

**JEFFERSON COUNTY BOARD MINUTES  
MONDAY, AUGUST 11, 2014, 7:00 P.M.**

Chair Jim Schroeder presiding.

County Clerk Barbara A. Frank called the roll, all members being present except Supervisors Tietz and Hartz who will be late, Supervisor Vance who gave prior notice of her inability to attend and Supervisor Poulson.

District 1..... Richard C. Jones	District 2 ..... Mike Kelly
District 3..... Greg David	District 4 ..... Augie Tietz
District 5... James B. Braugher	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 Vance
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 Ben Wehmeier led the Pledge of Allegiance. A moment of silence was observed.

Wehmeier certified compliance with the Open Meetings Law.

The Board proceeded with the agenda as printed.

**Rinard, Chair of the Administration & Rules Committee, moved that the minutes of the July 8, 2014, meeting be approved as printed.** Seconded and carried.

**Special Order of Business. Jacob Lenell, representing CliftonLarsonAllen LLP, presented the audited Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2013.** *(Reporter's Note: Due to the length of the financial statements, they have not been reprinted in the minutes, but are on file in the County Clerk's Office and available for public inspection and examination during regular Courthouse hours.)*

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

Available Cash on Hand	
July 1, 2014	\$ 291,915.37
July Receipts	<u>16,410,732.47</u>
Total Cash	\$ 16,702,647.84
Disbursements	
General – July 2014	\$ 11,707,249.26
Payroll – July 2014	<u>1,288,895.44</u>
Total Disbursements	<u>12,996,144.70</u>

Total Available Cash		\$ 3,706,503.14
Cash on Hand		
(in bank) August 1, 2014	\$ 4,723,298.14	
Less Outstanding Checks	<u>1,016,795.00</u>	
Total Available Cash		\$ 3,706,503.14
Local Government Investment Pool -		
General		\$ 43,583,141.77
Institutional Capital Management		16,094,090.10
Local Government Investment Pool -		
Clerk of Courts		25,938.35
Local Government Investment Pool -		
Farmland Preservation		227,669.72
Local Government Investment Pool -		
Parks/Liddle		87,490.07
Local Government Investment Pool -		
Highway Bond		<u>3,173,588.57</u>
		\$ 63,191,918.58
2014 Interest - Super N.O.W. Acct.	\$	660.88
2014 Interest - L.G.I.P. - General Funds		13,108.91
2014 Interest - ICM		103,363.42
2014 Interest - L.G.I.P. - Parks/Carol Liddle Fund		44.66
2014 Interest - L.G.I.P. - Farmland Preservation		120.04
2014 Interest - L.G.I.P. - Clerk of Courts		13.25
2014 Interest - L.G.I.P. - Highway Bond		<u>1,753.98</u>
Total 2014 Interest	\$	119,065.14

**JOHN E. JENSEN, JEFFERSON COUNTY TREASURER**

**Frank presented the following communications:**

1. An email dated August 4, 2014, from Administrative Secretary Tammie Jaeger regarding a telephone call she received from John Neupert who is resigning from the Sheriff's Civil Service Commission and the Traffic Safety Commission effective immediately.
2. Notice of Public Hearing from the Planning & Zoning Committee for a hearing to be held on August 21, 2014, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse, Jefferson. The notice and communication were received and placed on file.

**The floor was opened for public comment.** Speaking on BadgerCare (Resolution No. 2014-24) were Erik Kirkstein, Milwaukee; Lori Compas, Fort Atkinson; and Kate Wichman, Johnson Creek. Dan Kilkenny, Delavan, introduced himself as a candidate for the Wisconsin State Senate 11th District.

**Supervisor Tietz present.**

**Clerk of Courts Carla Robinson, Fair Park Director David Diestler, Highway Commissioner Bill Kern, Parks Director Joe Nehmer and Veterans' Service Officer Yvonne Duesterhoeft presented their department's annual report.** The annual reports were received and placed on file pursuant to Board Rule 3.03(12).

**Supervisor Hartz present.**

**Rinard, Chair of the Administration & Rules Committee, yielded to Lund, sponsor of the original resolution, who introduced Resolution No. 2014-24.**

Executive Summary

Expanded Federal Medicaid funds are presently available to the State of Wisconsin, and upon acceptance by the State of Wisconsin, would provide access to BadgerCare to approximately 84,000 Wisconsin residents, as estimated by the Wisconsin Legislative Fiscal Bureau. The State of Wisconsin Legislative Fiscal Bureau also provides that the State of Wisconsin's decision to not accept expanded Federal Medicaid funds has resulted in fewer Wisconsin residents having health care coverage while increasing the cost of BadgerCare by over \$100 million this budget cycle. If the State of Wisconsin accepts expanded Federal Medicaid funds, the Federal government would pay 100% of the cost of new BadgerCare enrollees and after three years the Federal government would continue to pay at least 90% of the cost.

WHEREAS, the State of Wisconsin has yet to take advantage of billions of new Federal Medicaid dollars which would improve the state's BadgerCare program. These Federal funds are available at any time, and upon acceptance, would provide access to BadgerCare to more than 84,000 Wisconsin residents (1,052 in Jefferson County) as estimated by the State's Legislative Fiscal Bureau, and

WHEREAS, the decision to reject Federal Medicaid funding shrinks the number of Wisconsin residents who have health care coverage while increasing the costs to the state for the BadgerCare program (according to the Legislative Fiscal Bureau, the state budget will require over \$100 million more this budget cycle by rejecting these Federal funds), and

WHEREAS, 19 counties in Wisconsin have passed resolutions urging the State to utilize these Federal funds, a position that has been reiterated by the Wisconsin Counties Association, and these Federal funds would bring an estimated \$30,340,000 into the Jefferson County economy by 2021 and would help an estimated 1,052 parents and childless adults in Jefferson County to gain access to BadgerCare, and

WHEREAS, having uninsured and underinsured residents impacts the Jefferson County Human Services Department because it can lead to untreated mental health or substance abuse and lack of preventive health care that can lead to loss of jobs, the inability to function, and loss of self-sufficiency, and

WHEREAS, an increase in the number of Jefferson County adults with health insurance coverage is expected to reduce the number of adults seeking medical care at the County-subsidized Rock River Free Clinic and also the number of adults using costly hospital emergency room visits as a primary means of obtaining medical care, and

