

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

Tuesday, August 9, 2011 7:00 p.m.

Jefferson County Courthouse  
320 South Main Street, Room 205  
Jefferson, WI 53549

**\*REVISED 08-04-2011**

1. **CALL TO ORDER**
  2. **PLEDGE OF ALLEGIANCE**
  3. **ROLL CALL**
  4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
  5. **REVIEW OF THE AGENDA**
  6. **APPROVAL OF JULY 12, 2011 COUNTY BOARD MINUTES**
  7. **COMMUNICATIONS**
    - a. Treasurer's Monthly Report (Addendum to Agenda)
    - b. Zoning Committee Notice of Public Hearing, August 18, 2011, 7:00 p.m. Rm 205 (Page 1-2)
  8. **PUBLIC COMMENT**
  9. **SPECIAL ORDER OF BUSINESS**
    - a. Public Hearing – Final Reapportionment (County Board Supervisor Redistricting) (Page 3-7)
    - b. Presentation on Highway Facility site locations by Barrientos Designs, Inc.
    - c. Report from Land and Water Conservation Committee
    - d. Resolution – Requiring development of opportunity cost data for use of county owned property for a new highway facility (Page 8)
    - e. Resolution – Recommending approval of Site A (near intersection of Junction Road and the Highway 26 By-Pass) as the general location of a new Highway Department main Facility (Page 9-10)
    - f. Resolution – Recommending approval of Site C2 (south of the Parks Maintenance Facility on County Farm land) as the location of a new Highway Department main Facility (Page 11-12)
    - g. Resolution – Obtain proposals to develop creative plans for reuse of the current Highway Department facility or other industrial site (Page 13)
  10. **ANNUAL REPORTS**
    - a. Highway Department – Bill Kern
    - b. **\*Parks Department – Joe Nehmer**
    - c. Fair Park – Paul Novitzke
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **PLANNING & ZONING COMMITTEE**
    - a. Report – Approval of Petitions (Page 14)
    - b. Ordinance – Amend Zoning Ordinance (Page 15)

12. HUMAN RESOURCES COMMITTEE
  - a. Resolution – Creating one full-time Economic Support Specialist position at Human Services (Addendum to Agenda)
  - b. \*Resolution 2011-28 – Creating one Public Health Technician (LPN) to assist the Rock River Free Clinic (Motion from Supervisor Mode to take this resolution off of the table (Page 16)
13. LAND AND WATER CONSERVATION COMMITTEE
  - a. Resolution – Authorize County Board Chair and Vice Chair to execute Operational Agreement with USDA Natural Resources Conservation Service (Page 17-22)
14. PARKS COMMITTEE
  - a. Resolution – Approve county fish and game project grant application (Page 23)
15. ANNOUNCEMENTS
16. ADJOURN

**NEXT COUNTY BOARD MEETING, SEPTEMBER 13, 2011 7:00 P.M. ROOM 205**

***NOTICE OF PUBLIC HEARING***

***JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE***

*Steve Nass, Chair; Greg David, Vice-Chair; Don Reese, Secretary; Amy Rinard; Jan Rouo*

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance With Open Meetings Law Requirements**
4. **Review of Agenda**
5. **Public Hearing**

**NOTICE IS HEREBY GIVEN** that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, August 18, 2011, in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. A hearing will be given to anyone interested in the proposals. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** Matters to be heard are petitions to amend the zoning ordinance of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM RESIDENTIAL R-2 AND AGRICULTURAL A-1 TO A-3, RURAL RESIDENTIAL**

**3533A-11 & 3534A-11 – Kyle Bergdoll:** Rezone to create a 5.99-acre lot with existing home at **W3356 Beryl Drive** and a 1.35-acre vacant lot. The site is on PINs 032-0815-1541-001 (5.94 Acres) and 032-0815-1541-004 (1.65 Acres) in the Town of Watertown.

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

**3535A-11 – Tom Waldmann:** Rezone 2 acres of PIN 010-0615-2623-000 (34 Acres) for a new residential building site on **Pine Lane** in the Town of Hebron.

**3536A-11 – Richard Patrick:** Create a 1.74-acre A-3 zone on **Hustisford Road** in the Town of Ixonia from part of PIN 012-0816-1821-000 (35.609 Acres).

**3537A-11 – David & Alice Kemna:** Create a 4-acre lot on **CTH J** for a new building site in the Town of Oakland. The site is part of PIN 022-0613-2344-000 (39.132 Acres).

**3540A-11 – Richard Mortimer:** Modify conditions of approval for a two-acre lot on **Buckingham Road**, to be created without a shared driveway as originally required by

Zoning Amendment 3241A-07. The site is part of PIN 016-0514-2532-001 (11.587 Acres) in the Town of Koshkonong, and was previously approved with conditions on May 8, 2007.

