

# **Official Proceedings**

of the

## **Board of Supervisors**

of

## **Jefferson County Wisconsin 2014-2015**

**JEFFERSON COUNTY BOARD MINUTES  
TUESDAY, APRIL 15, 2014, 5:00 P.M.**

County Clerk Barbara A. Frank presiding.

The Honorable Randy R. Koschnick, Jefferson County Circuit Court Judge, administered the oath of office to the board members in attendance.

The County Clerk called the roll, all members being present except Mr. Hartz who gave prior notice of his inability to attend.

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 .....	Michael Wineke
District 9.....	Amy Rinard	District 10 .....	Al C. Counsell
District 11.....	Donald Reese	District 12 .....	Peter A. Hartz
District 13.....	Ed Morse	District 14 .....	Kirk Lund
District 15.....	Steven J. Nass	District 16 .....	Laura Payne
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 .....	Kate Murley
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 Benjamin Wehmeier led the Pledge of Allegiance.

A moment of silence was observed.

County Clerk Barbara A. Frank introduced the new members of the Board: Michael Wineke, District 8; Peter A. Hartz, District 12 (absent); Kirk Lund, District 14; Laura Payne, District 16; and Kate Murley, District 24.

County Administrator Benjamin Wehmeier certified compliance with the Open Meetings Law.

Agenda was accepted as printed.

The Board proceeded to the election of the County Board Chair and Vice Chairs.

County Clerk Barbara A. Frank read Section 3.02(1) of the County Board Rules regarding electing a Chair, Vice Chair and a Second Vice Chair.

County Clerk Barbara A. Frank appointed the following ballot clerks: Corporation Counsel Philip Ristow, Finance Director Brian Lamers and Sheriff Paul Milbrath.

**Nominations were made by written, secret ballot for County Board Chair.** Nominated were Mr. Braughler, Mr. Christensen, Mr. Jaeckel, Mr. Poulson, Mr. Reese, Mr. Schroeder and Mr. Tietz.

Mr. Christensen, Mr. Poulson, Mr. Reese and Mr. Tietz declined the

nomination.

The Clerk called on Chair nominees, in order of supervisory district number, to give a brief statement up to three minutes in length.

**The primary ballot for Chair was tallied with the results being as follows:** Mr. Braughler 11, Mr. Jaeckel 3 and Mr. Schroeder 15.

**Pursuant to Board Rule 3.02(1), a person receiving a majority of votes cast on the primary ballot shall be declared elected; therefore, Mr. Schroeder was elected County Board Chair.**

**Nominations were made by written, secret ballot for First Vice Chair.** Nominated were Mr. Braughler, Mr. Jaeckel, Mr. Jones, Mr. Mode, Mr. Nass, Mr. Poulson, Mr. Reese, Ms. Rinard and Mr. Schultz.

Mr. Braughler, Mr. Jones, Mr. Poulson, Mr. Reese, Ms. Rinard and Mr. Schultz declined the nomination.

The Chair called on First Vice Chair nominees, in order of supervisory district number, to give a brief statement up to three minutes in length.

**The primary ballot for First Vice Chair was tallied with the results being as follows:** Mr. Jaeckel 3, Mr. Mode 11 and Mr. Nass 14, with 1 write-in vote for Mr. Braughler. Pursuant to Board Rule 3.02(1), two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot.

**The final ballot for First Vice Chair was tallied with the results being as follows:** Mr. Mode 14 and Mr. Nass 15. Mr. Nass was elected First Vice Chair.

**Nominations were made by written, secret ballot for Second Vice Chair.** Nominated were Mr. Braughler, Mr. Buchanan, Mr. Jaeckel, Mr. Jones, Mr. Mode, Mr. Reese, Ms. Rinard, Mr. Schultz and Mr. Tietz.

Mr. Jaeckel, Mr. Jones, Mr. Mode and Mr. Reese declined the nomination.

The Chair called on Second Vice Chair nominees to give a brief statement up to three minutes in length.

**The primary ballot for Second Vice Chair was tallied with the results being as follows:** Mr. Braughler 13, Mr. Buchanan 3, Ms. Rinard 9, Mr. Schultz 3 and Mr. Tietz 1. Pursuant to Board Rule 3.02(1), two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot.

**The final ballot for Second Vice Chair was tallied with the results being as follows:** Mr. Braughler 19 and Ms. Rinard 10. Mr. Braughler was elected Second Vice Chair.

**Chairman Schroeder presented Ordinance No. 2014-01, Board of Supervisors' Rules of Order for 2014-2016.**

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

Section 1. The Board of Supervisors' Rules of Order for 2014 – 2016 are as follows:

**BOARD OF SUPERVISORS  
RULES OF ORDER 2014 – 2016**

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

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

- Tuesday, April 15, 2014
- Tuesday, May 13, 2014
- Tuesday, June 10, 2014
- Tuesday, July 8, 2014
- Monday, August 11, 2014
- Tuesday, September 9, 2014
- Tuesday, October 14, 2014
- Tuesday, October 28, 2014
- \* Wednesday, November 12, 2014
- Tuesday, December 9, 2014
  
- Tuesday, February 10, 2015
- Tuesday, March 10, 2015
- Tuesday, April 21, 2015
- Tuesday, May 12, 2015
- Tuesday, June 9, 2015
- Tuesday, July 14, 2015
- Tuesday, August 11, 2015
- Tuesday, September 8, 2015
- Tuesday, October 13, 2015
- Tuesday, October 27, 2015
- \* Tuesday, November 10, 2015
- Tuesday, December 8, 2015
  
- Tuesday, February 9, 2016
- Tuesday, March 8, 2016
- Tuesday, April 19, 2016

\*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24; 3/13/12, Ord. 2011-24; Ord. 2013-24, 03-11-2014]

(b) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]

**(c)** In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of emergency to authorize repairs of county buildings, or take other necessary action to respond to the emergency. [Cr. 10/14/08, Ord. 2008-21]

**(2)** Board meetings shall commence at 7:00 p.m., except for April organizational meetings which shall commence at 5:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-24, 03-11-2014]

**(3)(a)** A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time to which to adjourn and adjourn. [am. 08-13-2013, Ord. No. 2013-09]

**(b)** County Board members who cannot attend a board meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08-13-13, Ord. No. 2013-09]

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

- (a)** Call to order.
- (b)** Administration of oath of office and roll call by County Clerk.
- (c)** Pledge of allegiance.
- (d)** Certification of compliance with Open Meeting Law.
- (e)** Approval of the agenda.
- (f)** Election of Chairperson and Vice Chairpersons.
- (g)** Adoption of rules of order.
- (h)** Committee elections, if called for by the rules.

**(i)** Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting. [Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03-11-2014]

**(5)** The order of business for all other board meetings shall be as follows:

- (a)** Call to order.
- (b)** Roll call by County Clerk.
- (c)** Pledge of allegiance.

- (d) Certification of compliance with Open Meeting Law.
  - (e) Approval of the agenda.
  - (f) Approval of minutes of last meeting.
  - (g) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
  - (h) Public comment.
  - (i) Annual reports of department heads.
  - (j) Committee reports, resolutions and ordinances.
  - (k) Committee and Board appointments.
  - (l) Announcements.
- [Am. 02/14/06, Ord. 2005-47; am. & re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03-11-2014]

(6) The Chair may limit the number of persons addressing the Board under Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, so as to prevent repetition. The length of time allocated to any person addressing the Board under Section 3.01(5)(h) shall not exceed 3 minutes and may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03]

### **3.02 ORGANIZATION.**

(1) The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chairperson, a Vice Chairperson and a Second Vice Chairperson by secret ballot. The Clerk shall preside until the Chairperson has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes cast on the primary ballot shall be declared elected. Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. The provisions of section 3.03(11), where applicable, shall apply to this procedure. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35]

(2) The Chairperson shall perform all duties required of the Chairperson until the Board elects a successor. The Chairperson shall preside at meetings when present and shall countersign all ordinances of the Board. The Chairperson shall countersign all county

orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(3) In case of the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

(4) In case of the absence of the Chairperson and the Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson.

(5) In case of the absence of the Chairperson and both Vice Chairpersons for any meeting, the members present shall choose a temporary chairperson.