WHEREAS, the Administration and Rules Committee recom-

mends the explanatory statement and effect of vote required for publication in advance of the referendum be stated as follows:

**EXPLANATORY STATEMENT AND EFFECT OF VOTE:**

The Jefferson County Board of Supervisors desires advisory public input on the question of whether or not the State of Wisconsin should accept available Federal Medicaid funds to provide access to BadgerCare to Wisconsin residents up to 133% of the Federal Poverty Level. The result of this vote is advisory, not binding. A "yes" vote means that you want Jefferson County to encourage the State of Wisconsin to accept available Federal Medicaid funds. A "no" vote means that you do not want Jefferson County to encourage the State of Wisconsin to accept available Federal Medicaid funds.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby directs the Jefferson County Clerk to place the following advisory referendum question on the countywide ballot at the election to be held on November 4, 2014:

***"Shall the State of Wisconsin accept available Federal Medicaid funds to provide access to BadgerCare to Wisconsin residents up to 133% of the Federal Poverty Level?"***

BE IT FURTHER RESOLVED that the explanatory statement and effect of vote required by law be as set forth above.

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the Jefferson County legislative delegation, the Governor, the Secretary of the Wisconsin Department of Health Services, and the Wisconsin Counties Association.

*Fiscal Note: Because an election is already scheduled for November 4, 2014, the additional cost to the County for printing the referendum question on the ballot and staff time for tabulating and recording the results is minimal.*

NOTE: This resolution was initially introduced to the County Board as Resolution No. 2014-21 by Supervisor Kirk Lund on June 10, 2014, and then referred to the Administration & Rules Committee pursuant to Board Rule 3.03(8). The Administration & Rules Committee recommended changes to the resolution as originally presented which are incorporated herein.

**Lund moved that Resolution No. 2014-24 be adopted.** Seconded.

**Lund moved to amend the advisory referendum question as follows:** "Shall the State of Wisconsin accept available Federal Medicaid funds to provide access to BadgerCare to an additional 84,000 Wisconsin residents?"

**A voice vote was taken. Morris requested a roll call vote to verify the voice vote. Amendment to Resolution No. 2014-24 failed:** Ayes 9 (Jones, David, Reese, Hartz, Morse, Lund, Payne, Kannard, Zentner), Noes 19 (Kelly, Tietz, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Nass, Kutz, Hanneman, Schroeder, Mode, Jaeckel, Foelker, Borland, Schultz, Babcock, Christensen), Absent 2 (Poulson, Vance).

**Resolution No. 2014-24 was adopted:** Ayes 24 (Jones, Kelly, David, Tietz, Buchanan, Wineke, Rinard, Reese, Hartz, Morse,

Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Foelker, Zentner, Borland, Schultz, Babcock, Christensen), Noes 4 (Braugler, Morris, Counsell, Jaeckel), Absent 2 (Poulson, Vance).

**Rinard introduced Resolution No. 2014-25.**

Executive Summary

In 2007 the County Board approved Resolution No. 2006-86 which created the Farmland Preservation Commission and the Purchase of Development Rights Program. As part of adding this program, the County's Planning and Zoning Department was identified to staff the Commission with support of several other departments. Further, Resolution No. 2007-73 was approved by the Board which changed the name of the Commission to the Farmland Conservation Easement Commission, which is the name it continues to operate under today. Recently, the Commission requested staff review the current support of the Commission and provide a recommendation back to the Administration and Rules Committee of what is the best way to support the mission of the Commission.

Based on discussions among staff, it was determined that the Land & Water Conservation Department assumes the responsibility of support functions and administrative responsibilities to the Commission. Other departments will continue to support in areas of expertise as needed in support of the program. This recommendation was forward to the Administration and Rules Committee where it received a unanimous recommendation. It is also being supported by the Farmland Conservation Easement Commission.

WHEREAS, the County Board through Resolution 2006-86 created the Farmland Preservation Commission, and

WHEREAS, the County Board specifically tasked the County's Planning and Zoning Department to provide the support staff function to this program, and

WHEREAS, Resolution 2006-86 also recognized that this program required the collaborative efforts of several departments to include Land and Water Conservation, County Administration, Land Information and Corporation Counsel which continues to today, and

WHEREAS, Resolution 2007-73 changed the name of the Commission to the Farmland Conservation Easement Commission, and

WHEREAS, the County has seen several organizational and personnel changes since the establishment of the program in 2006, and

WHEREAS, the impacted departments have met and recommend that staff support functions and administrative responsibilities should be transitioned to the Land and Water Conservation Department, and

WHEREAS, this recommendation is supported by the Administration and Rules Committee and the Farmland Conservation Easement Commission.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board authorizes the County Administrator to transition staff support functions for the Farmland Conservation Easement Commission to the Land and Water Conservation Department, and

BE IT FURTHER RESOLVED that the County Administrator will have the authority to adjust program support in the future to the Farmland Conservation Easement Commission based on organizational and operational needs.

*Fiscal Note: There is no fiscal impact to the current budget. The County Administrator will be working with impacted departments to enhance the Business Unit in the 2015 Budget to recognize cost allocation to the program.*

**Rinard moved that Resolution No. 2014-25 be adopted.** Seconded.

**Zentner moved to postpone Resolution No. 2014-25 until the September 9, 2014, County Board meeting.** Seconded.

**A voice vote was taken. Zentner requested a roll call vote to verify the voice vote. The motion to postpone Resolution No. 2014-25 until the September 9, 2014, County Board meeting failed:** Ayes 9 (Kelly, David, Hartz, Morse, Mode, Jaeckel, Zentner, Babcock, Christensen), Noes 19 (Jones, Tietz, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Kannard, Foelker, Borland, Schultz), Absent 2 (Poulson, Vance).

**Resolution No. 2014-25 adopted by a voice vote.**

**A presentation was given by David Wagner of Ehlers & Associates, Inc. regarding Resolution No. 2014-26.**

**Jones, Chair of the Finance Committee, introduced Resolution No. 2014-26.**

Executive Summary

At the end of 2013, the County Board adopted an initial resolution to provide funding not to exceed \$17.89 million for several projects related to the highway facilities including the Central Highway Facility, satellite facilities and reimbursement for costs associated with Old Countryside demolition. As part of this initial resolution, the County Financial Advisor and staff recommend a plan to have a total of three bond series issues within the parameters of the \$17.89 million limit. This analysis was done based on strong interest rates, issuing bank qualified debt, cash flow and ability to size the amount borrowed based on final pricing. The County issued GO Bonds Series 2013A in 2013 for a total of \$3,505,000.