## FROM AGRICULTURAL A-1 TO A-3 AND N, NATURAL RESOURCES

### **3538A-11 & 3539A-11 – Brian Borchardt/Ethel M Borchardt Trust Property:**

Rezone 4 acres of PIN 028-0513-0121-000 (108.17 Acres) for a new building site on **CTH J** and rezone 7.5 acres adjacent to it for a Natural Resource zone, both in the Town of Sumner.

## CONDITIONAL USE PERMIT APPLICATIONS

**CU1667-11 – St. Coletta School:** Conditional use in an A-1 Agricultural zone to allow for a bus garage and storage area at **W5080 USH 18** in the Town of Jefferson, on PIN 014-0614-0143-002 (18.42 Acres).

**CU1668-11 – Todd & Kris England:** Conditional use to allow an extensive on-site storage structure 19 feet in height at **W5825 Hedrick Drive** in the Town of Koshkonong, on PIN 016-0514-1513-000 (0.94 Acres) in a Residential R-2 zone.

**CU1669-11 – Laurel Barkow/Donald Vehlow Property:** Conditional use to allow a duplex on PIN 030-0813-1413-001 (14.06 Acres) in an area approved for A-3 zone on **Kowski Lane** in the Town of Waterloo.

**CU1670-11 – WE Energies/James & Kathleen Strauss Property:** Conditional use to allow temporary storage of WE Energies materials and equipment in an A-1 Agricultural zone off of STH 89 near **N7781 Rock Lake Road**. The site is part of PIN 030-0813-2633-000 (41.97 Acres) in the Town of Waterloo.

## 6. Adjourn

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so that appropriate arrangements can be made.

**NOTICE OF PUBLIC HEARING  
JEFFERSON COUNTY FINAL REAPPORTIONMENT  
(COUNTY BOARD SUPERVISOR REDISTRICTING)**

Notice is hereby given that the Jefferson County Board will hold a Public Hearing on Tuesday, August 9, 2011, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse, 320 South Main Street, Jefferson, Wisconsin.

The purpose of the hearing is to allow the public an opportunity to comment on the upcoming final reapportionment/redistricting plan for purposes of Jefferson County Board representation. Consideration of new district boundaries for County Board Supervisor election purposes follows each Decennial Census. The tentative county supervisory district plan was adopted on May 10, 2011, by Resolution 2011-14.

The Jefferson County Board will determine a final supervisory plan and ordinance on September 13, 2011, as to where to draw district lines for County Board Supervisor election purposes, including how many County Board Supervisor districts will exist beginning with the 2012 election.

All interested citizens are invited to attend this public hearing and make oral comments. Prior to the hearing, written comments may be submitted to Barbara A. Frank, Jefferson County Clerk, 320 South Main Street, Room 109, Jefferson, WI 53549 or e-mailed to [BarbF@jeffersoncountywi.gov](mailto:BarbF@jeffersoncountywi.gov).

JEFFERSON COUNTY CLERK  
320 SOUTH MAIN STREET, RM. 109  
JEFFERSON, WI 53549  
(920) 674-7140

**ORDINANCE NO. 2011-\_\_\_\_\_**

**Create new supervisory district boundaries**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY, IN REGULAR SESSION THIS 13TH DAY OF SEPTEMBER 2011, DOES HEREBY ORDAIN AS FOLLOWS:

(1) That Jefferson County be divided into 30 supervisory districts for purposes of electing the County Board.

(a) The Land Information Office shall notify the County Clerk when an annexation or detachment is recorded.

(b) By November 15 of each odd numbered year, the County Board shall review annexations and detachments that have occurred since its last review, and make such adjustments to district boundaries as may be appropriate for purposes of election administration.

(c) The Land Information Office shall maintain up-to-date maps of the districts as they may be amended from time to time.

(2) That one supervisor be elected from each district, commencing with the spring election in 2012.

(3) That said 30 supervisory districts be comprised as follows:

<u>District #</u>	<u>Municipality</u>	<u>Wards</u>	<u>Population</u>	<u>District Population</u>
1	City of Waterloo	Ward 1	826	2,673
		Ward 2	811	
		Ward 3	803	
		Ward 4	233	
2	Town of Milford	Ward 1	627	2,668
		Ward 2	472	
	Town of Waterloo	Ward 1	909	
	City of Waterloo	Ward 5	660	
3	Town of Watertown	Ward 1	1,000	2,925
		Ward 2	975	
	City of Watertown	Ward 8	950	
4	City of Watertown	Ward 9	1,202	2,919
		Ward 10	1,717	

