

Infrastructure Committee

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 112
Jefferson, WI 53549

February 8, 2012

10:30 a.m.

Committee Members

Richard Jones, Mary Delany, Rick Kuhlman, Donald Reese, Chair, Jim Schroeder

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the October 4, 2011 Infrastructure Committee meeting minutes
7. Communications
8. Review and possible action on proposals for engineering services for the courthouse parking lot / underground facility reconstruction project
9. Discussion and possible action on wireless internet service at the Human Services building
10. Status report on new county website design
11. Update on green initiatives in the Courthouse and Human Services buildings – 2011 and 2012
12. Review and Discussion of MIS Guide to Services
13. Status report on connecting to the State WISCNET system
14. Discussion and possible action on the Courthouse bathroom remodeling projects
15. Discussion and possible action on an amendment to the County's Grounds Use Policy addressing public gatherings
16. Review and approve County Facility and Grounds Permit Application/Approval form
17. Discussion and possible action on amendments to the County Weapons Policy
18. Convene in closed session pursuant to s. 19.85(1)(e), Wisconsin Statutes, to deliberate the purchase of public property interests for a satellite highway facility
19. Reconvene in open session to take action if necessary on items discussed in closed session concerning public property interests for a satellite highway facility
20. Discussion and possible action on the two latest consultant reports on the new highway facility and county land values
21. Potential items for the Committee's next meeting
22. Set next meeting date: Tentative date March 21, 2012
23. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

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

Jefferson County Board
Committee Minutes

#6

October 4, 2011
Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Reese at 9:10 a.m.

2. Roll call of Committee Members

Richard Jones, Donald Reese, Mary Delany, Jim Schroeder, and Rick Kuhlman.

Others Present: Gary Petre – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Assistant-Confidential; Phil Ristow – Corporation Counsel; Joan Daniel – Administrative Services Manager; Terry Gard – Human Services Maintenance Supervisor.

3. Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes made

5. Public Comment

None

6. Approval of the September 6, 2011 Infrastructure Committee meeting minutes

Motion made by Supervisor Kuhlman; Second by Supervisor Delany to approve the September 6, 2011 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

7. Discussion and possible action on Workforce Development rental rates

Joan Daniel told the committee that the new rate is \$16.92 per square foot. This is a 7.6% increase over the current rate. They would also like to try and adjust the contract language so that it renews on a calendar year. Staff will review the contract language and bring it back to the Committee, if necessary.

Motion made by Supervisor Jones; Second by Supervisor Schroeder to approve the rate of \$16.92 per square foot for 2012. Ayes-All (Motion Carried)

8. Discussion and possible action on ordinance for "Gun Free Buildings" on County property

Phil Ristow distributed a draft ordinance regarding "Gun Free Buildings" on County Property, reviewed it and addressed questions from the committee.

Motion made by Supervisor Jones; Second by Supervisor Schroeder to approve this ordinance as written and forward it to the County Board for their consideration at the October meeting. Ayes-All (Motion Carried)

9. Update on 2012 Capital Projects

Gary Petre provided information on the 2012 Capital Projects that are included in the 2012 Recommended Budget and discussed the Finance Committee amendments. No action taken.

10. Discussion and possible action on Highway Facility Project

No action taken.

11. Discussion and possible action on a Jefferson County Grounds Use Policy

The Committee was given a draft Grounds Use Policy to review.

Motion made by Supervisor Kuhlman; Second by Supervisor Delany to approve the Jefferson County Grounds Use Policy as written. Ayes-All (Motion Carried)

Gary Petre

From: Terry Gard
Sent: Monday, December 12, 2011 11:11 AM
To: Gary Petre
Subject: FW: Book1 (3).xlsx

I did get prices from Roland back in October.