This resolution authorizes the County to proceed to bond sales for \$9,995,000. Once bids or proposals have been received, the County Board at a future meeting will take action upon review of said proposals or bids. The Finance Committee unanimously recommended moving forward at this time.

WHEREAS, on November 12, 2013, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") adopted an Initial Resolution (the "Initial Resolution") authorizing general

obligation bonds and/or promissory notes in an amount not to exceed \$17,890,000 for public purposes consisting of the construction of a new highway department facility building and highway department satellite shops, including related demolition, environmental remediation, and site improvements, and acquiring and installing related furniture, fixtures, and equipment, and paying costs of financing including capitalized interest (the "Project");

WHEREAS, the County has previously issued its \$3,505,000 General Obligation County Building Bonds, Series 2013A authorized by the Initial Resolution; and

WHEREAS, the County Board of Supervisors now deems it to be necessary, desirable and in the best interest of the County to issue up to an additional \$9,995,000 portion of the bonds authorized by the Initial Resolution for the purpose of paying a portion of the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Bonds. The County shall issue its General Obligation County Building Bonds, Series 2014A (the "Bonds") in an amount not to exceed \$9,995,000 authorized pursuant to the Initial Resolution for the purpose of paying a portion of the cost of the Project.

Section 2. Sale of Bonds. The County Board of Supervisors of the County hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids or proposals for the Bonds as may have been received and take action thereon.

Section 3. Notice of Bond Sale. The County Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated as the County Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by the County's financial advisor, Ehlers & Associates, Inc. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

*Fiscal Note: Preliminary tables based on the current municipal bond market can be viewed in the County Clerk's Office. Based on the current trends, Jefferson County anticipates the costs will be lower than projected at the end of 2013. In 2013, the net rate for debt service ranged from .200 to .220 with an average annual debt payment of \$1,295,365. Based on the current trends, it is expected that the new net rate for debt service range is .188 to .205 with an average debt payment of \$1,210,212.*

*Note: These are preliminary numbers. Actual numbers will be determined when offered for public sale and are not official until the Board takes final action at a future meeting.*

**Jones moved that Resolution No. 2014-26 be adopted.** Sec-

ended by Braugher and carried: Ayes 28 (Jones, Kelly, David, Tietz, Braugher, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Zentner, Borland, Schultz, Babcock, Christensen), Noes 0, Absent 2 (Poulson, Vance).

**Board recessed 8:49 p.m.; resumed 9:01 p.m.**

**Braugher, Chair of the Human Resources Committee, introduced Ordinance No. 2014-17.**

Executive Summary

In April 2013, Personnel Ordinance, Section HR0360, Hours of Work, Overtime and Compensatory Time was amended to provide a pay premium to Highway Workers and Equipment Operators for operating certain pieces of equipment. In addition, the Board of Supervisors requested that this practice be reviewed in one year, or by May 31, 2014. During the last three committee meetings, the Human Resources Committee gathered feedback from a variety of sources, including the Highway Commissioner who met with Equipment Operators, Highway Workers who operate equipment and Highway Superintendents. Although half of the staff would prefer a different method of compensation for operating equipment, the other half were very satisfied with the current method.

The concept of *requiring certification* to operate equipment was also discussed. The Highway Commissioner requested 6 – 12 months to research different certification processes and recommend an implementation procedure if it was deemed in the best interest of the County. Both the Wisconsin Counties Association and the Wisconsin County Highway Association support a certification requirement and would be a valuable resource to start a program.

WHEREAS, Personnel Ordinance, Section HR0360(B)(8)(e), Hours of Work, Overtime and Compensatory Time, indicates that premium pay for operating equipment shall be reviewed no later than May 31, 2014, and

WHEREAS, the Highway Commissioner and the Human Resources Committee have reviewed this provision and recommend to continue with the current premium pay until such time that a certification requirement to operate equipment be implemented, and

WHEREAS, positions requiring certification(s) would be evaluated for proper grade placement per Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan and Personnel Ordinance HR0330, Applicable Pay Rates Upon Reclassification of Position.

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

Section 1. Section HR0360(B)(8)(e), Hours of Work, Overtime and Compensatory Time, of the Personnel Ordinance shall be amended as follows:

**HR0360.B.8. HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.**



- e. Effective December 30, 2012, Highway Workers and Equipment Operators operating E1 equipment shall receive two dollars (\$2.00) per hour in addition to their regular rate of pay for all time operating E1 equipment. Highway Workers and Equipment Operators operating E2 equipment shall receive one dollar (\$1.00) per hour in addition to their regular rate of pay for all time operating E2 equipment. This provision shall be reviewed for cost and effectiveness no later than May 31, 2014; upon implementation of an equipment certification process, no later than July 31, 2015.
  - i. E1 Equipment: Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine.
  - ii. E2 Equipment: Rollers, Loader-Backhoe, End Loader, Drill Truck Operator, Hi-Lift Operator. (cr. 04/16/2013, ord. 2013-02)

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

*Fiscal Note: No fiscal impact.*

**Braugler moved that Ordinance No. 2014-17 be adopted.**  
Seconded and carried.

**Braugler introduced Ordinance No. 2014-18.**

Executive Summary

Section HR0645, Holidays, addresses holidays for employees working a regular five 8-hour day workweek schedule. However, there are individual employees or groups of employees throughout the County who have been approved to work a more flexible or different schedule, including a four-10-hour day workweek schedule. When scheduled to work atypical hours during the week of a holiday, employees will either revert back to a five 8-hour day workweek schedule for that week or continue with their scheduled hours and use other accrued time, in addition to the eight hours of paid holiday, to equal their normal scheduled hours. In addition, if the holiday falls on the employee's regularly scheduled day off, the practice has been to take either the day before or the day after the holiday as the paid holiday. The proposed amendment would authorize the supervisor to pre-approve how the holiday will be paid for employees with an atypical schedule so as to best meet the needs of the department and establish a uniform and fair procedure for scheduling employees' holidays.

WHEREAS, Personnel Ordinance, Section HR0645, Holidays, does not address holiday pay for employees with an atypical work schedule, and

WHEREAS, the Human Resources Committee recommends that the employee's immediate supervisor be authorized to adjust the employee's regular workweek schedule for the week while still meeting the needs of the department.

