the county government, and

WHEREAS, it is desirable for the County Administrator to reside in the County,

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

Section 1. Section HR0270(D) of the Personnel Ordinance shall be created to read:

(D) Within an amount of time negotiated as part of the Administrator's contract of employment, the County Administrator shall establish and maintain residency within the County.

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

**Mr. Braugler moved to adopt Ordinance No. 2012-22.**  
Seconded.

**Mr. Schultz moved to add the following at the end of (D): When a vacancy occurs in the position of County Administrator, this requirement will be waived, if the selected candidate has an existing residence within 5 miles of Jefferson County.** Seconded and carried: Ayes 17, Noes 13 (Jones, Kelly, Kuhlman, Rinard, Rogers, Nass, Molinaro, Schroeder, Mode, Poulson, Jaeckel, Zentner, Babcock), Absent 0.

**Amended Ordinance No. 2012-22 failed:** Ayes 7, Noes 23 (Jones, Kelly, Tietz, Braugler, Buchanan, Morris, Kuhlman, Rinard, Counsell, Reese, Torres, Morse, Rogers, Nass, Molinaro, Kutz, Hanneman, Mode, Poulson, Jaeckel, Borland, Babcock, Christensen), Absent 0.

**Mr. Mode read Resolution No. 2012-67.**

WHEREAS, the Jefferson County Human Services Department contracts with several different state agencies, consortiums and in excess of 100 professionals and care providers in fulfillment of its statutory duties, and

WHEREAS, the Social Services & Community Programs contracts with the Department of Health Services and the Department of Children and Families, and the Youth Aids Program contract with the Department of Corrections must be authorized by law by the County Board, and

WHEREAS, the Human Services Board recommends approval of the Social Services & Community Programs contracts with the Department of Health Services in the anticipated amount of \$3,021,785, the Department of Children and Families in the anticipated amount of \$1,152,248, the AAA Older American Programs in the anticipated amount of \$371,231, the Department of Transportation in the anticipated amount of \$181,046, the Department of Health Services Division of Long Term Care in the anticipated amount of \$499,756 with anticipated federal funds of \$194,349 for the Aging and Disability Resource Center Grant, Wisconsin Home Energy Assistance Program in the anticipated amount \$170,644, and the Youth Aids contract with the Department of Corrections in the anticipated amount of \$683,096, and

WHEREAS, the consortium agreement requires Board approval for the State/Federal Income Maintenance program through the Southern Consortium in the anticipated amount of \$1,038,267, and

WHEREAS, the Department contracts with numerous professional service providers and care providers, usually on an annual basis, as approved by the Human Services Board,

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director or the Administrative Services Division Manager is authorized to execute the state contracts and consortium contract set forth above.

BE IT FURTHER RESOLVED that the Human Services Director or the Administrative Services Manager is authorized to sign adden-

dums or revisions to said contracts during the course of the year as necessary.

BE IT FURTHER RESOLVED that the Director or Administrative Services Manager are authorized to sign all other contracts with state agencies, consortiums and pursuant to s. 46.23(6m)(c), Stats., all professional services/care provider contracts as approved by the Human Services Board.

*Fiscal Note: The various state contracts are in the amounts as set forth in the material provided with the agenda. State law requires County Board approval of the state contracts set forth above. The contracts have not been reproduced because they total in excess of 100 pages. The contracts are standard state forms which are not subject to negotiation by individual counties. The state human services association, WCHSA, does negotiate the basic agreements on behalf of the counties. The professional/care provider contract list for 2013 is available at County Clerk's office upon request.*

**Mr. Mode moved to adopt Resolution No. 2012-67.** Seconded and carried.

**Mr. Molinaro informed the Board that the resolution from the Human Services Board awarding a contract for electronic access control equipment was withdrawn as the bids were under \$25,000 and not requiring Board approval.**

**Mr. Morris read Resolution No. 2012-68.**

WHEREAS, the Jefferson County Library Board was established in 1979 by the Jefferson County Board to be the governing body of Jefferson County Library Services, and

WHEREAS, the Jefferson County Library Board, working as a committee of the whole, developed the 2012-2015 Jefferson County Plan for Library Services, and

WHEREAS, the Jefferson County Library Board adopted the Plan at its November 28, 2012, meeting after a public hearing was conducted to which representatives of each public library in the County were invited,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the 2012-2015 Jefferson County Plan for Library Services, and

BE IT FURTHER RESOLVED that the Jefferson County Library Board is authorized to use the Plan as a guide in continuing to provide access to library services for all Jefferson County residents.