(6) The County Board Chairperson is authorized and directed to attend meetings and conferences on matters directly related to county government. The County Board Chairperson may direct the Vice Chairperson or some other member of the County Board to attend such meetings and conferences, either in place of the Chairperson or along with the Chairperson. The County Board Chairperson, the Vice Chairpersons and such other board members as may be designated by the Chairperson, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses as currently provided in Ordinance 2001-19, as most recently amended August 8, 2006. The County Board Chair shall be entitled to a meeting fee for meeting with staff or the County Administrator. Board members authorized by the Chairperson to attend meetings and conferences shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to board members attending meetings who have not been authorized as required in this paragraph. [am. 03/09/10, Ord. 2009-24]

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

### **3.03 BOARD PROCEDURE.**

(1) Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.

(2) Upon being recognized, a member shall rise in place, and using the microphone, address the Chairperson, and shall not be interrupted except by a call to order. If called to order by the Chair-

person the member shall be seated and shall not proceed without permission of the Chairperson.

(3) No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chairperson. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.

(4) No member present at the initial roll call shall thereafter fail to attend the balance of a board meeting without first obtaining permission of the Chairperson and notifying the Clerk. A member with a conflict of interest shall advise the Clerk and the Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. The minutes shall reflect the member's statement and the fact that the member has abstained from discussion and voting on the item in question.

(5) All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chairperson or any member may call for a roll call vote.

(6) Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the entire membership of the Board.

(7) On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine.

(8) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a board member or committee and filed in the office of the County Administrator not later than noon on the Wednesday preceding a board meeting. Each resolution submitted for consideration shall have a fiscal note. Motions to reconsider may be brought at the next succeeding meeting only if notice of the motion is filed in the office of the County Administrator not later than noon on the Wednesday preceding the board meeting. Proposed ordinances shall be reviewed by the Corporation Counsel for proper form and legality before being submitted to the Board. Resolutions and ordinances not introduced by a committee shall be referred to an appropriate committee by the Chairperson. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chairperson not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory



requirements or other limitations. [Am. 06/10/03, Ord. 2003-03]

The sponsor of a major new resolution or ordinance or major revision of an existing resolution or ordinance shall prepare a written report or memorandum explaining the significant features of the proposed legislation, including the contemplated changes. Such written report or memorandum shall be mailed to board members as part of the agenda, but unless specifically ordered by the Board such reports or memoranda shall not be printed in the board proceedings.

**(9)** Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk, County Board Chairperson or County Administrator by noon on the Wednesday preceding the next County Board meeting. The County Board Chairperson may, at his/her discretion, allow persons to be placed on the agenda to address the Board. Signed communications not presented personally to the Board shall be preserved by the County Clerk and shall be presented to the County Board as a communication at the next regular board meeting. Unsigned communications shall be referred to the Administration & Rules Committee. Communications may be referred by the Board, the Chair or the Administration & Rules Committee to an appropriate committee for study and attention. If feasible, such committee shall arrange to meet with the author of the communication. Such committee shall thereafter report back to the County Board in the usual manner and shall recommend what action, if any, should be taken by the County Board with reference to such communication. The Clerk may acknowledge receipt of communications by return mail. [am. 5/11/10, Ord. 2010-06]

Any person wishing to express an opinion on a matter of business coming before the Board shall be encouraged to communicate orally or in writing with a board supervisor to make the person's position known prior to the board meeting. Orderly administration of board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head and permit the department head to speak on a pending matter affecting the department head's department. On matters concerning a large number of people board committees shall conduct public hearings to give interested persons an opportunity to be heard. The County Board may, on rare occasions, sit as a committee of the whole to enable interested persons to appear and be heard on matters of business. [am. 11-15-11, Ord. 2011-18]

**(10)** Any board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chairperson shall grant the privilege to such non-board member. If a member objects any board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote the Chairperson shall grant the privilege of the floor to the non-board member. Board members shall be discouraged from requesting the privilege of the

floor for a non-board member when, as an alternative, such person could be referred to a board committee. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda.

**(11)** Whenever it is necessary for the Board to elect members of a committee the following procedure shall be followed:

**(a)** Nominations shall be made and shall be prominently printed on a blackboard in plain view.

**(b)** The County Clerk shall immediately prepare written ballots with the names of candidates in alphabetical order.

**(c)** When ballots have been prepared the Clerk shall call the roll and one ballot shall be delivered to each board member present.

**(d)** The County Clerk shall appoint three election tellers who shall assist the County Clerk in the tabulation of results. [Am. 03/09/10, Ord. 2009-24]

**(e)** County Board members will then vote for as many candidates as there are vacancies to be filled and each County Board member's ballot shall be signed.

**(f)** Candidates receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote the person receiving the lowest number of votes shall be dropped from the ballot. The Clerk shall again call the roll and one ballot shall be delivered to each board member present, repeating if necessary, until all vacancies are filled. In case of a tie vote, the successful candidate shall be determined by lot. If the number of candidates receiving a majority vote of County Board members present exceeds the number of positions to be filled, any person not receiving a majority vote shall be dropped from the ballot. The Clerk shall again call the roll with only those receiving a majority vote remaining on the ballot. The person receiving the lowest number of votes shall be dropped from the ballot each succeeding ballot until the number of candidates receiving a majority vote equals the number of positions to be filled.

**(g)** If a ballot has been improperly marked it shall be discarded and the remaining ballots shall be counted; provided, however, a ballot marked with less than the maximum number of votes shall be counted if the intent of the voter can be ascertained.

**(12)** Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs. [Am. 06/19/01, Ord. 2001-07]

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

**(1)** The County Administrator shall receive proposed resolutions, ordinances, reports and petitions and shall prepare a written agenda of all matters which are to be brought before the Board. The County Administrator shall attend board meetings and shall assist the Board whenever possible. The County Administrator may present

matters to the board for consideration.

(2) The Finance Director, upon request, and the County Treasurer shall prepare and present to the County Board a complete monthly financial statement and shall keep the Board informed of the County's financial condition, including the investment of surplus funds. [am. 3/13/12, Ord. 2011-24]

(3) The County Clerk shall attend board meetings and shall perform administrative duties related to the Board. [am. 3/13/12, Ord. 2011-24]

(4) The Corporation Counsel shall attend board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24]

### **3.05 STANDING COMMITTEES.**

(1) Standing committees of the Board shall be appointed for two-year terms by the Chairperson of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chairperson may appoint temporary committees and committee chairpersons to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chairperson shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chairperson shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the committee chair. If the member is unable to notify the chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded. The Chairperson (or either Vice Chair if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07-09-2013]

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

**(a) ADMINISTRATION & RULES COMMITTEE** - Five mem-

bers: County Board Chair, First and Second Vice Chair and two other members. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. Committee proposals and recommendations shall be subject to approval of the County Board. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also meet with the Clerk of Courts, the Register of Deeds and Corporation Counsel with regard to matters pertaining to said offices. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37]

Matters pertaining to proposed state legislation, county board rules and county board minutes shall be handled by the Committee. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper and printer for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from each March meeting and any other meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11]

The Administration & Rules Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [cr. 07/12/11, Res. 2011-34; am. 3/13/12, Ord. 2011-24]

The Board Chair or his designee shall serve as Jefferson County's representative to the Inter County Coordinating Committee. The Board Chair, a committee member and the County Administrator shall be Jefferson County's representatives on the Inter-County Data Processing Commission. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24]

**(b) FAIR PARK COMMITTEE** - Five members. The Fair Park Committee shall recommend Fair Park policies to the County Board and provide the Fair Park Director with guidance and assistance, as requested, in the operation of Jefferson County Fair Park. The Fair Park Committee may establish policies relating to the operation of the County Fair not requiring Board action and is authorized to contract for entertainment, sponsorships valued up to \$50,000 and to lease space to exhibitors for up to 15 days without further approval from the Board. The Fair Park Director may approve the entertainment contracts when the necessity for approval arises between scheduled Committee meetings. All approvals by the Director shall be reported to the Committee. In addition, the Fair Park Director may contract for sponsorships up to \$20,000 and enter leases for

property storage that exceed 15 days. Sponsorships valued between \$20,000 and \$50,000 may be approved by the Committee. Sponsorships affecting other county departments shall be approved by the Board regardless of the amount of the contract. For events which are new to the Jefferson County Fair Park, the Fair Park Director shall consult with the County Administrator before the Committee or Director enters into a contract or lease. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Director shall be responsible for the maintenance of the Fair Park buildings and grounds, and may propose plans for capital improvement and operational budgeting for review by the Committee and consideration by the Board. The Committee shall establish fees as part of the next year's budget and the Director may set unanticipated fees during the year and report such fees to the Committee. The Director may deviate from the established fee structure when it is advantageous to the operation of the Park, and shall report such arrangements to the Committee. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26]

**(c) FINANCE COMMITTEE** - Five members. County Board Chair, a Vice Chair designated by County Board Chair, and three other members. This Committee shall receive the proposed county budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The County Administrator and staff shall meet with the Committee and shall assist in the preparation of the budget. [Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24]

The Committee shall meet on matters of budget control and shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Stats. The Committee shall propose necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d]

The Committee shall recommend to the Board the departments to be audited, the auditors to be employed, and shall report to the Board the results of such audits. A subcommittee consisting of any three Finance Committee members (of which two shall constitute a quorum) may meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department, and Veterans Service Commission. The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. This Committee shall be responsible for the sale of county-owned land other than that obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/11/08, Ord. 2007-39; 03/13/12, Ord. 2011-24]

The Committee shall supervise the County's contracts with the Jefferson County land preservation groups. [Am. 04/16/02, Ord. 2002-05; 03/14/06, Ord. 2005-48d]

The Committee shall, together with the County Administrator

and Corporation Counsel if bids are taken, recommend to the County Board the types and amounts of insurance to be carried and also the insurance carrier to whom such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County.