5	City of Watertown	Ward 11	888	2,904
		Ward 12	2,016	
6	City of Watertown	Ward 15	1,211	2,890
		Ward 16	1,679	
7	City of Watertown	Ward 13	1,680	2,838
		Ward 14	1,158	
8	City of Watertown	Ward 17	885	2,901
		Ward 18	2,016	
9	Town of Ixonia	Ward 1	755	2,842
		Ward 2	773	
		Ward 5	625	
		Ward 6	688	
	Village of Lac LaBelle	Ward 2	1	
10	Town of Concord	Ward 1	565	2,696
		Ward 3	587	
	Town of Ixonia	Ward 3	889	
		Ward 4	655	
11	Town of Aztalan	Ward 2	600	2,900
	Town of Concord	Ward 2	920	
	Town of Farmington	Ward 1	732	
		Ward 2	648	
12	Village of Johnson Creek	Ward 1	908	2,738
		Ward 2	910	
		Ward 3	920	
13	City of Lake Mills	Ward 2	537	2,867
		Ward 4	889	
		Ward 6	907	
		Ward 7	534	
14	City of Lake Mills	Ward 1	987	
		Ward 3	918	
		Ward 5	503	
		Ward 8	433	

				2,841
15	Town of Aztalan	Ward 1	857	
	Town of Lake Mills	Ward 1	829	
		Ward 2	608	
		Ward 3	633	
				2,927
16	Town of Oakland	Ward 1	878	
		Ward 2	891	
		Ward 3	776	
	Village of Cambridge	Ward 1	109	
				2,654
17	City of Jefferson	Ward 6	437	
		Ward 7	881	
		Ward 8	966	
		Ward 9	374	2,658
18	City of Jefferson	Ward 3	996	
		Ward 4	961	
		Ward 5	708	
				2,665
19	City of Jefferson	Ward 1	985	
		Ward 2	992	
		Ward 10	673	
				2,650
20	Town of Jefferson	Ward 1	691	
		Ward 2	767	
		Ward 3	720	
	Town of Oakland	Ward 4	555	
				2,733
21	Town of Sullivan	Ward 1	960	
		Ward 2	946	
		Ward 3	302	
	Village of Sullivan	Ward 1	669	
				2,877
22	Town of Palmyra	Ward 1	1,144	
	Village of Palmyra	Ward 1	990	
		Ward 2	793	
				2,927
23	Town of Koshkonong	Ward 1	380	
		Ward 2	790	
	City of Fort Atkinson	Ward 8	1,681	
				2,851



24	City of Whitewater	Ward 11	948	2,784
		Ward 12	1,836	
25	Town of Cold Spring	Ward 1	727	2,802
		Town of Hebron	Ward 1	
		Ward 2	563	
	Town of Koshkonong	Ward 3	485	
	Town of Palmyra	Ward 2	40	
	City of Whitewater	Ward 10	456	
26	City of Fort Atkinson	Ward 1	1,179	2,652
		Ward 2	1,473	
27	City of Fort Atkinson	Ward 3	1,278	2,665
		Ward 4	1,387	
28	City of Fort Atkinson	Ward 7	1,380	2,686
		Ward 9	1,306	
29	City of Fort Atkinson	Ward 5	1,432	2,710
		Ward 6	1,278	
30	Town of Koshkonong	Ward 4	997	<u>2,843</u>
		Ward 5	698	
		Ward 6	316	
	Town of Sumner	Ward 1	832	
			County Total	83,686

(4) All ordinances in conflict with, or contrary to the terms of this ordinance are hereby repealed.

This ordinance shall be effective for all aspects of the 2012 supervisor election.

AYES \_\_\_\_\_  
 NOES \_\_\_\_\_  
 ABSTAIN \_\_\_\_\_  
 ABSENT \_\_\_\_\_

Requested by  
 Administration & Rules Committee

09-13-11

Andy Erdman & Philip Ristow: 07-26-11; 08-04-11

Item 9d

RESOLUTION NO. 2011-\_\_\_\_

**Resolution requiring development of  
opportunity cost data for use of county owned property  
for a new highway facility**

WHEREAS, several committees have been advised by a consultant as to the pros and cons of a number of different potential locations for a new Highway Department facility, and

WHEREAS, using county owned land has opportunity costs for loss of potential sale value of the property, agricultural rents until the property is sold and a diminished future tax base resulting from no increase in taxable development on the land to be used for the county facility, and

WHEREAS, the Land & Water Conservation Committee believes the County Board should consider these economic factors as part of a final decision to proceed to locate a new highway facility on county property,

NOW, THEREFORE, BE IT RESOLVED that prior to authorizing construction of a new county highway shop facility on county owned land, the Board will have prepared for its review and to inform the public, information including the undeveloped and developed values of the land to be used and the potential impact on the county tax base for public vs. private use of the land over the next twenty year period.