From: Roland Welsch, Jr.
Sent: Wednesday, October 05, 2011 9:22 AM
To: Terry Gard
Subject: FW: Book1 (3).xlsx

fyi

From: Roland Welsch, Jr.
Sent: Wednesday, October 05, 2011 8:30 AM
To: Joan Daniel
Subject: RE: Book1 (3).xlsx

Main Human Services Xirrius access points \$11000
Hillside \$11000
WFD \$11000
Leuder House \$4500
Management Software \$5900
Software Hardware and software maintenance \$1990 per building, 4 buildings, \$7960
Wiring \$1000
Total \$52,360

From: Joan Daniel
Sent: Tuesday, October 04, 2011 1:10 PM
To: Roland Welsch, Jr.
Cc: Kathi Cauley; Barb Mottl
Subject: RE: Book1 (3).xlsx

Also need the cost for our building to go wireless?

Thanks for your help.

Joan

From: Joan Daniel
Sent: Tuesday, October 04, 2011 1:05 PM
To: Roland Welsch, Jr.
Subject: Book1 (3).xlsx

#12



Jefferson County Guide to MIS Services

October 2011

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Our Goal

Our goal is to maintain a high level of customer service with limited staff and make sure we get the tasks that you and your department need completed in a cost effective and timely manner.

Management Information Systems (MIS)

(920) 674-2303

Office Fax: (920) 674-6892

Office Hours: 8:00 a.m. - 4:30 p.m.

The MIS Department is responsible for installation, upgrade, maintenance, support, networking and training on approximately 501 desktop computers, 96 laptop computers, 34 Windows file servers, 594 networked telephones, 187 centrex telephones lines, and one IBM AS400 model 820 and one AS400 model I520. The MIS Department serves Jefferson County's computing needs, including: One-on-One Technical Assistance, Computer Software Training Classes, On-site Hardware and Software 7 x 24 hour on-call for Sheriff's Office and various other departments, Needs Assessment, PC/Network Setup and Design, Web support, and Form Design. The MIS Department performs software maintenance and custom enhancements to the following: PeopleSoft (JD Edwards), Land Records, Register of Deeds, Human Services, Zoning, UW-Extension, Highway, and Treasurer.

Help Desk 2010

Employees started using our web based Track-IT Help Desk System (see Page 2 of this guide) effective March 8, 2010.

You may still call our department for *serious outages and urgent problems*. Obviously, if your County computer is down you should call us on the telephone. All of our MIS telephones are setup with voicemail. If you call, please leave a message, rather than calling from telephone to telephone and not leaving a message. If you have an urgent matter, press 0 during our voicemail greeting and you will be transferred to a general telephone number that is answered 8:00a.m.-4:00p.m. If you have a serious problem outside of normal work hours or on the weekend, please call our cell phone at 920-723-3040. We do not monitor the help desk 24 x 7. So, if you experience a serious problem outside of normal work hours or on a weekend, then please call the cell phone as the help desk ticketing system will not have anyone monitoring it.

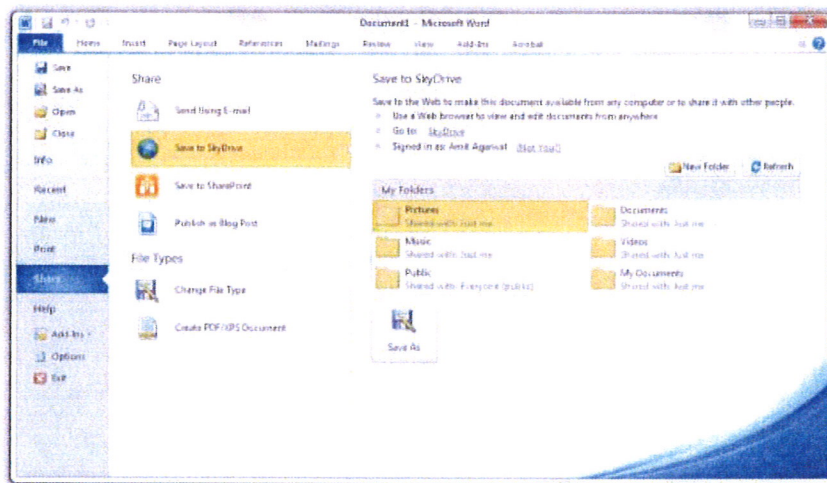
Our Best Practices MIS Help Desk Prioritization spreadsheet is available within the Jefferson County computer network via this link;



Help desk
priorities.xls

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

Here is an example of what a Word 2010 window will look like;



Password Policy

Jefferson County requires personnel to have secure, easy to remember passwords that meet expectations of the county and especially MIS.