The Committee shall work with the County Treasurer, County Clerk, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 3/13/12, Ord. 2011-24]

The Committee shall have the authority granted to the former Audit Committee, pursuant to Resolution No. 83-98, to resolve claims against the County in amounts up to \$10,000. [Cr. 04/16/02, Ord. 2002-04]

**(d) HIGHWAY COMMITTEE** - The Highway Committee shall consist of five members of the County Board. Members of the Highway Committee shall be eligible for appointment to any other standing committee, board or commission. The Highway Committee shall have the powers and duties set forth in s. 83.015, Wis. Stats. [Cr. 04/16/02, Ord. 2002-03]

A subcommittee consisting of any three Highway Committee members (of which two shall constitute a quorum) may meet each month in lieu of a full committee meeting to audit and approve for payment of proper vouchers and expenditures. [cr. 04/15/08, Ord. 2008-04]

**(e) HUMAN RESOURCES COMMITTEE** - Five members. The Human Resources Committee shall assist in the administration of the Personnel and Salary Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Civil Service Ordinance or the Personnel Ordinance. The Committee may review job descriptions and evaluate the allocation of positions to the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29]

**(f) INFRASTRUCTURE COMMITTEE** - Five members. The Infrastructure Committee shall supervise and control all construction, remodeling and repair of all county buildings and shall have authority to approve the use of county buildings by organizations not connected with county government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval. [am. 03/11/08, Ord. 2007-38]

Invoices covering construction and remodeling shall be ap-

proved by the department head or designee of the department involved. The Committee shall review all payments made at its next meeting and determine a proper course of action when an invoice is disputed. [am. 08-12-08, Ord. 2008-17]

When the County Board has authorized construction of, additions to or remodeling of a county building, the Committee shall solicit proposals from various architects, and recommend to the County Board which architect shall be hired for the project. The Committee may, in its discretion, recommend that the County proceed without an architect. The Committee is not required to recommend an architect based solely on monetary considerations, but shall also consider an architect's previous work for the County and others.

The Committee shall review issues related to Management Information Systems. [Am. 03/14/06, Ord. 2005-48b; 08-12-08, Ord. 2008-17]

**(g) LAND & WATER CONSERVATION COMMITTEE** - Five members. Not less than three members of the County Board, including at least two members of the University Extension Education Committee, appointed by the Board Chairperson and confirmed by the Board, and the Chairperson of the FSA (Farm Service Agency) (or his/her designee) shall serve as the Land & Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19]

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

**(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** - Five members. This Committee shall consist of five members and shall have jurisdiction over issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(3), Wis. Stats., the County Board Chairperson shall designate a member of the Committee to act as chairperson when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20]

This Committee shall work with the District Attorney and Coroner (Medical Examiner effective 1/1/2015) in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03-11-2014]



**(i) PARKS COMMITTEE** – Five members. The Committee shall set park policy and help guide the department in its efforts to meet their agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29]

**(j) PLANNING AND ZONING COMMITTEE** - Five members, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2)&(3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and county ordinances not specifically delegated to the Zoning Board of Adjustment. Among other things, the Committee shall handle applications for conditional use permits and all proposed amendments to the county Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a county land use plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such county planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

The Planning and Zoning Committee shall work with the Land Information, Planning and Zoning Department, and the County Surveyor in handling matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37]

**(k) SOLID WASTE & AIR QUALITY COMMITTEE** - Five members. This Committee shall address the County's solid waste needs by operating hazardous waste removal programs, overseeing the County's interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord. 2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

**(l) UNIVERSITY EXTENSION EDUCATION COMMITTEE** - Five members. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11]

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



(1) The following boards, commissions, committees and other bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule: [Am. 03/14/06, Ord. 2005-49a]

(a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – One member. [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06]

(b) **COUNTY BOARD OF HEALTH** - The County Board of Health shall consist of five members, appointed by the County Administrator, who shall serve three-year staggered terms. Initial terms shall be one, two and three years. Appointments shall be made on the second Tuesday in May. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. Such appointments shall be subject to confirmation by the County Board of Supervisors. The County Board of Health shall meet quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chairperson. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24]

(c) **ECONOMIC DEVELOPMENT CONSORTIUM** – In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24]

(d) **FARMLAND CONSERVATION EASEMENT COMMISSION** - Five members serving staggered three-year terms, three supervisors and two members of the public, appointed by the Board Chair. The Commission will recommend policies for acquiring conservation easements; review applications to grant such easements and recommend action thereon to the County Board when appropriate. [cr. 04/14/08, Ord. 2008-01; re-lettered 3/13/12, Ord. 2011-24]

(e) **HISTORIC SITES PRESERVATION COMMISSION** – Seven members, serving staggered three year terms, appointed by the County Administrator. The Commission shall have the power, subject to the provisions and criteria of Ordinance No. 2007-48, to recommend designation of historic structures, historic sites and historic districts within the unincorporated areas of the County. [cr. 04/15/08, Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24]

(f) **HOME CONSORTIUM BOARD** – Three county representatives pursuant to intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24]

**(g) HUMAN SERVICES BOARD** - Seven members. This is the governing and policymaking board of directors of the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a chairperson and vice chairperson who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee which shall also be assigned the duties established by Resolution No. 42 adopted June 12, 1979, for the Advisory Committee on Aging. Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint the Nutrition Project Council, number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. The Human Services Board may create a subcommittee known as the Human Services Personnel & Finance Committee, members of which shall be eligible for meeting fees and mileage. [Am. 03/09/04, Ord. 2003-39; 03/11/08, Ord. 2007-49; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24]

**(h) JEFFERSON COUNTY LIBRARY BOARD** - Seven members, appointed by the County Administrator, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two county board supervisors, representatives of existing library boards and persons residing in municipalities not served by libraries. A county board member's appointment shall cease if the county board member's term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24]

**(i) LAKE RIPLEY MANAGEMENT DISTRICT** - One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g, effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24]

**(j) LAND INFORMATION COUNCIL** - The Council shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land & Water Conservation Director, the MIS Information Technology Manager, and the real property lister (Land Information

Office Director), or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the county, (4) a public safety or emergency communications representative employed within the county, (5) the county surveyor or a registered professional land surveyor employed within the county. [re-lettered 3/13/12, Ord. 2011-24]

Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or county position designated for membership. Other council members appointed by the County Administrator shall serve three year terms. The county staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees.

The Land Information Council shall bring forward matters that need to go before the County Board through the Planning & Zoning Committee. [cr. 07/13/10, Ord. 2010-09]

**(k) LOCAL EMERGENCY PLANNING COMMITTEE –**

Thirteen members appointed in accordance with s. 59.54(8), Stats., and applicable federal law. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24]

**(l) LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT –** One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24]

**(m) MID WISCONSIN FEDERATED LIBRARY SYSTEM BOARD –**

Five members. Pursuant to s. 43.19, Wis. Stats., the County Administrator shall appoint one county board member and four representatives of the library boards governing public libraries of participating municipalities, who shall serve staggered three-year terms. The county board member's appointment shall cease if the county board member's term on the County Board ends. The Board shall have the powers granted to a library board under s. 43.58, Wis. Stats. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07-09-2013]

**(n) SHERIFF'S CIVIL SERVICE COMMISSION -**

In accordance with s. 59.26(8), Stats., the Sheriff's Civil Service Commission shall consist of five members serving staggered terms of five years. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord.