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

Section 1. Section HR0645, Holidays, of the Personnel Ordinance shall be amended as follows:

**HR0645 HOLIDAYS.**

- D. When a paid holiday falls on Saturday, the ~~next~~ preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21] When an employee, or a group of employees, works a schedule other than 8 hours per day (i.e. four 10-hour days) the employee may use 8 hours of holiday and substitute 2 hours of other accrued time such as vacation or compensatory time or revert back to a five 8-hour days work week with prior supervisor approval. If the holiday falls on Monday, Tuesday, Wednesday or Thursday and is the employee's scheduled day off, the next following work day shall become the paid holiday. If the holiday falls on Friday and is the employee's scheduled day off, the preceding work day shall become the paid holiday.

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

*Fiscal Note: No fiscal impact.*

**Braugler moved that Ordinance No. 2014-18 be adopted.**  
Seconded and carried.

**Braugler introduced Resolution No. 2014-27.**

Executive Summary

The purpose of the Affirmative Action and Equal Employment Opportunity Policy is to set the standards for a consistent process and treatment of employees regarding equal employment opportunity and affirmative action across Jefferson County. Following Equal Employment Opportunity (EEO) and Affirmative Action (AA) practices ensures fairness in hiring, promotion and other workplace practices, which ultimately encourages a diverse, multi-talented workforce. The Federal and State laws governing EEO and AA regulations are constantly under review and are amended periodically. In response to these changes, as well as a review of the County's practice under our Civil Rights Compliance Plan, recommendations are being made to the Jefferson County Affirmative Action and Equal Employment Opportunity Policy to address these areas:

- Genetic Information Non-Discrimination Act (GINA)
- Designation of EEO Coordinator
- Various grievance and investigation methods described in the Personnel Ordinance
- Updated Federal and State Agency contact information for various programs

WHEREAS, the Jefferson County Affirmative Action and Equal Employment Opportunity Policy was adopted by the County Board of Supervisors in March 2004, and

WHEREAS, changes to State and Federal regulations, as well as County Personnel Ordinance have occurred in the last decade, and

WHEREAS, the Human Resources Committee has reviewed the policy and recommends amendment to comply with State and Federal regulations and County Personnel Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Affirmative Action and Equal Employment Opportunity Policy is amended as set forth below, effective upon publication.

NOW, BE IT FURTHER RESOLVED that the Human Resources Committee shall review the Affirmative Action and Equal Employment Opportunity Policy annually and are authorized to make amendments as necessary to comply with changes in State, Federal or County regulations or ordinances.

**JEFFERSON COUNTY  
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT  
OPPORTUNITY POLICY**

It is the policy of Jefferson County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest record or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during non-working hours, or genetic information (including improper acquisition of genetic information). This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, ~~and~~ selection for training including apprenticeship, layoff and termination. Nothing in this policy shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. Jefferson County further agrees to take affirmative action to ensure equal employment opportunities.

~~The County Administrator, Gary R. Petre, and The Human Resources Director Manager, Terri M. Palm, have~~ been appointed Equal Employment Opportunity Officers and ~~is~~ are responsible for planning and implementing Jefferson County's affirmative action program as well as the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible

for hiring and promoting employees and for the development and implementation of programs or activities are to support this program. They shall provide leadership in implementing affirmative action, goals and initiatives.

During the term of contracts with the State of Wisconsin, Jefferson County shall comply with s. 16.765, Wis. Stats., State regulations and Federal laws relating to equal employment opportunities and affirmative action. The County shall continue to work cooperatively with government and community organizations to take affirmative action to insure equal employment and advancement opportunities.

### **CONCEPT**

The employer's goal is to guarantee that all personnel activities will be conducted in a manner to as to assure equal employment opportunity for all, and that such activities will be based solely on individual merit and fitness of applicants and employees related to specific jobs without regard to race, color, religion, sex, age, national origin, disability, political affiliation, sexual orientation, genetic information or other non-merit factors.

### **EMPLOYER'S COMMITMENT**

Included in the personnel ordinance, is the following provision:

**6.015. EQUAL OPPORTUNITY.** It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, religion, color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during nonworking hours, sex, national origin, ancestry, arrest record or conviction record. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer". Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications:

**EQUAL OPPORTUNITY.** It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, sex, creed (religion), color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, national origin, ancestry, arrest record or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), or any other characteristic as prohibited by law. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of

pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer" and employees may not be harassed in the workplace based on a protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. [Ord. 2003-44, 3/9/04; ord. 2010-04, 4-20-10]

### **POLICY ON EQUAL EMPLOYMENT OPPORTUNITY.**

Jefferson County is committed to providing equal opportunity. This requires that no otherwise qualified person shall be excluded from participation, benefits of, or subjected to discrimination in employment, activity or program, in any manner on the basis of any of the following: age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. All employees are expected to support the County's goals and activities related to nondiscrimination.

### **METHODS OF POLICY DISSEMINATION**

#### 1. Internal

- A The policy statement is included in the County Personnel Ordinance, which is distributed to all County employees.
- Periodically, the policy is reviewed with executive, managerial and supervisory personnel along with instruction on the laws and regulations concerning equal employment opportunity and affirmative action.
- New employees are informed of the policy as part of the new employee orientation process.
- The "Equal Opportunity is the Law" poster is permanently and prominently displayed.

#### 2. External

- The County's Personnel Ordinance is a public document with copies available upon request.
- All job applications will carry the phrase "An Equal Opportunity Employer." The application also carries a removable sheet for protected information concerning minority group status.
- All help-wanted advertising contains the phrase, "An Equal Opportunity Employer."