*Fiscal Note: If this data is prepared by staff, there should be no additional expenditures. In the event it is determined that the data would be prepared by a consultant, the cost of that is unknown at this time. The Highway Department's 2011 budget has a balance of approximately \$220,000 available for continued work on this project.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Land & Water Conservation Committee

08-09-11

Phil Ristow & Gary Petre: 08-04-11

**RESOLUTION NO. \_\_\_\_\_**

**Recommending approval of Site A (near intersection of Junction Road and the Highway 26 By-Pass) as the general location of a new Highway Department main Facility**

WHEREAS, the Highway Department's 2011 Adopted Budget includes \$250,000 for consultant fees relating to site assessment, planning and preliminary design for Highway Department facilities, and

WHEREAS, in December, 2010 a Request for Proposal process was initiated by the Highway Department, under the oversight of the Highway and Infrastructure Committees, to hire a consultant to analyze potential sites for a new County Highway Department main facility and satellite facilities, and

WHEREAS, the firm of Barrientos Design, Inc. was hired to perform the site analysis and presented its report to the full County Board on May 10, 2011, and

WHEREAS, the consultant was requested by the Highway, Infrastructure and Land and Water Conservation Committees to perform additional analysis of optional sites for a new Highway Department main facility, and

WHEREAS, a total of nine potential sites have been analyzed by the consultant, and

WHEREAS, the consultant's analysis of potential sites has been discussed on numerous occasions at public meetings held by several County Board Committees, including at seven joint meetings of the Highway and Infrastructure Committees, of which three meetings also included the Land and Water Conservation Committee; and at least four separate meetings of each of the three committees, and

WHEREAS, on August 3, 2011 the three Committees met in joint session and separately took action on motions to recommend a final site for a new highway facility, and

WHEREAS, the Infrastructure Committee approved a motion to recommend to the full County Board that the site identified as "Site A", located near the intersection of Junction Road and the Highway 26 Bypass, be approved as the general site location for a new Highway Department main facility,

NOW, THEREFORE, BE IT RESOLVED, that the County Board approves "Site A" as the general location for a new County Highway Department main facility, and

BE IT FURTHER RESOLVED, that County staff, under the oversight of the Highway and Infrastructure Committees, are authorized to proceed with identifying the specific location and negotiating the cost of obtaining the land in the area of "Site A", that would meet the requirements of a new Highway Department main facility, and

BE IT FURTHER RESOLVED, that with the approval of the Highway and Infrastructure Committees, Barrientos Design, Inc. provide additional assistance to the County in identifying specific site location needs and costs, including revised facility space requirements for this site, and

BE IT FURTHER RESOLVED, that the two committees bring back to the full County Board, their joint recommendations on actions necessary to secure this site for a new Highway Department main facility.

*Fiscal Note: It is unknown at this time what the cost could be for securing a location in the area of "Site A". The consultant's estimated cost of land in the "Site A" cost analysis report is \$800,000. The total estimated cost of building a new highway main facility in the area of "Site A" is \$18.9M, which includes \$800,000 for the purchase of land and \$3.1M for bringing utilities to the site which could possibly be partially offset through deferred assessments. Adoption of this resolution will require the expenditure of staff time and potentially additional cost for the consultant's time. The Highway Department's 2011 budget has a balance of approximately \$220,000 available for continued work on this project.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Infrastructure Committee

Gary R. Petre, Phil Ristow: 08-04-2011

08-09-2011

**RESOLUTION NO. \_\_\_\_\_**

**Recommending approval of Site C2 (south of the Parks Maintenance Facility on County Farm land) as the location of a new Highway Department main Facility**

WHEREAS, the Highway Department's 2011 Adopted Budget includes \$250,000 for consultant fees relating to site assessment, planning and preliminary design for Highway Department facilities, and

WHEREAS, in December, 2010 a Request for Proposal process was initiated by the Highway Department, under the oversight of the Highway and Infrastructure Committees, to hire a consultant to analyze potential sites for a new County Highway Department main facility and satellite facilities, and

WHEREAS, the firm of Barrientos Design, Inc. was hired to perform the site analysis and presented its report to the full County Board on May 10, 2011, and

WHEREAS, the consultant was requested by the Highway, Infrastructure and Land and Water Conservation Committees to perform additional analysis of optional sites for a new Highway Department main facility, and

WHEREAS, a total of nine potential sites have been analyzed by the consultant, and