2011-24]

**(o) TRAFFIC SAFETY COMMISSION** – In accordance with s. 83.013, Stats., the Traffic Safety Commission shall consist of the statutorily named persons, with the balance of the 12 members appointed to indeterminate terms by the County Administrator. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03-11-2014]

**(p) VETERANS SERVICE COMMISSION** - In accordance with s. 45.12, the Veterans Service Commission shall consist of five members appointed by the County Administrator for staggered three-year terms. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08-12-08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24]

**(q) WISCONSIN RIVER RAIL TRANSIT COMMISSION (WRRTC)** – Three members to staggered three-year terms ending on April 30 in respective years and one alternate, appointed by the Chair and confirmed by the Board. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03-11-2014]

**(r) ZONING BOARD OF ADJUSTMENT** - In accordance with s. 59.694, the Zoning Board of Adjustment shall consist of three members serving staggered terms of three years. The Zoning Board of Adjustment shall be comprised of non-county board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24]

### **3.07 RULES OF COMMITTEES, BOARDS AND COMMISSIONS.**

**(1)** The committee, board or commission shall select its chair, except where committee organization is otherwise governed by law. A Chair may be removed by majority vote of the committee, board or commission. [am. 03/11/08, Ord. 2007-43]

**(2)** A majority of the members of any committee shall constitute a quorum for the transaction of business. The County Board Chairperson may appoint an additional member to a committee on a temporary basis upon notice from a committee member that he/she will be unable to attend committee meetings for an extended period due to illness. Such temporary appointment shall terminate when the original committee member is once again available for meetings.

**(3)** Each committee, board and commission shall select a secretary to keep and preserve the minutes of committee meetings and attendance in a minute book to be furnished by the County Clerk. The secretary may request the assistance of the County Administrator, County Clerk, or county employees in keeping minutes or other clerical functions. The secretary shall sign minutes and, whenever feasible, shall keep the original minute book in the County Clerk's office. [am. 3/13/12, Ord. 2011-24]

**(4)** The County Administrator shall prepare a schedule of regular committee meeting dates and shall be responsible for the assignment of an appropriate room for committee meetings and for the posting of proper notices. Each committee chairperson shall give proper notice to the County Administrator of all meetings of his committee a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all committee and board meetings at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting.

**(5)** Members of committees, boards and commissions shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chairperson.

**(6)** No committee, commission or board may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending conventions. Committees, commissions or boards may hold additional emergency meetings on call of their chairpersons and with prior approval of the County Board Chairperson. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32]

**(7)** Except as provided herein, the members of all boards, commissions and committees shall receive the same per diem, meeting fees, mileage and reimbursed expenses as standing committees of the Board as currently provided in Ordinance 2001-19, as most recently amended on August 8, 2006. This shall include county representatives on lake district boards, consortiums or other bodies where appointments are made by the County Administrator, Board Chair or Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Historic Sites Preservation Commission shall

not be eligible for meeting fees, mileage or other expense reimbursement. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24]

**(8)** Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately, and maintain its own minutes. The Board Chair shall chair the meeting or designate a temporary chair for such purpose, who shall preside over both committees when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary chair shall vote as a member of either or both committees of which the Board Chair or temporary chair is a regular member. The Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33]

### **3.08 OPEN MEETINGS.**

**(1)** The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes.

**(2)** It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided.

**(3)** The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

**(a)** Deliberating after any judicial or quasi-judicial trial or hearing;

**(b)** Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;

(c) Considering employment, promotion, compensation or performance valuation data of any county employee;

(d) Considering strategy for crime detection or prevention;

(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;

(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;

(g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;

(h) Consideration of requests for confidential written advice from the Ethics Code Administrator.

(4) Neither the County Board or any committee, board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse.

(5) The election of County Board Chairperson and County Board Vice Chairpersons shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government.

(6) No member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board; however, no person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.

(7) The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board or commission involved until such time as the purpose necessitating such closed session no longer exists.

**3.09 AMENDMENTS TO RULES.** Amendments to these rules of order may be made by a two-thirds vote of the members attending the board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rule pertaining to amendments may be suspended only upon unanimous consent of the board members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) & (2) may be amended upon majority vote at any regular meeting without neces-



sity of laying such amendment over until the next regular session or suspension of the rules. Notwithstanding the foregoing, any section hereof may be amended at the County Board’s organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting.

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

NOTE: Section 3.09 of the Board Rules states “. . . Notwithstanding the foregoing, any section hereof may be amended at the County Board’s organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. . . .”

**Mr. Buchanan moved for the adoption of Ordinance No. 2014-01.** Seconded.

**Mr. Zentner moved to amend Section 3.01(6) of the Board Rules to remove the three minute limit for an individual to speak during public comment but retain the 30 minute total.** Seconded and failed by a voice vote.

**Mr. Zentner requested a roll call vote on the amendment:** Ayes 5, Noes 20 (Jones, David, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Borland, Schultz, Babcock, Christensen), Absent 5 (Tietz, Hartz, Mode, Jaeckel, Foelker).

**Ordinance No. 2014-01 was adopted by a voice vote.**

**There were no committee elections.**

**The floor was open for public comment.** Buck Smith congratulated his district supervisor, Mr. Hartz, and spoke on the use of energy alternatives for the new Highway Facility. Barry Block, President of AFSCME Local 655 (Highway), welcomed the new County Board.

**Presiding Judge Randy Koschnick presented his annual report.** The annual report was received, placed on file but not printed in the minutes pursuant to Board Rule 3.03(12).

**GENERAL FINANCIAL CONDITION  
JEFFERSON COUNTY, WISCONSIN  
APRIL 1, 2014**

Available Cash on Hand			
March 1, 2014	\$	(94,592.11)	
March Receipts		<u>4,753,877.78</u>	
Total Cash			\$ 4,659,285.67
Disbursements			
General – March 2014	\$	3,593,372.40	
Payroll – March 2014		<u>1,166,485.00</u>	



Total Disbursements			<u>4,759,857.40</u>
Total Available Cash		\$	(100,571.73)
Cash on Hand			
(in bank) April 1, 2014	\$	341,678.99	
Less Outstanding Checks		<u>442,250.72</u>	
Total Available Cash		\$	(100,571.73)
Local Government Investment Pool - General		\$	29,677,640.81
Institutional Capital Management			16,018,157.25
Local Government Investment Pool - Clerk of Courts			25,930.52
Local Government Investment Pool - Farmland Preservation			227,600.98
Local Government Investment Pool - Parks/Liddle			87,463.66
Local Government Investment Pool - Highway Bond			<u>3,520,784.97</u>
		\$	49,557,578.19
2014 Interest - Super N.O.W. Acct.		\$	285.37
2014 Interest - L.G.I.P. - General Funds			5,352.80
2014 Interest - ICM			40,421.53
2014 Interest - L.G.I.P. - Parks/Carol Liddle Fund			18.25
2014 Interest - L.G.I.P. - Farmland Preservation			51.30
2014 Interest - L.G.I.P. - Clerk of Courts			5.42
2014 Interest - L.G.I.P. - Highway Bond			<u>734.65</u>
Total 2014 Interest		\$	46,869.32

JOHN E. JENSEN  
JEFFERSON COUNTY TREASURER

**County Clerk Frank presented the following communications:**

1. Notice of Public Hearing from the Planning & Zoning Committee for a hearing to be held on April 17, 2014, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse.

2. Letter dated April 11, 2014, from John Molinaro, former County Board Chair, appointing Benjamin Wehmeier as Jefferson County representative to the TIF Joint Review Board for the City of Jefferson Tax Incremental District No. 5.

3. County Clerk Barbara Frank introduced Human Resources Director Terri Palm-Kostroski who recognized the following retirees: Diane Wendorf, Human Services, 16 years 7 months; Richard "Dick" Dehnert, Highway, 20 years 5 months; Doreen Powers, Treasurer's Office, 21 years 4 months; Maria Maruna, Child Support, 22 years 2 months; Linda Woolridge, UW Extension, 23 years 6 months; Lynn "Buddy" Walton, Human Services, 24 years 11 months; and Rhonda Rohloff, District Attorney's Office, 36 years 5 months.

Community Development Agent Steve Grabow presented a certificate of recognition to retiring employee Judy Statz, UW Extension Office, for 15 years of service. Fair Park Director David Diestler pre-

sent a certificate of recognition to retiring employee Gail Zastrow, Fair Park, for 19 years 7 months of service.

The communication and notice were received and placed on file.

**Mr. Jones presented Ordinance No. 2014-02.**

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

Section 1. The Rules for Reimbursement of Expenses are amended as follows:

**RULES FOR REIMBURSEMENT OF EXPENSES**

**64.01 PURPOSE.**

Section 59.22(3) of the Wisconsin Statutes provides that the County Board may reimburse persons for expenses incurred in the discharge of county duties. This policy is adopted to establish in advance a fair and uniform method of making such reimbursement.