### **IDENTIFICATION OF THE COORDINATOR**

#### Employment - EEO Coordinator

The ~~County Administrator, Gary R. Petre,~~ and Human Resources Director Manager, Terri M Palm, ~~have~~ overall responsibility

ity for implementation of the Equal Employment Opportunity Program. The EEO Coordinators have the following responsibilities:

1. EEO Coordinator's Responsibilities:
  - Preparing and presenting the Equal Opportunity Plan and Program.
  - Developing policy statements and recommending policies and programs and then executing those policies and programs.
  - Resolving complaints of discrimination.
  - Identifying problems and assisting management in problem resolution.
  - Implementing all audit and reporting systems designed to measure the effectiveness of the program and reviewing program results with management.
  - Serving as liaison between the organization, compliance agencies and other relevant community organization as necessary.
  - Keeping all departments informed of the latest developments in Equal Employment Opportunity.
  - Ensuring that all technical phases of compliance are met.
2. Management Responsibilities:

The responsibilities of management include assisting in the development and implementation of the EEO Plan and Program in order to meet the program's goal and objectives. Managers are responsible for ensuring that all selection decisions and the application of personnel policies and practices are consistent with the equal employment opportunity policy.
3. Human Resources Responsibilities:
  - Seek to develop and work with recruiting contacts which include minority and female organizations to identify and secure a representative mix of applicants for all positions.
  - Maintain all relevant personnel data necessary to monitor equal opportunity, including but not limited to applicant flow (external and internal), offers, hires, promotions, transfers, demotions, training program participation, terminations, layoffs and recalls.
  - Review all existing job descriptions and specifications for job-relatedness and consistency with the applicable EEO regulations.
  - Review compensation and benefit policies and practices for consistency with the Equal Employment Opportunity policy and all applicable regulations.

## **COMPLAINT PROCESS**

### Complaints related to Employment

Any employee or applicant can file a grievance or complaint for various reasons, including discrimination in employment on the basis of age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affilia-

tion, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. Such complaints will follow Section(s) HR0145, Human Resources Committee Authority; HR0435, Harassment Policy, Including Sexual Harassment; HR0520, Grievance Resolution Process; or HR560, Rights of Employees Section 6.34 of the County Personnel Ordinances, as appropriate.

#### When to file a complaint for internal investigation

It is preferable that a complaint be filed as soon as possible after the incident and ~~hopefully~~ no later than 48 hours of following the incident or knowledge of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the last section.

#### How to file

No particular form is required under the county ordinance, but complaints must be in writing. The same is true under union contract. Complaints may be hand delivered or mailed to the following:

~~Gary R. Petre~~  
County Administrator  
320 S. Main Street  
Jefferson, WI 53549

Terri M. Palm  
Human Resources Manager Director  
~~or 320 S. Main Street~~ 311 S. Center Ave.  
Jefferson, WI 53549

#### Investigation process

The Equal Employment Opportunity Coordinator will make an investigation and prepare a full written report with recommendations to the County Administrator ~~County Board Chairperson~~ regarding the basis of the complaint. Should the EEO Coordinator be under investigation, an outside consultant shall conduct the investigation and prepare a full written report with recommendations to the County Administrator. The findings and resolution of the complaint made by the ~~County Board Chairperson~~ Administrator will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within 30 days of the date of receipt of the complaint.

#### Right of appeal

For Jefferson County employees there is an appeal to the County Board Human Resources Committee, or through the grievance process outlined in Personnel HR0520 if appropriate, which may be further appealed to the courts. In addition, if the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under "Process for filing a Complaint."

#### Retention of records

The records and reports relating to the complaint will be retained for ~~two~~ three years from the date of final disposition of the

complaint by the County.

#### Publication of complaint procedure

This complaint procedure is provided to all employees at the time of hiring. The complaint procedure is set out in the Personnel Ordinance. Jefferson County is prepared to provide assistance to persons who are visually impaired or have other difficulties which prevent them from reading the procedures. Such individuals are referred to the EEO Coordinator or the Personnel Office Human Resources Department which will read the information to the individuals and provide it in aurally accessible form (normally tape recording).

#### Non retaliation

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

#### Process for filing a complaint

All formal complaints with State or Federal agencies must be filed within 180 days of the suspected discrimination event or treatment you feel was discrimination, unless otherwise noted. However, it is highly recommended to you should file the complaint as soon as possible after the event occurred. ~~action took place.~~ If the complaint is not resolved satisfactorily at the County level, you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint with a State or Federal agency can still be filed as long as ~~you do it~~ is filed within the required filing time frame.

A non-exhaustive list of formal discrimination complaints may be filed with the directory of agencies listed below: Most complaints must be filed within 180 days of the event ~~complained about~~. Check with the Agency involved to make sure of filing deadlines.



PROGRAM	AGENCY
<p>Wisconsin Works (W-2), Child Support, Emergency Assistance, Food Stamp Employment and Training, Learn fare, Day Care, Community Service Jobs, (W-2) Transitions, Job Access Loans, Refugee Services:</p> <p><u>Wisconsin (WI) Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the WI Department of Children and Families, Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance)</u></p>	<p>Wisconsin Dept of Workforce Development Division of Workforce Solutions ATTN: Equal Opportunity Officer PO Box 7972 Madison, WI 53707-7972 V/TDD 608-266-6889</p> <p><b><u>WI Department of Children and Families</u></b>, 201 E. Washington Ave., Second Floor P.O. Box 8916 Madison, WI 53708-8916 608-266-5335 (voice) 800-864-4585 (TTY)</p>
<p>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DWD funded employment:</p> <p><u>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, DHS and/or DWD funded entities and their subcontractors.</u></p>	<p>Equal Rights Office P.O. Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired 608-264-8752</p> <p>Equal Rights Office 819 North Sixth St., Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD: 414-227-4081</p>

Any Employment issues.

*NOTE: Must be filed within 300 days of date of alleged discrimination*

**U.S. Equal Employment Opportunity Commission**

Reuss Federal Plaza  
310 West Wisconsin Ave.,  
Suite 800  
Milwaukee, WI 53203-2292  
800-669-4000 (voice)  
414-297-4133 (fax); 800-669-6820 (TTY)

**Milwaukee District Office U.S. Department of Labor, OFCCP**  
Federal Building  
310 West Wisconsin Avenue,  
Suite 1115  
Milwaukee, WI 53203  
414-297-3821 (voice);  
414-297-4038 (fax)

Medical Assistance Service, Women Infants and Children, Food Stamps, BadgerCare, Senior Care, Child Placement Services, Medicaid, Community Aid, and other programs administered by the WI Dept. of Health and Family Services  
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services

Wisconsin Dept of Health and Family Services  
Division of management and Technology  
Office of Civil Rights Compliance  
1 W. Wilson, Room 561  
PO Box 7850  
Madison, WI 53707  
Voice 608-266-9372  
FDD 608-266-2555

**WI Department of Health Services**  
Office of Affirmative Action and Civil Rights Compliance  
1 W. Wilson, Room 656  
P.O. Box 7850  
Madison, WI 53707  
608-266-9372 (voice)  
608-266-0583 (fax)  
888-701-1251 (TTY) or Wisconsin Relay 711

Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.