*Fiscal Note: Adoption of this resolution will have no fiscal impact to the County.*

**Mr. Morris moved for the adoption of Resolution No. 2012-68.** Seconded and carried.

**Mr. Reese read Resolution No. 2012-69.**

WHEREAS, Jefferson County recognizes the benefits of the Clean

Sweep Recycling Program to control the disposal and storage of potentially hazardous household, agricultural and business waste, e-waste and pharmaceutical waste, and

WHEREAS, in the Strategic Plan Citizen Survey, 84% of respondents said that the Clean Sweep Recycling Program was a very important service to county residents. This was ranked fourth on the list of services residents wanted in the County, and

WHEREAS, in the 2013 grant process 74 municipalities requested \$1,498,926 for their Clean Sweep Programs and DATCP had only \$750,000 to be granted to 57 municipalities, and

WHEREAS, in 2009 the Clean Sweep grants were reduced by the state budget, and with every budget since these funds have been diverted into the general fund, and

WHEREAS, Jefferson County Clean Sweep and Recycling Program has lost \$73,632 in Clean Sweep grant money since the state budget started to divert the funds in 2009. In 2009 Jefferson County requested \$38,500 and received \$23,055; in 2010 we requested \$34,000 and received \$0 (zero); we had to reduce 2010 Clean Sweeps to two (2) instead of four (4). In 2011 we requested \$37,000 and received \$31,413; in 2012 requested \$38,000 and received \$29,400; in 2012 requested \$38,000 and received \$29,400; in 2013 requested \$38,000 and received \$28,500, and

WHEREAS, when the tipping fees were enacted by state law, these funds were to promote hazardous waste and recycling programs for communities, and

WHEREAS, the Solid Waste/Air Quality Committee is asking to preserve all funds generated by the \$7 Recycling Fee from the \$13 tipping fee for implementing and administering waste/reduction/recycling programs which include Clean Sweep grants, and

WHEREAS, Jefferson County has partnered with the City of Watertown, City of Whitewater, City of Fort Atkinson, City of Waterloo, Town of Ixonia, and Walworth County in its Clean Sweep and Recycling Programs. We have Memorandums of Understanding (MOUs) signed with each partner for explanation of responsibilities and liabilities. These partnerships enabled us to expand our program to collect electronics, appliances, carpeting, Styrofoam, and

WHEREAS, over 952,484 pounds of hazardous household and agricultural waste has been collected since 1992 and 3,576 pounds of non-controlled and 145 pounds of controlled drugs have been collected since 2007 at Clean Sweeps, and

WHEREAS, over 1,399,061 pounds of e-waste from residents has been collected since 2005 and 78,999 pounds of appliances have been collected since July of 2012, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors supports the use of the landfill tipping fee sur-

charge as a source of increasing the Clean Sweep grant funding for municipalities as it was intended.

BE IT FURTHER RESOLVED that upon passage, a copy of this resolution be forwarded to Wisconsin Counties Association, Wisconsin Towns Association, League of Wisconsin, Jefferson County Senators and Representatives, Joint Committee on Finance, Governor Walker, Associated Recyclers of Wisconsin, Solid Waste Association of North America-Badger Chapter, and Council on Recycling.

*Fiscal Note: Jefferson County expenditures for Clean Sweeps are covered by the Solid Waste/Air Quality Account 7109.451009, which is funded by contract fees from Waste Management-Deer Track Park Landfill. The City of Watertown budgeted \$20,000 each year since 2010 for the Clean Sweep Program and Fort HealthCare has donated \$5,000 two years in a row for prescription/non-prescription drug disposal and collections. Other towns, villages, cities, businesses and residents have donated \$3,915 to the Clean Sweep Program. No tax levy dollars are used for this program.*

**Mr. Reese moved to adopt Resolution No. 2012-69.** Seconded and carried.

**Mr. Buchanan read Ordinance No. 2012-23.**

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

Section 1. Section 3.01(2) of the Board of Supervisors Rules of Order is amended as follows:

(2) Board meetings shall commence at ~~7:00~~ 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]

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

**Mr. Buchanan moved for the adoption of Ordinance No. 2012-23.** Seconded and failed.

Supplemental information presented at the December 11, 2012, Jefferson County Board meeting will be available at the County Clerk's office upon request.

**There being no further business, Mr. Buchanan moved that the Board adjourn.** Seconded and carried at 9:37 p.m.