**64.02 PERSONS ELIGIBLE.**

Members of the County Board, County Administrator, county elective officials and their deputies, members of committees, boards and commissions, department heads and such other employees as may be expressly authorized by their respective department heads or by the County Administrator shall be entitled to reimbursement for travel expenses and other expenses as provided herein.

Any person who considers himself eligible for such reimbursement who is otherwise denied may have such eligibility determined by the County Board Finance Committee.

**64.021 VOLUNTEERS ELIGIBLE.**

~~Persons serving as Human Services Department volunteers under the direction and supervision of the Volunteer Coordinator employed by the Human Services Department shall~~ may be entitled to reimbursement for automobile travel expense, per diem and meals directly related to authorized volunteer services with Department Head preapproval.

~~Volunteers providing services as authorized and directed by the Volunteer Coordinator may submit mileage expense vouchers to the Volunteer Coordinator. Such vouchers shall be processed and paid in the same manner as other Human Services Department vouchers.~~

**64.03 AUTO TRAVEL.**

Persons eligible shall be reimbursed for automobile travel directly related to county business at the rate established by the IRS for mileage. All such travel shall be by direct route. Use of county owned vehicles is encouraged.

In the event more than one eligible person is traveling to the same destination such persons shall share a car or cars to reduce travel expense. In such case mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the

Finance Committee may prorate reasonable mileage allowance or the Committee may disallow all such claims.

Department heads and employees otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for their normal daily work, overtime work, attendance at County Board meetings, committee, board and commission meetings.

Eligible persons shall receive full reimbursement for toll road charges and shall receive full reimbursement for parking charges.

Employees required to use their personal vehicle for county related business that are involved in an accident may be eligible for reimbursement of their insurance deductible. Reimbursement request must be sent to the Department Head for review, who shall submit it to the County Administrator for approval. The County Administrator will report to the Finance Committee any deductibles paid out by the County. If the deductible reimbursement request exceeds \$1,000, payment in excess of \$1,000 must be approved by the Finance Committee.

#### **64.04 PUBLIC TRANSPORTATION.**

Eligible persons shall receive full reimbursement for authorized travel by plane, train or bus. Prior to departure a purchase order or a tax exemption certificate should be obtained from the County Administrator Finance Department to eliminate federal excise taxes. Reasonable taxi or shuttle expenses shall be reimbursed to the incurring employee. [am. 07/10/07, Ord. No. 2007-17]

A revolving fund has been provided for advances to cover travel by personnel in the Sheriff's Department. Such advances shall be approved by the Sheriff or, in his absence, by the person in command.

#### **64.05 LODGING EXPENSE.**

Eligible persons shall be reimbursed in full for the ~~expense of~~ cost of hotels or motels. In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. Incidental expenses for fax services, internet, or other similar business expenses shall be reimbursed. Receipts shall be submitted for all lodging expenses. [am. 07/10/07, Ord. No. 2007-17]

~~Lodging expense for eligible persons attending meetings or conferences within a 45-mile radius of the county seat shall not be reimbursed without prior approval of the Finance Committee. The County Administrator may approve such requests when time does not permit pre-approval by the Finance Committee. Eligible persons seeking reimbursement for lodging expense within a 45-mile radius of the county seat shall make a written application for Finance Committee or obtain County Administrator approval in advance, containing in it the reasons why reimbursement should be granted. Said application shall be filed with the County Clerk at least one month prior to the date for which reimbursement shall be requested, if possible. Otherwise, the application shall be filed as soon as possible before the~~

event. [Amended 04/18/06, Ord. No. 2006-03]

**64.06 MEALS.**

Eligible persons shall be reimbursed for meals purchased while on county business. Reimbursement shall:

(a) not exceed the actual amount spent (including sales tax), as per IRS Regulations (Publication 15);

(b) not exceed the applicable per diem rates as per IRS Publication 1542;

(c) require itemized receipts for reimbursement, in order to comply with IRS regulations for Accountable Plans (Publication 15);

(d) be for the actual amount spent, including gratuities, not to exceed \$7.00 for breakfast, \$10.00 for noon meals and \$22.00 for evening meals (See exception for convention or conference banquet tickets.);

(e) In addition, County Board members shall be reimbursed for meals purchased while on county business within Jefferson County;

(f) Sheriff's Department employees, when executing a Governor's Warrant for extradition, shall be reimbursed at actual costs for meal expense, not to exceed applicable per diem rates as per IRS Publication 1542. The Sheriff's Department may advance such funds; and (Res. No. 2000-77, 01-09-2001)

(g) County employees shall not be reimbursed for meals purchased while on county business within Jefferson County unless authorized by the employee's department head. [Amended 12/13/05, Ord. No. 2005-36; am. 07/10/07, Ord. No. 2007-17]

(h) Eligible persons shall not be reimbursed for expenditures for alcohol beverages. [Amended 01/08/08, Ord. No. 2007-30]

**64.07 CONVENTIONS AND CONFERENCES.**

Eligible persons shall be entitled to reimbursement for expenses incurred for conventions and conferences within the State of Wisconsin. Registration and conferences fees shall be reimbursed together with mileage, lodging and meals all subject to the above rules. If a banquet is held in conjunction with such convention or conference, reimbursement shall be made for one banquet ticket. If such convention or conference is held in Jefferson County, reimbursement shall be made for meals but subject to the above limits.

County Board members shall be allowed per diems when attending conventions and conferences. In the event County Board members travel to or from conventions or conferences on a day during which no formal convention or conference program or business is scheduled, no per diems shall be allowed for such travel days.

No person shall be entitled to attend a convention, conference or meeting outside the State of Wisconsin unless such travel is approved in advance by the Finance Committee either at the time of submission of the affected department's annual budget request or at a later date upon demonstration that adequate funds are available within the department's budget. [Amended 09/08/98, Resolution No. 98-45; Amended 04/18/06, Ord. No. 2006-03; am. 07/10/07, Ord. No. 2007-17]

#### **64.08 GENERAL RULES.**

As a condition for mileage reimbursement, eligible persons shall, at their own expense, carry auto liability insurance in amounts meeting the minimum state requirements. Eligible persons shall file a copy of their current driver's license, proof of their auto insurance coverage, and an Affirmation of Automobile Insurance Coverage form with the Finance ~~Office~~ Department. In the event an eligible person no longer has a valid driver's license or changes insurance carriers, such person shall promptly advise the Finance ~~Office~~ Department and provide new proof of insurance coverage if applicable. [Amended 12/13/05, Ord. No. 2005-37; am. 03/09/10, Ord. 2009-29]

No person shall attend school for which tuition is paid on county time without prior County Board approval. No person shall attend school for which college credits are earned on county time. Such schooling shall be on the employee's own time and all tuition for college credit courses shall be paid by the employee.

Claims for reimbursement of expenses shall be submitted on forms provided by the Finance Department. Such forms shall be submitted to the department heads for approval prior to being filed with the Finance Department. [am. 02/12/2013, Ord. No. 2012-25]

Expense claims shall be audited by the Finance Department and then be submitted to the Finance Committee prior to payment. [am. 02/12/2013, Ord. No. 2012-25]

The Finance Committee shall approve reasonable claims for reimbursement of expenses and shall decide any exceptions or variations to these rules.

It is advisable that all expense claims shall be submitted to the Finance Department within thirty days after the end of the month in which such expenses were incurred. If the expense claim is less than \$200, those expense claims may be carried over for a maximum of an additional month. It is at the discretion of the department head if they require expense claims to be submitted more promptly. The Finance Committee may disallow all claims for reimbursement of expenses not submitted within the time prescribed. [am. 02/12/2013, Ord. No. 2012-25]

County departments that submit employee expense reimbursement claims to a board or committee other than the Finance Committee shall be governed by the same general rules for reimbursement enumerated in this section. [am. 02/12/2013, Ord. No. 2012-25]

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

**Mr. Jones moved that Ordinance No. 2014-02 be adopted.** Seconded and carried.

**Mr. Jones read Resolution No. 2014-01.**

WHEREAS, the passport photograph fee charged by the County Clerk's office was established effective January 1, 2009, at \$10, and

WHEREAS, the cost of film has increased significantly in the last five years, and

WHEREAS, the Finance Committee has reviewed the Clerk's request to increase the fee to \$12, and recommends such increase,

NOW, THEREFORE, BE IT RESOLVED that the passport photograph fee charged by the County Clerk's office shall be established at \$12 effective upon passage of this resolution.