WHEREAS, the consultant's analysis of potential sites has been discussed on numerous occasions at public meetings held by several County Board Committees, including at seven joint meetings of the Highway and Infrastructure Committees, of which three meetings also included the Land and Water Conservation Committee; and at least four separate meetings of each of the three committees, and

WHEREAS, on August 3, 2011 the three Committees met in joint session and separately took action on motions to recommend a final site for a new highway facility, and

WHEREAS, the Highway Committee approved a motion to recommend to the full County Board that the site identified as "Site C2", located south of the County's Parks Maintenance Facility on County Farm land, be approved as the site location for a new Highway Department main facility,

NOW, THEREFORE, BE IT RESOLVED, that the County Board approves "Site C2" as the location for a new County Highway Department main facility, and

BE IT FURTHER RESOLVED, that County staff, under the oversight of the Highway and Infrastructure Committees, are authorized to proceed with identifying the specific location and cost of obtaining utilities to the land of "Site C2", that would meet the requirements of a new Highway Department main facility, and

BE IT FURTHER RESOLVED, that with the approval of the Highway and Infrastructure Committees, Barrientos Design, Inc. provide additional assistance to the County in identifying specific site location needs and costs, including revised facility space requirements for this site, and

BE IT FURTHER RESOLVED, that the two committees bring back to the full County Board, their joint recommendations on actions necessary to proceed with this site for a new Highway Department main facility.

*Fiscal Note: The consultant's estimated cost of building a new highway main facility "Site C2" is \$15.2M, which includes \$387,000 for bringing utilities to the site. Adoption of this resolution will require the expenditure of staff time and potentially additional cost for the consultant's time. The Highway Department's 2011 budget has a balance of approximately \$220,000 available for continued work on this project.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Highway Committee

Gary R. Petre, Phil Ristow: 08-04-2011

08-09-2011

RESOLUTION NO. 2011-\_\_\_\_

**Obtain proposals to develop creative plans for reuse of the current Highway Department facility or other industrial site**

WHEREAS, several committees have been involved with the assistance of a consultant in looking at location of a new Highway Department facility, and

WHEREAS, multiple sites including the current location have been considered, and

WHEREAS, previous studies have recommended a new location for the Highway Department at a different site, although the first study was completed before the department downsized and the second study provided two different cost estimates for remodeling, and

WHEREAS, a new site would have numerous advantages over reuse of the existing site, but it is recognized that the advantages come at potentially significant cost, and

WHEREAS, the current economic climate affecting architects, engineers, builders and the taxpayers may offer the opportunity to economically meet the essential needs of the Highway Department at its current location or another existing industrial site at a significant lesser cost than building new, recognizing that an optimal design is probably not possible at the current site, and

WHEREAS, the Land & Water Conservation Committee believes revisiting the possibility of reuse of the existing site or other available local industrial sites will serve to assist the Board members in making the best decision possible given potential tradeoffs between costs and functionality, and

WHEREAS, \$220,000 remains in the Highway Department budget for location studies, which could be used to fund this work,

NOW, THEREFORE, BE IT RESOLVED that a request for proposals be prepared seeking individuals or companies to develop creative plans and cost estimates to use the Puerner Street site or other industrial sites in a fashion that would meet the essential needs of the County Highway Department.

*Fiscal Note: Approximately \$220,000 remains in the Highway Department budget for location studies.*

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

Requested by  
Land & Water Conservation Committee

08-09-11

Phil Ristow & Gary Petre: 08-04-11

**Item 11a**

**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 July 21, 2011, 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 recommendation:

**APPROVAL OF PETITION 3532A-11**

**DATED THIS 25<sup>th</sup> DAY OF JULY, 2011**

**Donald Reese, Secretary**

**THE EFFECTIVE DATE OF THE PRIOR MONTH'S AMENDMENTS 3465A-10, 3466A-10, 3527A-11,  
3528A-11, 3529A-11 AND 3530A-11 IS JULY 19, 2011.**

Deb Magritz: 08-02-11

08-09-11



**ORDINANCE NO. 2011-\_\_\_\_\_**

**Amend Zoning Ordinance**

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

WHEREAS, Petition 3532A-11 was referred to the Jefferson County Planning and Zoning Committee for public hearing on July 21, 2011, and

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

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

**FROM A-3, RURAL RESIDENTIAL TO A-2, AGRIBUSINESS**

Rezone all of PIN 026-0616-0241-005 (1.766 acres) with conditional use to allow for storage of non-farm equipment near N4675 Highland Drive in the Town of Sullivan. (3532A-11 – Charles Couden/James & Nancy Couden property)

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Ordinance requested by  
Planning and Zoning Committee