With that said, here are some items to consider towards the creation and/or maintenance of your user password if you are using a county-owned PC or laptop remotely or in your office space;

What are the requirements for a "secure" password? Here are some recommendations.

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~-=\`{}[]:;'\<>?./)
- Are at least eight alphanumeric characters long.
- Is not a word in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

NOTE: Do not use either of these examples as your own passwords!

Do not use the same password for Jefferson County accounts as for other non-Jefferson County access (e.g., personal internet account, option trading, benefits, etc.). Where possible, don't use the same password for various Jefferson County access needs.

For a more detailed description of system-wide Jefferson County password policy, please refer to the Password Policy document link list below;



Jefferson County
Network Passw...

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

Computer Internet Policy

Jefferson County provides its personnel and authorized affiliates access to and use of information technology resources to allow its users to be more efficient, productive, and have access to perform their duties for the county. For more information on our internal policies, open the content at the link below;

<https://www.jeffersoncountywi.gov/ic/employee/documents/HR0410ComputerInternetTelephonePolicyFeb2010.pdf>

Training Room

MIS maintains a Training Room in the lower level of the Jefferson County Courthouse. This room is also available for group use.



For more information please contact;

Roland Welsch, 5958,
rolandw@jeffersoncountywi.gov

Available Current Training

Current training is available during scheduled and customized periods for smaller groups. A list of the available training topics is available online at the link below;

Currently available training classes that can be scheduled:

<https://www.jeffersoncountywi.gov/jc/employee/documents/MISCourseOfferingList.pdf>

Upcoming training classes are posted inside our latest newsletter. On a previous page, we have discussed where to find the MIS Employee newsletter.

Cell Phones, Laptops, and Portable Devices

Wireless device use is a privilege and should never be taken for granted. Use of these machines within Jefferson County is by necessity and request. Clearance for usage and allocation of these devices are controlled via the head of your department.

Cell Phone discounts are available from Jefferson County providers US Cellular and Verizon.

Use of County Email on a personal smart device or tablet (laptop) PC requires a license.

All users that take HIPAA or other personal, confidential data away from the four walls of the facilities should have an encrypted thumb drive to store the data on if you do not have a laptop from the County. Device needs will again be dictated by the users request to their corresponding department head who will then determine further action.

Contact your department head for more information on additional policies and expectations surrounding use of the devices mentioned above.

Encrypted Email

It is important that all confidential email communication is kept private, especially if those involve HIPAA, financial or medical data. If you type the word ENCRYPT in the subject, you can force your email to be encrypted. If you do nothing but send an email out of Outlook, the automatic lexicon scanning system will look at text inside the email and look for things like DRG codes, social security numbers, or personally identifiable financial information, credit card numbers, or anything medical, and encrypt anything that even looks like HIPAA or personally identifiable financial information. All email with approved State agencies has been turned on so we are communicating using TLS communication.

Training for secure Email is available from the Jefferson County Secure Email User Awareness Program. The tabs within the site (located near the upper left of the page go over a brief explanation of the services MIS and Jefferson County use in the network, Employee, and Email Recipients responsibilities in using the system. Below is the link to access the information;

<http://userawareness.zixcorp.com/sites/index.php?b=05fe135586ef34efb3532d9a58db3041&type=0&p=2>

Disposal of e-Waste

Electronic waste, e-Waste, e-scrap, or Waste Electrical and Electronic Equipment (WEEE) describes discarded electrical or electronic devices.