*Fiscal Note: This office takes about 500 passport photographs per year. The increased fee will generate an additional \$1,000 to offset the cost of the program.*

**Mr. Jones moved that Resolution No. 2014-01 be adopted.**  
Seconded and carried.

**Mr. Braughler presented the background report on Resolution No. 2014-02.**

TO: Jefferson County Board of Supervisors

FROM: Terri M. Palm, Human Resources Director

RE: Increase of Dementia Care Specialist position hours

DATE: March 14, 2014

On February 28, 2014, the State of Wisconsin Department of Health Services announced an expansion of the Aging and Disability Resource Center (ADRC) Dementia Care Specialist program in response to anticipated growth in the elderly population, the number of people with Alzheimer's disease and related dementias, and the Wisconsin Dementia Care System Redesign plan. The expansion of the Dementia Care Specialist program is intended to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate. In response to this expansion, Jefferson County's ADRC is receiving an increase to our current Dementia Care Specialist contract from \$54,000 to total \$80,000 available for the 12-month (State) calendar year through 2015. This money must be used to support a full-time Dementia Care Specialist.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made to recommend increasing the current 19 hour/week Dementia Care Specialist position to full-time and passed 5:0. The Human Services Board met on April 8, 2014, to also review the request and recommended accepting the additional money and increasing the current DCS position to full-time.

**Mr. Braughler read Resolution No. 2014-02.**

WHEREAS, the Human Services Director and Human Services Board request, and the Human Resources Committee recommends, accepting additional funding of \$26,000 from the State of Wisconsin Department of Health Services and increasing the 19 hour/week Dementia Care Specialist position to full-time.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: There is \$26,000 additional funding available through the Wisconsin Department of Health Services with the expansion of the Dementia Care Specialist Program, for a total of \$80,000. It is anticipated that a full-time Dementia Care Specialist position with family health and dental coverage costs \$67,448 annually. The County will receive a pro-rated amount of the \$80,000 based on the date the original contract was issued and funding will continue at least through June 30, 2015. If funding is no longer available to support the position, the position shall be eliminated or reduced in hours, unless additional board action is taken. As a budget amendment, 20 affirmative votes are required.*

**Mr. Braugher moved that Resolution No. 2014-02 be adopted.** Seconded and carried: Ayes 24, Noes 0, Absent 6 (Tietz, Hartz, Mode, Jaeckel, Foelker, Schultz).

**Below is the background report on Resolution No. 2014-03.**

TO: Jefferson County Board of Supervisors  
FROM: Terri M. Palm, Human Resources Director  
RE: Increase of Parks Program Assistant position to full-time and decrease Parks Administrative Assistant II position to part-time  
DATE: March 14, 2014

The Parks Department office staffing levels are currently one full-time Parks Director, one full-time Administrative Assistant II and one vacant .6 (24 hours/week) Program Assistant. The Program Assistant not only assists the Director with daily and scheduled projects, but a variety of unanticipated projects as well. The Program Assistant also performs many duties in absence of the Director such as drafting news releases, researching and drafting applications for grants and assisting in the budget preparation. After several weeks of evaluating how the needs and direction of the Parks Department has changed over the years, the Director is requesting to increase the hours allotted to the Program Assistant, increasing the position from 24 hours to up to 40 hours per week. Also recognizing the financial restrictions that are imposed upon the County, the counter effect of this recommendation is to reduce the full-time Administrative Assistant II position to 24 hours per week, understanding other opportunities for hours may exist as other County departments experience additional needs within their individual departments.

When evaluating the cost of the restructuring of duties, and, therefore, hours allocated to each position, no additional funds will be required in 2014. A couple of factors contribute to this: 1) the .6 Program Assistant will be vacant for at least 2 months and 2) a new hire

will begin at step 1, unless an internal transfer occurs, which is less than the incumbent.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made to recommend increasing the current 24 hour/week Parks Program Assistant position to full-time and decrease the hours of the full-time Administrative Assistant II position to 24 hours/week and passed 5:0.

**Mr. Braugler read Resolution No. 2014-03.**

WHEREAS, the Parks Director and County Administrator request, and the Human Resources Committee recommends, increasing the vacant .6 FTE Program Assistant position to full-time and decreasing the hours of the full-time Administrative Assistant II position to a .6 FTE in the Parks Department.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations in the Parks Department be and is hereby amended to reflect the above change, to become effective upon confirmation of a start date of a new Program Assistant.

*Fiscal Note: Due to the .6 Program Assistant position being vacant for two months, as well as hiring a new employee at a lower wage, it is anticipated that no additional funds will be required in 2014 for the reallocation of hours.*

**Mr. Braugler moved that Resolution No. 2014-03 be adopted.**  
Seconded and carried.

**Below is the background report on Resolution No. 2014-04.**

TO: Jefferson County Board of Supervisors  
FROM: Terri M. Palm, Human Resources Director  
RE: Creation of a full-time Community Resource Coordinator-Wraparound at Human Services  
DATE: March 14, 2014

The Human Services Director, with support of the Human Services Board, is requesting to create a full-time Community Resource Coordinator-Wraparound position that would be assigned within the CST/ Wraparound program. The Coordinated Services Team (CST) program is a collaborative approach to respond to individuals with multiple needs in the least restrictive setting. Services are developed by a family team to support community based options for children and families struggling with emotional or behavioral needs. This new position would be assigned to serve youth who have juvenile justice issues and/or referrals, of which many are due to substance abuse and/or mental health issues. In Jefferson County Juvenile Justice referrals have increased over the last year, paralleling a statewide trend. If this position is not approved, Jefferson County will have to decline the additional State allocation (see below) and the youth will not be well-served. Often, by not attending to these individuals early through a CST/Wraparound program, many of these youth will need future, and more expensive, care in other programs provided by the



County.

The Wisconsin 2013-2015 biennial budget includes legislation and funding to expand CST initiatives across the State of Wisconsin. Furthermore, Jefferson County is eligible for a CST Initiative Statewide Expansion Grant of up to \$62,123 and it is the intent of the Department of Health Services to fund all acceptable applications from those counties and tribes eligible. The position being recommended has a total possible cost (with benefits) of \$81,674. In addition to the expansion grant, the position would be funded with Waiver and Safe & Stable family contract and Case Management funding and no additional tax-levy would be required.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made to recommend creating the full-time Community Resource Coordinator-Wraparound position, contingent on receiving the money from the CST expansion grant and passed 5:0.

**Mr. Braugler read Resolution No. 2014-04.**

WHEREAS, the Human Services Director and Human Services Board requests, and the Human Resources Committee recommends, accepting additional funding of \$62,123 from Coordinated Services Team Initiative Statewide Expansion Grant and creating a full-time Community Resource Coordinator-Wraparound position.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon confirmation of the award of the expansion grant.

*Fiscal Note: Jefferson County is receiving \$62,123 additional funding through the Coordinator Service Team Initiative Statewide Expansion Grant. It is anticipated that a full-time Community Resource Coordinator-Wraparound position with family health and dental coverage costs \$81,674 annually. This position will be funded 10% (\$8,167) by Waivers, 22% (\$17,968) by Safe & Stable family contract and Case Management and the remaining 68% (\$55,538) from the State Department of Health Services in new grant money. Therefore, no additional tax levy is needed for this position. If funding is no longer available to support the position, the position shall be eliminated unless additional board action is taken. As a budget amendment, 20 affirmative votes are required.*

**Mr. Braugler moved for the adoption of Resolution No. 2014-04.** Seconded and carried: Ayes 24, Noes 0, Absent 6 (Tietz, Hartz, Mode, Jaeckel, Foelker, Schultz).

**Below is the background report on Resolution No. 2014-05.**

TO: Jefferson County Board of Supervisors  
FROM: Terri M. Palm, Human Resources Director  
RE: Creation of a full-time Personal Assistant Case Manager/

## Family Coordinator position at Human Services

DATE: April 15, 2014

On March 12, 2014, Jefferson County was notified that the Department of Health Services (DHS) was updating the Children's Long Term Support (CLTS) Waiver contract amounts provided to Jefferson County by \$567,480, of which \$254,405 will be continuing funding and \$313,075 will be short-term funding. This is in addition to the current CY2014 contract amount of \$301,616, for a total new CY2014 contract amount of \$869,096. This funding is being allocated to assist counties to reduce the number of children waiting for services and improving community connections and supports for children already receiving services. The funding may be used to include, but is not limited to, strategies such as case manager start-up, capital investments and other administrative costs.