Deb Magritz: 8-2-11

08-09-11

**Resolution creating one Public Health Technician (LPN) to assist the Rock River Free Clinic**

WHEREAS, Fort Health Care has proposed to provide a physician or nurse practitioner to the Rock River Free Clinic for 32 hours per week in order to more cost effectively serve uninsured people in the county, and

WHEREAS, the Board of Health, the Rock River Free Clinic Board, and the Jefferson County Health Department Director/Health Officer, recommend the creation of a part-time, Public Health Technician (LPN) position to assist the physician/nurse practitioner provided by Fort Health Care in a public/private partnership arrangement, and

WHEREAS, this position could be scheduled up to full-time and would perform clinical duties and provide daily and scheduling assistance to the physician at the Rock River Free Clinic, and

WHEREAS, it is recognized that continued operations and increase of hours at the Rock River Free Clinic will increase access to care for low-income, uninsured patients and, therefore, decrease unnecessary emergency health issues, and

WHEREAS, it is understood the LPN position would be eliminated if clinic funding or structure is eliminated, and

WHEREAS, after due consideration, the Human Resources Committee recommends the change proposed by the Board of Health, the Rock River Free Clinic Board, and the Jefferson County Health Department Director/Health Officer.

NOW, THEREFORE, BE IT RESOLVED that the 2011 County Budget setting forth position allocations at the Health Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

BE IT FURTHER RESOLVED that the County Administrator is authorized to execute an agreement with the Rock River Free Clinic to provide the personnel above at no net cost or liability to the County.

*Fiscal Note: The 2011 Adopted County Board budget includes a \$50,000 donation to the Rock River Free Clinic. 100% of the Health Department's cost for this position will be billed to the Clinic. The payroll activity and related revenues for the Health Department will be accounted for within Business Unit 4501 (Public Health). As a budget amendment, 20 affirmative votes are required for passage. (Note: Resolution 2011-28 tabled at 06/14/2011 County Board meeting.)*

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSENT \_\_\_\_\_  
ABSTAIN \_\_\_\_\_

Requested by  
Human Resources Committee

08-09-11

Terri M. Palm-Kostroski: 06-06-11 and 06-14-11; Philip Ristow: 06-14-11

RESOLUTION NO. 2011-\_\_\_\_

**Authorize County Board Chair and Vice Chair to execute Operational Agreement with  
USDA Natural Resources Conservation Service**

WHEREAS, the County has contracted for many years with the United States Department of Agriculture Natural Resources Conservation Service (NRCS) to jointly serve each party's interest in implementing land and water conservation programs through the County, and

WHEREAS, renewal agreements have been executed every five years by the Land & Water Conservation Committee under its statutory authority, and

WHEREAS, the form now utilized by NRCS as of 2008 requires the additional signatures of the County Board Chair and Vice Chair, and

WHEREAS, the Land & Water Conservation Committee has approved the Operational Agreement and recommends County Board approval and authorization for execution,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board Chair and Vice Chair are authorized to execute the Operational Agreement between Jefferson County and USDA NRCS for a five year term running from the date of execution.

BE IT FURTHER RESOLVED that the Land & Water Conservation Department Director is authorized to execute sub agreements with NRCS to further effectuate the Operational Agreement.

*Fiscal Note: No expenditures are anticipated. Cost savings result from information and equipment sharing.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Land & Water Conservation Committee

08-09-11

Phil Ristow: 08-04-11

**OPERATIONAL AGREEMENT**  
**between**  
**JEFFERSON COUNTY WISCONSIN**  
**and the**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**NATURAL RESOURCES CONSERVATION SERVICE**

**I. Purpose:**

The purpose of this Operational Agreement is to identify the responsibilities of Jefferson County Wisconsin, hereafter called "County" and the United States Department of Agriculture, Natural Resources Conservation Service, hereafter called "NRCS," regarding the employment, administration, and training of field office employees; the provision, use, and responsibility for either County or NRCS owned/maintained equipment and supplies; the maintenance of fiscal and activity reports; and to define roles and responsibilities relating to the development of County conservation priorities and policies.

**II. Background:**

The County, acting through its Land Conservation Committee, is responsible for planning, setting priorities and implementing land and water conservation programs as authorized under Chapter 92, Wisconsin Statutes.

The NRCS is authorized and directed under the terms of various federal statutes to carry out an assortment of Soil and Water Conservation Programs and to provide landowners, state and local governments, and other entities with natural resource conservation technical assistance, counseling, planning/design, and implementation activities. The NRCS has been granted specific authority to enter in to agreements with local Conservation Districts to share/leverage human and capital resources to address local resource concerns of each party's respective missions, goals, and objectives.