Disposal of Jefferson County CDs, thumb drives, disposal of old equipment, copiers, printers, faxes, PCs, servers, and other e-Waste are disposed of through URT, Universal Recycling Technologies, LLC, Janesville, WI.

Copy Center Information

The Jefferson County Copy Center is responsible for maintaining inventory and stocking limited office supplies for all County departments. They provide high speed, high volume printing and have printers, a binding machine, as well as other machines including a hydraulic cutting, electric collator, and automatic folder.

Current hours (until further notice) are;

8a.m.-12:30p.m. - Monday, Tuesday, Thursday, and Friday

Kathy Hart is our Central Duplicating clerk. She manages two copiers that can do many jobs automatically. Users can contact Kathy at;

Central Duplicating

320 S. MAIN STREET, ROOM 100

JEFFERSON, WI 53549

PHONE (920) 674-7134 (or extension 7134)

KathyHa@jeffersoncounty.gov

If you contact Kathy she will be happy to re-arrange her work schedule to accommodate any upcoming print jobs that require immediate attention. Current price structure for Central Duplicating is available by clicking on the link below;



2011 RATE
SHEET.xls

(Otherwise, if looking at a printed copy of this guide, see Insert behind this page)

Network Connectivity

MIS assists and creates, then maintains all internal computer network connectivity and its related resources used by Jefferson County.

Jefferson County MIS Department also manages the County's fiber optic network that connects most of the County Buildings in the Jefferson City limits.

MIS Advisory Board

The MIS Advisory Committee consists of Department Heads or their designees that help the MIS Department identify projects and issues that affect the County and its work flow and upcoming events. The Advisory Committee consists of Andy Erdman, LIO, Todd Lindert, Sheriff's Department, Sararina Stolar, Child Support, Barb Mottl, Human Services, Tammie Jaeger, Administration, John Rageth, MIS, and Roland Welsch, MIS.

If you need additional information about the MIS Department, please contact your Departmental MIS Contact Person, your MIS Advisory Board member, if you have one, your Department Head, or Roland Welsch, 5958, Rolandw@JeffersonCountyWI.gov

RESOLUTION NO. 2011-59

Resolution adopting a County Grounds Use Policy

WHEREAS, the County receives various requests from time to time for use of portions of county grounds or buildings, and

WHEREAS, development of a uniform procedure and terms applicable to authorizing use of county grounds or buildings is desirable, and

WHEREAS, the Infrastructure Committee has reviewed a number of the issues involved and recommends the adoption of the attached Grounds Use Policy,

NOW, THEREFORE, BE IT RESOLVED that the Grounds Use Policy as recommended by the Infrastructure Committee is hereby adopted.

BE IT FURTHER RESOLVED that any prior policies adopted in conflict herewith are hereby repealed.

Fiscal Note: The use of county grounds has tended to decrease over the years as security concerns have increased. As a result, no significant revenue is expected to be generated from this process.

AYES 26

NOES 2 (Torres, Zentner)

ABSTAIN

ABSENT 2

Requested by
Infrastructure Committee

10-11-11

Philip C. Ristow: 10-05-11

GROUNDS USE POLICY

The Jefferson County Board of Supervisors has adopted the following policies and procedures for non-governmental use of courthouse grounds and other county facilities in order to protect the interest of Jefferson County government, the courthouse, citizens of Jefferson County and the public.

Use. Primary use of courthouse and other county facilities is for the conduct of county government business. Consequently, groups that are part of Jefferson County government will have the sole use of most facility space, and priority to use meeting rooms and other public facility space. Such priority shall be determined by the County Administrator on a case by case basis. Any disputes between various branches of county government shall be resolved by the Infrastructure Committee, time permitting. Otherwise, the determination of the Administrator shall be final.

Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

- (1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.
- (2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.
- (3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.
- (4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.

(5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.

(6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.

(7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.

(8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.

(9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.

(10) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.

(11) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.

(12) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.

(13) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.

(14) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.

(15) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security

during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.

(16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures.

(17) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

(1) Parks shall be rented/used in accordance with the Parks Ordinance.

(2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.