The Children's Long Term Support (CLTS) Medicaid Waiver provides funding for goods and services for children living with their families who need a certain level of care in one of 3 areas of disability: physical disability, developmental disability and severe emotional disability. In addition to the diagnosis, these children must have a significant functional impairment based on their disability. Because of limited funding for CLTS Waivers, eligibility does not guarantee a family will receive services. This means that a child will likely be placed on a waiting list before they are enrolled in the program(s). Families are served on a first-come, first-served basis, although priority for services may be given to families in a crisis situation or families who are bringing a child home from an out-of-home placement. Currently Jefferson County has **104** children on our waiting list for services, compared to 96 children in 2013 and 72 children in 2012. Some of these children have been waiting for over six years to receive services!

Once a child is able to come off the waiting list, a Personal Assistant Case Manager/Family Coordinator meets with the family and together develops an individual service plan. All supports available to the family are explored, including formal supports (e.g., medical, social services and educational programs) and informal supports (e.g., friends, family, neighbors and community groups). It is important to have these children start receiving services as soon as possible in order to prevent further crisis to the child and the family.

Utilizing the continuing funding newly available, the Human Services Director, with support of the Human Services Board, is requesting to create a full-time Personal Assistant Case Manager/Family Coordinator position. It would be the goal to use the additional funding to allow, at minimum, 17 additional children to be taken off the waiting list and to start receiving services.

The Human Resources Committee met on April 15, 2014, to review the request. A motion was made to recommend accepting the additional funding and creating the full-time Personal Assistant Case Manager/Family Coordinator position, and passed by a 4:0 vote.

**Mr. Braugler read Resolution No. 2014-05.**

WHEREAS, the Human Services Director and Human Services Board requests, and the Human Resources Committee recommends, accepting additional funding of \$567,480 for the State 2014 calendar year under the Children's Long Term Support (CLTS) Medicaid Waiver contract from the Department of Health Services and creating a full-time, non-exempt, Personal Assistant Case Manager/Family Coordinator position.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: The current Children's Long Term Support Waiver Contract is \$301,616 with the total new funding available of \$567,480, for a total of \$869,096. It is anticipated that a full-time position with family health and dental coverage costs \$70,691.50 annually. This position will be funded 10% (\$7069) by Waivers, 25% (\$17,673) by Safe & Stable family contract and Case Management and the remaining 65% (\$45,949) from the tax-levy. However, there is a \$95,000 tax-levy savings in this area and no additional tax-levy will be required. If funding is no longer available to support the position, the position shall be eliminated unless additional board action is taken. The remaining funding will be used for administrative costs associated with providing services to the children. As a budget amendment, 20 affirmative votes are required.*

**Mr. Braugler moved that Resolution No. 2014-05 be adopted.**  
Seconded and carried: Ayes 23, Noes 1 (Zentner), Absent 6 (Tietz, Hartz, Mode, Jaeckel, Foelker, Schultz).

**Mr. Jones read Resolution No. 2014-06.**

WHEREAS, the Jefferson County Human Services Department has operated a Coordinated Services Team (CST) since 1997 to lower the incidence of suspension and expulsion of children in the County, and

WHEREAS, state funding for CST services ended in 2003, and

WHEREAS, the 2013-2015 State Budget once again contains funding to expand CST services across the State of Wisconsin, and

WHEREAS, it is necessary to formally designate the Jefferson County Human Services Department as the entity to operate the CST in order to be eligible for state CST Initiative Expansion Grant funding, and

WHEREAS, the Human Services Director and the Human Services Board requests that the Human Services Department be designated the county entity to operate the CST,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby designates the Jefferson County Human Services Department as the entity to operate the Coordinated Services Team in Jefferson County.

*Fiscal Note: The Human Services Department anticipates receiving*

*\$62,123 through the CST Initiative Statewide Expansion Grant which funds will be used to pay for a new Wraparound position which will reduce the waiting list for CST services.*

**Mr. Jones moved for the adoption of Resolution No. 2014-06.**  
Seconded and carried.

**Mr. Jones read Resolution No. 2014-07.**

WHEREAS, Jefferson County's Human Services employees routinely serve clients at locations which are away from the office, and

WHEREAS, Human Services employees, Health Department employees and others are able to do their work much more efficiently if they can remotely access the Jefferson County information network using laptops, tablets or smartphones, and

WHEREAS, in order to meet HIPAA compliance standards and generally improve security for remote access it is necessary to upgrade the software protecting the system, and

WHEREAS, bids were solicited for such upgrade with the following results:

<u>Company</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
CORE BTX Madison, WI	\$99,867.25	\$99,155.27	\$130,816.70
MTM Technologies Stamford, CT	\$95,033.33	\$98,506.51	\$127,818.53
PDS Oconomowoc, WI	\$92,960.00	\$99,335.00	\$130,995.00
SHI Somerset, NJ	\$92,279.94	\$94,129.11	\$124,298.68

AND WHEREAS, in addition to the base software above, additional Microsoft Licenses, training and installation are required costing \$38,306.45, and

WHEREAS, the MIS staff recommends accepting the bid of SHI, Somerset, New Jersey, for Option 3 in the amount of \$124,298.68 and the Infrastructure Committee and Finance Committee agree, as Options 1 and 2 are limited to a maximum of 75 concurrent users and are not expandable without significant additional expense,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract with SHI, Somerset, New Jersey, in the amount of \$124,298.68 (Option 3) which allows 125 concurrent users and is expandable and funding the ancillary costs of additional Microsoft Licenses, training and installation in the amount of \$38,306.45 for a total of \$162,605.13.

*Fiscal Note: This purchase will be funded by approximately \$92,000 carryover funds in the Human Services Department budget together with a transfer of the balance required from contingency at the end of the year for the various departments impacted (if needed).*

**Mr. Jones moved that Resolution No. 2014-07 be adopted.**  
Seconded and carried: Ayes 22, Noes 2 (Counsell, Murley), Absent 6 (Tietz, Hartz, Mode, Jaeckel, Foelker, Schultz).

**Mr. Reese read Resolution No. 2014-08.**

WHEREAS, Resolution 2013-54 established maximum construction costs for the Highway Facility at \$15M, which did not include the automatic truck wash added by the Board later, and

WHEREAS, Resolution 2013-103 selected Maas Brothers Construction Co., Inc. as the construction manager based on their general conditions and supervision bids totaling \$348,000 and a 2% fee yielding an estimated target price of \$13,795,000 for construction costs, and

WHEREAS, bids have been solicited on 19 of 21 bid packages, with the results as shown on the attached bid tabulation (said bid tabulation is available at the County Clerk's office upon request), and

WHEREAS, the construction budget spreadsheet uses the low bids from each category in 1 through 19, establishes target prices for the last two bid packages for the bulk fluids system and fuel islands, and yields a total construction contract amount for Maas Brothers of \$13,470,509 as set forth in the Maas Brothers Construction Co., Inc. letter of April 3, 2014, showing value engineering adjustments and exclusions, and

WHEREAS, the Infrastructure Committee has reviewed the bids and related documents and recommends acceptance of all the low bids set forth on the bid tabulation and the final construction manager guaranteed maximum price of \$13,470,509 subject to the conditions contained in Maas Brothers' letter,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract, in the form approved by the Corporation Counsel, with Maas Brothers Construction Co., Inc. for construction management services in the amount of \$13,470,509 which amount includes the low bids for bid packages 1 through 19, and allowances for the last 2 packages.

BE IT FURTHER RESOLVED that the low bids for the bulk fluids system and fuel islands may be approved by the Infrastructure Committee within the target prices established for each as set forth on the construction budget spreadsheet, if time does not allow bringing those bids to the Board.

FINALLY, BE IT FURTHER RESOLVED that during the course of the project, the Administrator is authorized to execute change orders up to the maximum available in the established contingency of \$700,000.

*Fiscal Note: \$15M was budgeted for construction costs which amount does not include Owner FF&E/technology estimated at \$400,000.*

**Mr. Reese moved that Resolution No. 2014-08 be adopted.**  
Seconded and carried: Ayes 23, Noes 1 (Zentner), Absent 6 (Tietz,

Hartz, Mode, Jaeckel, Foelker, Schultz).

**Board recessed at 7:00 p.m.; resumed at 7:10 p.m.**

**Mr. Babcock read Ordinance No. 2014-03.**

WHEREAS, the Board recently approved a three-year collective bargaining agreement with the sheriff's deputies unit, LAW 102, and

WHEREAS, one provision of that settlement included changing the probationary period from 12 months to 18 months, and

WHEREAS, it is desirable to amend the Civil Service Ordinance provisions to match the collective bargaining agreement,

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

Section 1. Section 7F of the Civil Service Ordinance shall be amended as shown:

F. Appointments made pursuant to this ordinance shall be probationary for a period of ~~twelve (12)~~ eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period.