**WI Department of Workforce Development**  
ATTN: Equal Opportunity Officer  
201 E. Washington Ave.,  
Room G100  
P.O. Box 7972  
Madison, WI 53707-7972  
608-266-6889 (voice);  
866-275-1165 (TDD)

You also have the right to file a formal complaint with a federal agency.

<p><u>Formal Discrimination Complaint about any of the above services administered by the Wisconsin Department of Health and Family Services</u></p> <p><u>Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services.</u></p> <p><u>Formal Discrimination Complaints filed based on the Federal Health Care Providers Conscience Protection Law.</u></p>	<p><u>US Dept of Health and Human Services</u>  <u>Office for Civil Rights</u>  <u>Region V, 233 N Michigan Ave</u>  <u>Chicago, IL 60601</u>  <u>Telephone: 312-886-2359</u>  <u>TDD: 315-353-5693</u></p> <p><b><u>Office for Civil Rights</u></b>  <b><u>U.S. Department of Health and Human Services</u></b>  <u>200 Independence Avenue, SW</u>  <u>Room 509F, HHH Building</u>  <u>Washington, D.C. 20201</u>  <u>800-368-1019 (voice, toll free)</u>  <u>800-537-7697 (TDD toll free)</u></p> <p><b><u>U.S. Dept. of Health and Human Services</u></b>  <b><u>Office for Civil Rights – Region V</u></b>  <u>233 N. Michigan Ave., Suite 240</u>  <u>Chicago, IL 60601</u>  <u>800-368-1019 (voice, toll free)</u>  <u>312-886-1807 (fax)</u>  <u>800-537-7697 (TDD, toll free)</u></p>
<p><u>Formal Discrimination Complaint about any Program receiving federal assistance.</u></p>	<p><u>US Department of Justice</u>  <u>Civil Rights Division</u>  <u>40th and Pennsylvania Ave, NW</u>  <u>Washington, D.C. 20530</u>  <u>Telephone: 202-514-0304</u>  <u>TDD: 800-800-3302</u></p> <p><b><u>Coordination and Review Section - NWB Civil Rights Division</u></b>  <b><u>U.S. Department of Justice</u></b>  <u>950 Pennsylvania Avenue,</u>  <u>NW Washington, D.C. 20530</u>  <u>888-848-5306 - English and Spanish (ingles y español) 202-307-2222 (voice) 202-307-2678 (TDD)</u></p> <p><b><u>Title VI Hotline: 1-888-TITLE-06</u></b>  <b><u>(1-888-848-5306) (Voice / TDD)</u></b></p>

	<p><b><u>Disability Complaints:</u></b>  <b><u>U.S. Department of Justice</u></b>  <b><u>Civil Rights Division 950</u></b>  <u>Pennsylvania Avenue, NW Dis-</u>  <u>ability Rights Section - NYAV</u>  <u>Washington, DC 20530.</u>  <u>800-514-0301 (voice) 800-514-</u>  <u>0383 (TTY) (also in Spanish).</u></p>
<p>Formal—Discrimination—Com-          plaint for Food Stamps</p>	<p>Administrator, Food and Nutri-          tion Service          3101 Park Center Drive          Alexandria, VA 22302</p>
<p>If you wish to file a Civil Rights          Program of Discrimination with          the USDA for the Supplemental          Nutrition Assistance Program          (SNAP) (Formerly known as the          Food Stamp Program at the Fed-          eral level) FoodShare (Formerly          known as the Food Stamps in          Wisconsin), WIC, TEFAP and          the Food Stamp Employment          and Training (FSET) Program  <b><u>complete the USDA Program</u></b>  <b><u>Discrimination Complaint found</u></b>  <b><u>online at: <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a></u></b>  <b><u>or at any USDA office, or call</u></b>  <b><u>866-623-9992 to request a form.</u></b></p>	<p>Food and Consumer Services          Civil Rights Program          US Department of Agriculture          77 Jackson Boulevard, 20th Floor          Chicago, IL 60604          Voice: 312-353-1457</p> <p>US Equal Employment Opportu-          nity Commission          310 W Wisconsin Ave., Suite 800          Milwaukee, WI 53203          Telephone: 414-297-1111          TDD: 414-297-1115</p>
	<p>The Office of Federal Contract          Compliance          US Department of Labor          230 South Dearborn St          Chicago, IL 60603          Telephone: 312-353-2158          TDD: 312-353-2158</p>
<p>Employment Issues:</p>	<p><u>USDA Director, Office of Adjudi-</u>  <u>cation</u>  <u>1400 Independence Avenue, SW</u>  <u>Washington, D.C. 20250-9410</u>  <u>866-632-9992 (request a form)</u>  <u>Email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a></u>  <u>800-877-8339 (Federal Relay</u>  <u>Services)</u>  <u>800-845-6136 (Spanish).</u></p>

Footnote: Adopted by County Board, March 9, 2004; amended August 11, 2014, designating the Human Resources Committee the authority to amend as necessary to remain compliant with State and Federal regulations and best practices.

*Fiscal Note: No fiscal impact.*

**Braugler moved that Resolution No. 2014-27 be adopted.**  
Seconded and carried.

**Braugler introduced Resolution No. 2014-28.**

Executive Summary

Aging and Disability Resource Centers (ADRCs) are welcoming and accessible places where older people and people with disabilities go to obtain information, advice, and help in locating services or applying for benefits. Aging & Disability Resource Specialist I's are responsible for providing reliable and objective information about a broad range of programs and services and help people with long term care needs understand and evaluate the various options available to them. This includes assessing and enrolling people into publicly funded long term care, i.e. Partnership, Family Care and the IRIS Medicaid Waiver Program. A Disability Benefit Specialist (DBS) assists people 18-59 years of age to access a comprehensive array of private and government benefits and programs, including Social Security Disability, SSI, Medicaid, FoodShare and Medicare Subsidies. A DBS can also arrange for legal representation of individuals who are adversely denied benefits to which they are entitled.

Additional staff in the ADR Program will reduce waiting times for services or benefits of County residents and provide an overall higher level of service to the residents of Jefferson County. If deadlines are missed or people cannot be seen in a timely manner, not only would they not have timely access to Medicaid or Social Security Benefits, but Human Services could incur additional costs for serving these individuals through other programs such as counseling, medications, psychiatric services and admission to the Lueder Haus.