**III. It is mutually agreed that:**

A. The County will:

1. Establish qualification for and determine the classification of County employees.
2. Determine, by means of a job description or other appropriate means, the responsibilities and duties of County employees.
3. Designate the County Conservationist as the County staff supervisor and liaison for this agreement.
4. Develop standards of performance and annually evaluate the performance of each county employee and personally review such evaluation with the employee, according to personnel procedures that are consistent with county policy.
5. Provide county employees with a training plan and training.
  - a. County technicians will receive technical training comparable to that of NRCS technicians. They shall also receive training in county responsibilities and authorities and federal, state and local regulations and procedures.

- b. Office personnel will receive training jointly, provided by the County, NRCS and other cooperating agencies.
  - c. The County Conservationist will receive training under Item 5a above, plus additional training in conservation planning, management and administration.
  - d. Employees assigned implementation responsibilities for any federal, state and local programs will receive training regarding program implementation. Such training shall include technical training comparable to that equivalent NRCS employees plus additional training in county responsibilities, cost-sharing programs and other authorities.
6. The County shall only utilize NRCS customer files and information for work on NRCS programs. Use of NRCS customer information and files outside of official NRCS business is not authorized under this agreement.
7. Develop and update the County Land and Water Resource Management Plan that establishes objectives and sets priorities for work to be done in the county by field office employees. Mutually develop and maintain current workload analysis and NRCS business plan.
8. Adopt and require county employees to use NRCS standards and specifications in conservation planning and the application of soil conservation and water pollution abatement practices when assisting property owners, units of government and others. Reimbursement for technical assistance may be requested by either party under terms of a separate agreement.
9. Provide equipment and supplies, within limitations of funds, necessary for the effective accomplishment of the various programs.
10. Authorize NRCS employees to use county equipment and supplies as necessary and appropriate in carrying out the County's Land and Water Resource Management Plan.
11. Assume responsibility for damage or loss of NRCS equipment when such damage or loss is due to negligence of a county employee.
12. Require county employees to maintain adequate records of their activities and accomplishments to ensure that:
  - a. Conservation planning and application and other required conservation activities can be reported as needed by county and NRCS.
  - b. County cost-share programs or other programs administered by the county have adequate records and are consistent with county procedure.
  - c. Equipment and property are properly identified.
  - d. Use of equipment and personal vehicles are within established county procedure.
  - e. County employees are performing within their engineering approval authority.
13. Ethics/Conflict of Interest; Instruct County employees working under the terms of this agreement, meaning, working on items considered USDA program activity, to contact the County Agreement Liaison when considering applying for a federal program or technical assistance; or as soon as they are aware that anyone who would represent a financial interest to them is planning to apply for a Federal program. County Liaison shall immediately report circumstances to the NRCS Agreement Liaison for a "Conflict of Interest" determination (Reference NRCS WI *Technical Assistance Matrix for Ethical Program Delivery with Partners*, Column C for required disqualification - this document provided by NRCS Agreement Liaison).
14. Use NRCS owned GOV *provided*;

- a. Use is for official business and does not cause any conflict of interest or appearance issues as determined by the NRCS. Storage at a private residence is not allowed under this agreement without specific, prior, approval via the NRCS liaison on a case-by-case basis.
  - b. County submits proof of current liability insurance policy that names the USDA as an insured and in an amount approved by the NRCS (Minimum \$500,000)
  - c. Each County driver applicant provides a copy of their valid state drivers license
  - d. County Driver receives written NRCS authorization prior to beginning use. This will be a *Letter of Authorization for NRCS Vehicle Use* issued by the NRCS Liaison to this agreement (generally the Assistant State Conservationist for Field Operations in your NRCS Admin Area). *A COPY OF THIS LETTER MUST BE IN POSSESSION of THE COUNTY USER WHILE OPERATING A USDA NRCS VEHICLE.*
  - e. Vehicle is otherwise available (not scheduled for NRCS use), prior to use local NRCS approval is provided by NRCS District Conservationist or Acting, and use properly signs for the GOV on the local NRCS sign-out sheet.
15. Use NRCS owned ATV provided;
- a. Use is for official business and does not cause any conflict of interest or appearance issues as determined by the NRCS.
  - b. Each ATV operator applicant can provide safety training certification equal to NRCS employee requirement.
  - c. Written authorization received from NRCS Agreement Liaison for each operator prior to use
  - d. ATV is otherwise available (not scheduled for NRCS use), prior to use local NRCS approval is provided by NRCS District Conservationist or Acting, and user properly signs for the GOV on the local NRCS sign-out sheet.