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

**Mr. Babcock moved that Ordinance No. 2014-03 be adopted.** Seconded and carried.

**Mr. Babcock read Resolution No. 2014-09.**

WHEREAS, each year Congress and the President of the United States designate May 15th as Peace Officers' Memorial Day and the week containing May 15th as National Police Week, and

WHEREAS, the members of the law enforcement agencies of Jefferson County play an essential role in safeguarding the rights and freedoms of the citizens of Jefferson County, and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement officers, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting citizens against violence and disorder, and by protecting the innocent against deception and the weak against oppression, and

WHEREAS, the Jefferson County Board calls upon all citizens of Jefferson County and upon all patriotic, civic and educational organizations to observe the week of May 11-17, 2014, as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens, and

WHEREAS, the men and women of our law enforcement community unceasingly provide a vital public service, and

WHEREAS, the Board calls upon all citizens of Jefferson County to observe Thursday, May 15, 2014, as Jefferson County's Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and let us recognize and pay respect to the survivors of our fallen heroes.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board proclaims May 15th Law Enforcement Memorial Day in Jefferson County.

**Mr. Babcock moved that Resolution No. 2014-09 be adopted.**  
Seconded and carried.

**Mr. Borland read Resolution No. 2014-10.**

WHEREAS, Jefferson County is interested in further developing its Rock River Park for public recreation purposes by improving the boat launch and installing a new handicap accessible pier, and

WHEREAS, financial aid is required to carry out the project, and

WHEREAS, the Parks Committee recommends applying for grant assistance to supplement the \$30,000 budgeted for these projects which have a total estimated cost of \$60,000,

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes Joseph W. Nehmer, Jefferson County Parks Director, to act on behalf of Jefferson County to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the improvement of the Rock River Park boat launch and the construction of a new handicap pier;
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that Jefferson County will comply with state or federal rules for the programs to be open to the general public during reasonable hours consistent with the type of facility and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

*Fiscal Note: Twenty-five Thousand Dollars has been received from the Watertown Outboarders for this project. The 2014 county project budget totals \$30,000, leaving a need for \$30,000 in grant funds.*

**Mr. Borland moved that Resolution No. 2014-10 be adopted.**  
Seconded and carried.



**Mr. Borland read Resolution No. 2014-11.**

WHEREAS, Jefferson County is interested in further developing its Dorothy Carnes County Park for public recreation purposes by providing better access and parking areas, and

WHEREAS, financial aid is required to carry out the project, and

WHEREAS, the Parks Committee recommends applying for grant assistance to supplement the \$75,000 budgeted for this project which have a total estimated cost of \$150,000,

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes Joseph W. Nehmer, Jefferson County Parks Director, to act on behalf of Jefferson County to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for park development on the east side of Dorothy Carnes County Park;
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that Jefferson County will comply with state or federal rules for the programs to be open to the general public during reasonable hours consistent with the type of facility and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

*Fiscal Note: The stated project will be \$150,000. Grant funds are requested in the amount of \$75,000.*

**Mr. Borland moved that Resolution No. 2014-11 be adopted.**  
Seconded.

**Mr. Zentner requested a roll call vote. Resolution No. 2014-11 was adopted:** Ayes 21, Noes 2 (Counsell, Zentner), Absent 7 (Tietz, Hartz, Mode, Kannard, Jaeckel, Foelker, Schultz).

**Mr. Nass read the following report:**

**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 March 20, 2014, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:



APPROVAL OF PETITIONS R3708A-14, R3709A-14, R3710A-14  
AND R3711A-14

DATED THIS 31ST DAY OF MARCH 2014  
Donald Reese, Secretary

THE PRIOR MONTH'S AMENDMENTS R3701A-14, R3702A-14,  
R3703A-14, R3704T-14, R3705T-14, R3706T-14 AND R3707T-14  
ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUB-  
JECT TO WIS. STATS. 59.69(5).

**Mr. Nass moved that the Planning & Zoning Committee report  
be adopted.** Seconded and carried.

**Mr. Nass presented Ordinance No. 2014-04.**

WHEREAS, the Jefferson County Board of Supervisors has here-  
tofore been petitioned to amend the Jefferson County Zoning Ordi-  
nance, and

WHEREAS, Petitions R3708A-14, R3709A-14, R3710A-14 and  
R3711A-14 were referred to the Jefferson County Planning and Zon-  
ing Committee for public hearing on March 20, 2014, and

WHEREAS, the proposed amendments have been given due con-  
sideration 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 EXCLUSIVE AGRICULTURAL A-1 TO A-2,  
AGRICULTURAL AND RURAL BUSINESS**

Rezone 3.1 acres of PIN 020-0814-3342-000 (38 acres) to allow for  
a Christmas tree farm at the intersection of CTH Q and Vandre Road  
in the Town of Milford. Rezoning is conditioned upon access onto  
Vandre Road approved by the Town and upon receipt and recording  
of either a final certified survey for the lot or a deed transfer document  
for the property. Parking shall be as per the plan submitted, and all  
necessary permits shall be obtained for any structure proposed. Re-  
zoning 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. R3708A-14 – Brad Hering/Gordon & Alta  
Kottwitz Trust property

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

Create a 3-acre farm consolidation lot from part of PIN 014-0614-  
0321-000 (48.001 acres) at N4750 Popp Road, Town of Jefferson.  
Approval is conditioned upon receipt and recording of a final certified  
survey for the lot, including extraterritorial plat review if necessary.  
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. R3709A-14 – Ronald Pitzner

Create a 1.4-acre farm consolidation lot at N2531 CTH Z in the

Town of Sullivan from PIN 026-0616-3644-000 (40 acres). Approval is conditioned upon road access approval for the remnant A-1 zoned area, and upon approval and recording of a final certified survey for the lot, including extraterritorial plat review if necessary. 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. R3710A-14 – Dempsey Farms Partnership

Rezone 1.82 acres of PIN 032-0815-1224-000 (25.84 acres) for a new building site on Ash Road in the Town of Watertown. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. Rezoning is further 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 a final certified survey map for the lot, including extraterritorial plat review if necessary. 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. R3711A-14 – Phyllis Schmoller/Kehl Family Partnership property

**Mr. Nass moved that Ordinance No. 2014-04 be adopted.** Seconded and carried.

**Mr. Reese read Resolution No. 2014-12.**

WHEREAS, Jefferson County wishes to recognize the cities, towns, villages, businesses, and residents of Jefferson County who have donated money and services to the Clean Sweep and Recycling Programs, and

WHEREAS, without the help of these donations the County would not have been able to have four Clean Sweeps last year, and

WHEREAS, with their support, the program was able to establish five drug drop-off sites, six collections sites for electronics, and four collections sites for appliances, and

WHEREAS, attached is a list of all donations for 2013 (said donor lists are available at the County Clerk's office upon request), and

WHEREAS, Jefferson County would like to thank all donors, volunteers, and partners who help at the our Clean Sweeps and with the Recycling Programs,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors gratefully accepts and appreciates the donations, volunteers and partners of the Solid Waste/Air Quality Committee's Clean Sweep and Recycling Programs.

BE IT FURTHER RESOLVED that upon passage, this resolution shall be posted on the Jefferson County Solid Waste/Air Quality website and the Jefferson County Facebook page.

*Fiscal Note: In 2013 we received \$25,625.00 in donations.*

**Mr. Reese moved that Resolution No. 2014-12 be adopted.**

Seconded and carried.

**County Administrator Ben Wehmeier read the following:**

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

By virtue of the authority vested in me under Section 59.18 of the Wisconsin Statutes, I do hereby request the County Board's confirmation of the following appointments:

Dr. Don Williams, Fort Atkinson, WI, to the Board of Health for a three-year term ending May 9, 2017.

Marie Wiesmann, Fort Atkinson, WI, to the Board of Health for a three-year term ending May 9, 2017.

**Mr. Buchanan moved that the appointments be confirmed.**  
Seconded and carried.

**County Clerk Frank announced temporary committee appointments made by Chairman Schroeder pursuant to Board Rule 3.05:**

Planning and Zoning Committee: Steve Nass, Chair; Greg David, George Jaeckel, Donald Reese, Amy Rinard.

Home Consortium Board: Paul Babcock, John Kannard, Dick Schultz, Ron Buchanan (alternate).

Supplemental information presented at the April 15, 2014, 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 7:36 p.m.