Jefferson County received \$554,431 through the ADRC State Contract, designated to specifically assist the Aging and Disability Resource (ADR) Program. However, because of approximately 42% federal Medicaid funding also available for the ADR program, Jefferson County is anticipating a remaining balance of \$156,295 of the ADRC annual State contract. Therefore, it is recommended that one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position be created.

WHEREAS, the Human Services Director and the Human Services Board request, and the Human Resources Committee recommends, the creation of one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position to better meet the needs of older individuals and people with disabilities in our County.

NOW, THEREFORE, BE IT RESOLVED that the 2014 Coun-

ty Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

*Fiscal Note: Wages and Benefits for the part-time Aging and Disability Resource Specialist position and the part-time Disability Resource Specialist position are each \$21,792.80, or \$43,585.60 total. These positions are fully funded by the ADRC State contract and Federal Medicaid dollars. Therefore, no tax levy is required. This is a budget amendment and requires 20 affirmative votes for passage.*

**Braugler moved that Resolution No. 2014-28 be adopted.** Seconded and carried: Ayes 28 (Jones, Kelly, David, Tietz, Braugler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Zentner, Borland Schultz, Babcock, Christensen), Noes 0, Absent 2 (Poulson, Vance).

### **Braugler introduced Resolution No. 2014-29.**

#### Executive Summary

The County conducted a classification/compensation study in 2012, which was adopted and implemented throughout 2013. Early in 2013 employees had the opportunity to appeal recommendations of the study. At that time, Highway Workers were awarded placement into grade 4 (Range \$17.02 - \$21.88), the same pay grade as Equipment Operators. In addition, the Highway Foreman positions were granted a grade 6 placement (\$20.49 - \$26.35). In April 2013, the County Board adopted an amendment to Personnel Ordinance Section HR0360, Hours of Work, Compensatory Time and Overtime, that provided additional pay of \$1.00/hour or \$2.00/hour to Highway Workers and Equipment Operators when operating certain pieces of heavy equipment.

In May 2013, the Highway Foremen expressed concern to the Human Resources Committee that at times the employees they were supervising made more per hour than the Foremen, i.e. that there was a wage compression issue.

(Note, although rare, when it is necessary for a Foreman to operate heavy equipment, that Foreman does not receive the \$1.00/\$2.00 differential.) At that time the Human Resources Committee determined that not enough information was available to make an informed decision and decided to revisit the issue after a year passed and everyone had moved into the new pay system. Jefferson County Human Resources staff reviewed the pay data in May 2014. It appears that pay compression was a concern between Highway Foreman and Highway Workers/Equipment Operators and staff requested to have Carlson Dettmann Associates (CDA) review the data. CDA's analysis concurred and agreed that an adjustment in pay steps for the four Foremen would alleviate the pay compression issue while maintaining the integrity of the pay grade system.

WHEREAS, there is less than an average of a 5% pay differential between Highway Workers/Equipment Operators and High-

way Foreman, resulting in a wage compression, and

WHEREAS, the Human Resources Committee recommends a two-step wage adjustment for each of the four Highway Foremen to rectify the wage compression issue.

NOW, THEREFORE, BE IT RESOLVED that the wages for the four Highway Foreman be adjusted by two pay steps, to be effective **June 29, 2014**.

*Fiscal Note: The annual cost of providing two additional steps for four Highway Foreman is \$5,475.89, inclusive of WRS and FICA, for 2014. Due to the GIS/Engineering Technician position being vacant for six-months, there are sufficient funds in the wages, WRS and FICA Highway accounts to fund the increase. Therefore, no budget amendment or transfer is required.*

**Braugler moved that Resolution No. 2014-29 be adopted.** Seconded and carried: Ayes 28 (Jones, Kelly, David, Tietz, Braugler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Zentner, Borland, Schultz, Babcock, Christensen), Noes 0, Absent 2 (Poulson, Vance).

**Jones, Chair of the Infrastructure Committee, introduced Resolution No. 2014-30.**

Executive Summary

In the 2014 budget several technology upgrades were included in the UW-Extension's, Planning and Zoning Department's and the Clerk of Court's budget. As part of on-going reviews, a final recommendation from respective staff provided information to develop a final RFP. Based on the RFP, three bids were received with Camera Corner providing the lowest overall cost.

At the Infrastructure Committee meeting discussions occurred reviewing the various components specifically looking to the Mondopads. As a result of this discussion the number of Mondopads at UW-Extension was recommended to be reduced from 3 to 1, elimination of a Mondopad for the Courthouse and maintain the two Mondopads for Courtrooms with the understanding that these could be used by other departments within the Courthouse facility.

Infrastructure Committee approved the bids with amended quantities by a 4-1 vote.

WHEREAS, Jefferson County is upgrading technology such as six (6) Mondopads, six (6) projectors, wiring and annual maintenance contracts at UW-Extension, Courtrooms and Courthouse meeting rooms, and

WHEREAS, funds have been provided in the 2014 budget to install technology upgrades with \$55,000 budgeted in UW Extension and the remainder will be from savings from the Clerk of Court's video conference system purchase, and

WHEREAS, technology upgrade proposals were sought as follows:

Camera Corner	\$	75,225
Vanguard Techteriors/RCH	\$	106,744

Inter-Quest Corporation \$ 82,704

AND WHEREAS, the Infrastructure Committee recommends contracting with Camera Corner for the technology upgrades with the elimination of two (2) Mondopads for UW Extension from the original three (3) and one (1) at the Courthouse and with the understanding that the two (2) Courtroom Mondopads would be shared with other departments,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract for upgrading technology in the estimated amount of \$60,000, for three (3) Mondopads, six (6) projectors, wiring and annual maintenance contracts with Camera Corner. Additional wiring through Current Electric is estimated at \$6,300.

*Fiscal Note: As a budget amendment, this resolution requires twenty (20) affirmative votes for passage to reflect a 2/3 majority vote of the entire membership of the County Board.*

*The UW Extension capital budget BU 6801 will be reduced by \$20,000.00 and moved to the Central Services budget BU 1901 to be used for the Courthouse upgrades. Remaining capital funds in Clerk of Courts will be used for the courtroom upgrades. No contingency funds will be required.*

**Jones moved that Resolution No. 2014-30 be adopted.** Seconded and carried: Ayes 23 (Jones, David, Tietz, Braugler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Nass, Payne, Kutz, Hanneman, Kannard, Jaeckel, Foelker, Zentner, Borland, Babcock, Christensen), Noes 5 (Kelly, Lund, Schroeder, Mode, Schultz), Absent 2 (Poulson, Vance).