(3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.

(4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.

(5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.

Adopted by Jefferson County Board of Supervisors on 10/11/2011

Date of Application:	
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Permit No.	
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Jefferson County Courthouse
 320 S. Main St, Rm 111
 Jefferson, WI 53549
 920-674-7101

County Facility and Grounds Permit Application/Approval

The Jefferson County Board of Supervisors has adopted (Resolution No. 2011-58) a Jefferson County Grounds Use Policy governing the non-government use of County facilities and grounds. A copy of this policy is made part of this application/permit form. (see reverse side). By signing this form, the applicant agrees that he/she and any group of people being represented by the applicant shall adhere to all of the terms of use in the Policy. Applications are due at least four weeks prior to the event date.

Applicant Name:	
Represented Group Name:	
Applicant Address (Street):	
(City, State, Zip)	
Applicant Phone Number:	
Group Tax Exempt Number:	
Name of Event:	
Facility Requested:	
Room Requested:	
Expected Number of People:	
Date(s) of Event:	

Time of Event:	From:	a.m./p.m.	To:	a.m./p.m.
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Application Fee: \$50.00

The application fee is due upon submission of this form. Application forms will not be accepted without payment of the fee. Checks should be made payable to: Jefferson County Treasurer. All fees are non-refundable unless application is withdrawn in writing at least 10 calendar days in advance of the event date.

Security Deposit: \$50.00

The security deposit is due upon approval of the permit application form. A separate check is required for this fee and should be made payable to: Jefferson County Treasurer. The security deposit may be refunded in part or in its entirety, after the event is held.

Applicant and represented group agree to indemnify and hold harmless Jefferson County, its officers, employees and insurers from any and all claims for bodily injury, disease, personal injury, property damage or loss of use from damage resulting thereto arising out of or in any way connected with the applicant's/group's use of the property and/or building(s), unless such claim is based on the sole negligence of Jefferson County or its employees. The applicant's security deposit check will be held until after the event ends. The amount of refund will be determined by the County, based upon the cost of any repair for damage caused by the event or for any extra personnel costs incurred, including cleanup or security.

Applicant Signature

Permit Approval:

Phone: _____

Gary R. Petre
 County Administrator

Date: _____

Date Permit Approved: _____

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Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

- (1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.
- (2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.
- (3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.
- (4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.
- (5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.
- (6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.
- (7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.
- (8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.
- (9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.
- (10) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.
- (11) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.
- (12) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.
- (13) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.
- (14) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.
- (15) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.
- (16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures.
- (17) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

- (1) Parks shall be rented/used in accordance with the Parks Ordinance.
- (2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.
- (3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.
- (4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.
- (5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.

Adopted by Jefferson County Board of Supervisors on 10/11/2011

Tammie Jaeger

From: Gary Petre
Sent: Monday, November 28, 2011 8:56 AM
To: Donald Reese
Cc: Tammie Jaeger
Subject: FW: Sheriff creating his own weapons policy for the county courthouse

Hi Donny,
I just wanted to forward to you a copy of the email below and let you know that the Infrastructure Comm. will need to put this item on an agenda before the February County Board meeting. We can put it on either a December or January agenda.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
www.jeffersoncountywi.gov

From: Gary Petre
Sent: Monday, November 28, 2011 8:46 AM
To: 'Hugh McMahan'
Cc: Jeff Parker; Paul Milbrath; Duane Scott; John Molinaro; Sharee Behm; Jerry Haferman; Paul Wallace
Subject: RE: Sheriff creating his own weapons policy for the county courthouse

Mr. McMahan,
The Sheriff's Chief Deputy Jeff Parker has informed me that the Sheriff's Office procedure of not permitting any size of knife into the Courthouse will continue to be followed in order to ensure the safety of the general public and employees. The County will proceed with reconsidering the language in the policy to remove the exclusion of knives under 2.5 inches in length. A change to this policy cannot be considered by the County Board until its meeting in February, since the Board does not meet in January.
I trust that this addresses your concern about the inconsistency between the County's policy and the Sheriff's Office procedures. Thank you for bringing this issue to our attention and again thank you for your patience in waiting for a response from the County.