B. The NRCS will:

- 1. Provide technical training to county employees in the art and science of soil conservation and water quality technology, the techniques of maintaining NRCS records and the techniques of supervision and management, to the extent that NRCS personnel and facilities can be made available.
- 2. Provide technical guidance to the Land Conservation Committee on policy and technical issues when requested. Assistance will be advisory, objective, and neutral.
- 3. Through the District Conservationist:
  - a. Assist the county to develop work schedules designed to meet the soil and water conservation goals and objectives of the county's Land and Water Resource Management Plan.
  - b. In cooperation with county staff and/or the County Conservationist, develop the technical work schedule of NRCS and county employees. Technical work will be coordinated to provide efficient use of staff and resources.
  - c. Provide guidance to county employees while involved in the technical aspects of conservation work.
- 4. Assist county employees when under the technical guidance of the NRCS to become proficient in doing technical work.
- 5. Assist county office personnel to become proficient in office procedures. Office personnel will assume responsibility for such office activities as mutually agreed to by the county and NRCS.

6. Authorize county employees, to use NRCS equipment and supplies that are available within the county when such use will increase the effectiveness of the program of work of the county.
7. Require NRCS employees who use county equipment and supplies to follow the regulations and procedures required by the county.
8. Assume responsibility for damage or loss of county equipment, due to negligence of and NRCS employee.
9. Assume joint responsibility with the county for adequacy of NRCS technical standards and specifications. If the county adopts standards and specification for practice for which the NRCS has no standards and specifications, NRCS may not help the county apply the practice, and will not accept responsibility for its adequacy. Reimbursement for technical assistance may be requested by either party under terms of a separate agreement.
10. Assume all responsibility for certification of need, practicability and performance of EQIP practices within the county.
11. Mutually develop and maintain a Workload Analysis and Business Plan.
12. Review County employee NRCS work assignments for conflict of interest issues (Reference III A 13 of this agreement).
13. Designate the Assistant State Conservationist for Field Operations as the NRCS liaison to the County for this Agreement.

**IV. It is mutually agreed that:**

- A. This agreement shall become effective on the date of the last signature hereto and shall continue in effect for a period of five years from that date unless terminated by either party. Any party to this agreement may terminate the agreement as it applies to that party upon notice in writing to the other parties at least sixty (60) days prior to the date of termination. Any party may request amendment of the agreement by notifying the other parties in writing of the nature and purpose of the requested amendment.
- B. By signing this agreement the parties agree that the program or activities provided for under this agreement will be conducted in compliance with the applicable Federal, State, and local laws, rules, regulations, and policies, including civil rights laws and ethics policies.
- C. If either party fails to follow the provisions of this agreement, a meeting of the parties shall be held within 30 days to identify appropriate corrective action.

**For JEFFERSON COUNTY:**

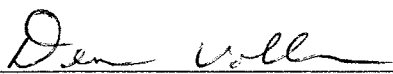
\_\_\_\_\_  
County Conservationist Date

\_\_\_\_\_  
County Land Conservation Committee  
Chairman Date

\_\_\_\_\_  
County Board of Supervisors Chairman Date

\_\_\_\_\_  
County Board of Supervisors Vice Chair Date

**For UNITED STATES DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE**

  
\_\_\_\_\_  
NRCS District Conservationist 7/7/2011  
Date

\_\_\_\_\_  
NRCS Assistant State Conservationist for  
Field Operations Date

\_\_\_\_\_  
NRCS State Conservationist  
Patricia Leavenworth Date (effective date)



RESOLUTION NO. 2011-\_\_\_\_\_

**Approve county fish and game project grant application**

WHEREAS, the State of Wisconsin enacted legislation providing for allocation of funds to the respective counties on an acreage basis for the county fish and game projects on the condition that the counties match the state allocation, and

WHEREAS, Jefferson County desires to participate in county fish and game projects pursuant to the provisions of s. 23.09(12) of the Wisconsin Statutes,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors, that the Board is hereby authorized to expend the funds appropriated and the funds to be received from the State of Wisconsin for the improvement of fish and wildlife habitat, and to operate and maintain or to cause to be operated and maintained the projects for their intended purpose, and

BE IT FURTHER RESOLVED that the Jefferson County Board authorizes the Parks Director to act on behalf of Jefferson County to submit a state grant application to the Wisconsin Department of Natural Resources (DNR) for financial aid for county fish and game projects; sign documents; and take necessary action to undertake, direct and complete the approved projects.

BE IT FURTHER RESOLVED that the Jefferson County Board does hereby appropriate a matching allocation for such project and such appropriations shall continue as long as state matching aids are available, or until this resolution is modified by this Board.

*Fiscal Note: The County's 2012 state allocation is \$1,560. The County's match will be force account labor to do the projects. 2012's project will continue the woodland restoration at Carnes Park, providing nesting areas for wood ducks, ground nesting birds and song birds.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Parks Committee

08-09-11

Joe Nehmer and Phil Ristow: 08-03-11