**Morris, Chair of the Law Enforcement and Emergency Management Committee, introduced Resolution No. 2014-31.**

Executive Summary

Over the course of the last several years, the County through the Sheriff's Department has invested in the transition of moving the dispatch network county wide to a narrow band system per the requirements of the Federal Communications Commission (FCC). As part of this process the County worked diligently to develop a network that achieved all coverage requirements.

Subsequent to this work being completed, it was determined that there were areas in the Rome and Sullivan area that received less than desirable coverage that could impact response times. As a result, the Sheriff requested funds in the 2014 Budget for a new tower which was approved.

Over the course of the last few months, the Sheriff was able to obtain a lease on an existing tower facility. As a result, the Department is now prepared to move forward with procuring the equipment to provide the coverage needed as well as providing additional redundancy for the system as a whole. This resolution authorizes purchasing the equipment through the state vendor contract.

WHEREAS, the County Board approved the 2014 Budget which included \$180,000 for a new tower facility for the Sullivan



and Rome Area, and

WHEREAS, the County has entered into a lease on an existing tower facility for this purpose, and

WHEREAS, equipment is available through the state vendor contract,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board authorizes the County Administrator and Sheriff to procure all equipment needed not to exceed \$180,000 to make the tower facility operational through the state vendor contract authorized under Section 3(d) of the County Purchasing Ordinance.

*Fiscal Note: The tower facility for Sullivan and Rome area is budgeted in Business Unit 2006 dispatch and communication.*

**Morris moved that Resolution No. 2014-31 be adopted.** Seconded and carried: Ayes 27 (Jones, Kelly, David, Tietz, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Jaeckel, Foelker, Borland, Schultz, Babcock, Christensen), Noes 1 (Zentner), Absent 2 (Poulson, Vance).

**Nass, Chair of the Planning & Zoning Committee, introduced 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 official zoning map of Jefferson County, filed for public hearing held on July 17, 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 R3738A-14, R3739A-14,  
R3740A-14,**

**R3741A-14, R3729A-14, R3742A-14**

DATED THIS TWENTY-EIGHTH DAY OF JULY 2014

Donald Reese, Secretary

**THE PRIOR MONTH'S AMENDMENTS R3730A-14,**

**R3732A-14, R3733A-14,**

**R3734A-14, R3735A-14, R3736A-14, R3737A-14 ARE**

**EFFECTIVE UPON PASSAGE**

**BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5).**

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

**Nass introduced Ordinance No. 2014-19.**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R3738A-14, R3739A-14, R3740A-14, R3741A-14, R3729A-14 and R3742A-14 were referred to the Jefferson County Planning and Zoning Committee for public hearing on July 17, 2014, and

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

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

**FROM R-2, RESIDENTIAL AND A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS**

Create a 12.46-acre A-2 zone from part of PIN 012-0816-1912-000 (15.52 acres) which is partially zoned R-2 and partially A-1, owned by Timothy May; and from PIN 012-0816-1913-008 (15.8 acres), also zoned R-2 and A-1, owned by Anthony and Rose Vrtis. Rezone PIN 012-0816-1913-000 (3 acres) owned by Timothy May at N8344 Hustisford Road to A-2. The sites are in the Town of Ixonia, all near Hustisford Rd. This action is conditioned upon receipt and recording of a final certified survey map including extraterritorial plat review, if necessary. R3738A-14 – Timothy May/Anthony & Rose Vrtis

**FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL AND RURAL BUSINESS**

Rezone PIN 022-0613-1533-000 (4.195 acres) with conditional use to allow for adaptive reuse of a barn under Section 11.04(f)7 of the Jefferson County Zoning Ordinance, item eee. for conference center, banquet hall and event facility at N3784 N Oakland Road in the Town of Oakland. R3739A-14 – Anthony Buonincontro

**FROM EXCLUSIVE AGRICULTURAL A-1 TO A-2, AGRICULTURAL AND RURAL BUSINESS AND A-3, AGRICULTURAL/RURAL RESIDENTIAL**

Rezone PINs 014-0614-2014-001 (2 acres) and 014-0614-2123-001 (2.6 acres) to create a 0.38-acre A-2 zone with conditional use for storage of contractor's equipment and a 1.72 acre A-3 lot, both at W6510 Kiesling Road and a 2.4-acre A-3 lot at W6490 Kiesling Road, all in the Town of Jefferson. Rezoning is conditioned upon road access approval for the A-3 lots, for receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems for those lots, and upon approval and recording of a final certified survey map including extraterritorial plat review if necessary. If the A-2 zone is ever proposed to be sold separately, it must have its own access and frontage on the public road. R3740A-14 & R3741A-14 - Jon Bound/Humane Society of Jefferson County

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

Create a 5-acre farm consolidation lot at W2298 STH 16 from part of PINs 012-0816-0743-000 (37.635 acres) and 012-0816-1812-000 (29.08 acres) in the Town of Ixonia. This action is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R3729A-14 – John & Geraldine Franz

Create a 1.3-acre farm consolidation lot at N8632 CTH X in the Town of Watertown from part of PIN 032-0815-1532-000 (37.863 acres). This action is conditioned upon approval and re-

ording of a final certified survey map for the lot, including extra-territorial plat review if necessary. R3742A-14 – Lloyd Holterman/Rick Nelson & Dana Leija

All of the above petitions 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.

**Nass moved that Ordinance No. 2014-19 be adopted.** Seconded and carried with Kannard abstaining.

**Wehmeier read the following:**

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

By virtue of the authority vested in me in Ordinance 2007-48, I do hereby request confirmation of this appointment to the following Commission:

Historic Sites Preservation Commission

John Molinaro, Cambridge, Wisconsin, appointed to fill a vacancy for a three-year term ending April 1, 2017.

**Buchanan moved that the appointment be confirmed.** Seconded and carried.

Supplemental information presented at the August 11, 2014, Jefferson County Board meeting will be available at the County Clerk's office upon request or on the County's website at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).

**There being no further business, Buchanan moved that the Board adjourn.** Seconded and carried at 9:38 p.m.