Sincerely, Gary.

Gary R. Petre
Jefferson County Administrator
www.jeffersoncountywi.gov

From: Gary Petre
Sent: Monday, November 28, 2011 7:56 AM
To: 'Hugh McMahan'
Cc: Jeff Parker; Paul Milbrath; Duane Scott
Subject: RE: Sheriff creating his own weapons policy for the county courthouse

Mr. McMahan,
You are correct that the policy allows for pocket knives with a blade less than 2.5 inches long. I don't know why a different policy is being followed but I will discuss this with the Sheriff's Office today. I will get back in contact with you as soon as I have an answer. Thank you for your patience, Gary.

Gary R. Petre
Jefferson County Administrator

www.jeffersoncountywi.gov

From: Hugh McMahon [<mailto:hmcMahon@compufort.com>]
Sent: Friday, November 25, 2011 10:37 AM
To: Gary Petre
Subject: Sheriff creating his own weapons policy for the county courthouse

Dear Mr. Petre: It came to my attention recently that the Sheriff was not following the Jefferson County Weapons Policy as posted on your website. The policy allows pocket knives with blades less than 2.5 inches yet per the Sheriff no knives are allowed in the courthouse. I contacted the Sheriff and he said he would look into it. Then contacted John Molinaro who also said he would look into it. So far I have not heard back from anyone as to why the posted weapons policy is not being followed and I would like an answer. Thank you! Hugh McMahon, hmcMahon@compufort.com

RESOLUTION NO. 2011-58

Resolution adopting County Weapon Policy

WHEREAS, Wisconsin Act 35 known as the Concealed Carry Law, becomes effective November 1, 2011, and

WHEREAS, persons with licenses issued by the Department of Justice and those with out of state concealed carry licenses will be able to carry weapons throughout the State with a number of exceptions such as the Sheriff's Office, the Courthouse, the Jail, schools, and

WHEREAS, local governments including the County have the option to prevent the carrying of concealed weapons in other buildings owned or occupied by the governmental unit, and

WHEREAS, the Infrastructure Committee has reviewed the new law and the County's options and recommends that the Board establish the policy to prohibit the carrying of concealed weapons in county buildings, and further prohibit non law enforcement employees from carrying weapons in county owned vehicles, and

WHEREAS, the Infrastructure Committee recommends adoption of the attached policy effective November 1, 2011,

NOW, THEREFORE, BE IT RESOLVED that the County Board adopts the Weapon Policy recommended by the Infrastructure Committee, which shall be effective November 1, 2011.

Fiscal Note: The estimated cost of a sufficient number of signs to post at all building entrances is between \$1,000 and \$1,500.

AYES ___19_____

NOES ___ 9 ___

(Braugher, Morris, Kuhlman, Peterson, Poulson, Jaeckel, Torres, Zentner, Borland)

ABSTAIN _____

ABSENT __2_____

Requested by

Infrastructure Committee

10-11-11

Philip C. Ristow: 10-05-11

JEFFERSON COUNTY WEAPON POLICY

I. Preamble

This policy was prompted, in significant part, by 2011 Wisconsin Act 35. It is intended to preserve and promote public protection and safety, public peace and good, and workplace safety and health.

II. Definitions

- A. "Law Enforcement Officer" means a Wisconsin law enforcement officer, as defined in Section 175.46(1)(g) Wisconsin Statutes or a federal law enforcement officer, as defined in Section 175.40(7)(a)1. Wisconsin Statutes.
- B. "Licensee" means an individual holding a valid license to carry a concealed weapon under Section 175.60 Wisconsin Statutes or an out-of-state licensee per Section 175.60(1)(f) 1.-2. Wisconsin Statutes.
- C. "Motor Vehicle" means a vehicle which is self-propelled, including but not limited to a passenger car, truck, and van, bus, taxi, commercial motor vehicle, motorcycle, moped, motor bicycle, snowmobile, and all-terrain vehicle.
- D. "Placard" means a small card or plaque.
- E. "Sign" means a sign that states a restriction imposed hereunder and that is at least 5 inches by 7 inches.
- F. "Special Event" means an event that is open to the public, is for a duration of not more than three (3) weeks, and either has designated entrances to and from the event that is locked when the event is closed or requires an admission.
- G. "Weapon" includes, without limitation, any firearm (including a handgun), an electric weapon (as defined in Section 941.295(1c)(a) Wisconsin Statutes), a knife (~~except a pocket knife with a blade less than 2.5 inches~~), a switchblade (as defined in Section 941.24(1) Wisconsin Statutes), a billy club, oleoresin capsicum (OC) spray devices (also known as pepper spray or pepper mace), Metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, or any device designed or used as a weapon and capable of producing great bodily harm or death. **The Sheriff may prohibit any other device not defined in this section as a weapon, that the Sheriff deems in violation of this Policy.**

III. Prohibitions

- A. County employees are prohibited from carrying or possessing a concealed weapon (or a weapon that is not concealed) in the course (or during any part) of their employment.

This prohibition does not apply to:

- 1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

2. An employee, who is a Licensee, properly storing a weapon or ammunition in the employee's own motor vehicle, regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked on property used by the County.

B. Persons are prohibited from carrying or possession of a concealed weapon (or a weapon that is not concealed) while operating or being a passenger in any County owned or leased motor vehicle.

This prohibition does not apply to certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

C. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. A person who leases residential or business premises in the building.
3. A person *if* a firearm is in a vehicle driven or parked in the parking facility, or to any part of the building used as a parking facility.

D. Organizers of any "special event" may prohibit any persons carrying or possessing a weapon from entering or remaining at the "special event".

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. If the firearm is in a vehicle driven or parked in the parking facility, or to any part of the special event grounds or building used as a parking facility.

IV. Notice

A. For purposes of *III. Prohibitions A.* above:

County employees will be notified, either orally or in writing, of the restriction.

B. For purposes of *III. Prohibitions B.* above:

1. A placard may be posted, that is located in a prominent place within or on the motor vehicle, such that any person who is an operator or occupant of the vehicle can be reasonably expected to see the placard.

Suggested language for the placard:

ENTRY TO THIS VEHICLE WHILE CARRYING OR POSSESSING A CONCEALED FIREARM OR OTHER WEAPON (OR A FIREARM OR OTHER WEAPON THAT IS NOT CONCEALED) IS FORBIDDEN.

or

2. Any motor vehicle operator or occupant will be notified, either orally or in

writing, of the restriction.

C. For purposes of *III. Prohibitions C.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to any building to which the restrictions apply, where any individual entering the building can be reasonably expected to see the sign.
2. Suggested language for a sign:

“NO PERSON MAY ENTER OR REMAIN IN THIS BUILDING WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON“

D. For purposes of *III. Prohibitions D.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to the special event, such that any individual attending the special event can be reasonably expected to see the sign.
2. Suggested language for a sign:

“NO PERSON MAY ATTEND THIS INSERT NAME OF SPECIAL EVENT WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON“

V. Miscellaneous Provisions

- A. This policy is intended to be consistent with, and cannot supersede, state law/ or federal law.
- B. If any provision or clause of this policy or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this policy that can be given effect without the invalid provision or application, and to this end the provisions of this policy are severable.
- C. Reference to the Wisconsin Statutes herein include as such statutes now exist or are hereafter amended.

VI. Penalties for Violation

- A. If applicable, referral to law enforcement or the district attorney for prosecution as applicable under Wisconsin Statutes, including Section 943.13 Wisconsin Statutes; *and/or*
- B. For County employees, discipline up to and including discharge from employment.

VII. Effective Date

This Weapon Policy becomes effective November 1, 2011.

Adopted by the Jefferson County Board of Supervisors on 10/11/2011.