ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 20, 2014 – 6:00 P. M.
COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES - OCTOBER 23, 2014; NOVEMBER 3, 2014; NOVEMBER 5, 2014; AND NOVEMBER 12, 2014
6. PUBLIC HEARING
   A. Amending the County’s Personnel Ordinance (First Reading)
   B. Amending Chapter 4 Part 2 of the Rock County Ordinance Regarding the Zoning of Shorelands, Creating 4.218, and Authorizing an Intergovernmental Agreement between Rock County and all 20 Towns in Rock County (First Reading)
   C. Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Section 3.112) (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointment to the Veterans Service Commission
   B. Appointment to the Local Emergency Planning Committee
   C. Appointments to Disabled Parking Enforcement Assistance Council
   D. Appointments to Arrowhead Library System Board
   E. Appointment to the Land Conservation Committee
   F. Appointment to the Agriculture and Land Conservation Committee
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
   A. Supplementary Appropriations and Budget Changes - Roll Call
12. NEW BUSINESS (Continued)

1. Amending the 2014 Veterans Services Budget
2. Amending the 2014 Community Development HOME Program Budget and Authorizing Reimbursement of Community Development HOME Program Funds

NOTE: Item 12.A.2. will be considered by the Finance Committee on November 20, 2014

3. Authorizing Purchase of a Replacement Vehicle for the Rock County Hazardous Materials Response Team and Amending the Sheriff’s Budget
4. Authorizing Acceptance of 2014-15 OWI Task Force Grant
5. Amending the Sheriff’s 2014 Budget to Use Equitably Shared Funds for Smart Phone Upgrade

NOTE: Items 12.A.3., 12.A.4 and 12.A.5. will be considered by the Public Safety and Justice Committee on November 17, 2014 and Finance Committee on November 20, 2014

B. Bills Over $10,000 – No Roll Call
C. Encumbrances Over $10,000 – Roll Call
D. Contracts – Roll Call

1. Awarding a Contract for Engineering Services for Standby Power Generator Upgrade at the Department of Public Works
2. Approving Reinsurance Contract for Stop-Loss Coverage
3. Awarding Contract for Weapons Screening Services at the Rock County Courthouse for 2015-2017
4. Authorizing Purchase of Chemistry Lab Fume Hood for UW-Rock

E. Resolution to Designate a Qualified Newspaper for all Rock County Legal Publications for 2015
F. Adopting the Rock County Agriculture Preservation Plan 2013 Update as an Element of the Rock County Comprehensive Plan

G. EXECUTIVE SESSION: Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining and Per Section 19.85(1)(c) Wis. Stats. to Consider Compensation of County Employees

13. ADJOURNMENT
RESOLUTION NO. 14-11D-143

AGENDA NO. 6.A.(1)

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY

November 4, 2014
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

WHEREAS, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter 111.70 of Wisconsin Statutes; and,

WHEREAS, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,

WHEREAS, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance covering unilateral employees; and,

WHEREAS, certain additional changes have been suggested by Department managers; and,

WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of , 2014 does hereby amend Chapter XVIII, the County's Personnel Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

18.101 Authority.

This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.

18.102 Purposes.

The purposes of this Ordinance shall be to:

A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.

B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:

(a) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
(b) To provide internally equitable and externally competitive compensation for all employees.

c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.

d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.

e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

18.103 Scope.

THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The provisions of this Ordinance do not vary or modify the at will employment relationship between the employee and the County. Any individual may voluntarily cease employment upon proper notice and may be terminated by Rock County at any time and for any reason. Any oral or written statements of promises to the contrary are expressly disallowed and should not be relied upon by any prospective or existing employee. The contents of this ordinance are subject to change at any time by action of the County Board.

This Ordinance shall govern personnel administration for all employees and departments of the County of Rock except:

(a) members of the Rock County Board of Supervisors;

(b) elected County Officials;

(c) members of boards, commissions, and committees (including citizens);

(d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;

(e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;

(f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.
This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected Department Heads.

18.104 **Collective Bargaining Agreements.**

This Ordinance applies to employees not covered by collective bargaining agreements (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.

18.105 **Human Resources Section of the Administrative Policies and Procedures Manual**

The Human Resource Department shall develop a standard set of policies and procedures to administer the personnel system based upon the Policies established in this Ordinance. These policies and procedures shall be a part of the County’s Administrative Policies and Procedures Manual. The Human Resource Policies and Procedures shall be subject to review and approval by the County Board Staff Committee.

The Ordinance shall take precedence over the Human Resource Policies and Procedures.

18.106 **Department Work Rules.**

Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules covering topics not covered by this Ordinance or the Human Resource Department’s Policies and Procedures. Work rules so promulgated must be consistent with these Ordinances and Human Resource Policies and Procedures.

18.107 **Non Elected Department Heads.**

Any non elected Department Head hired shall be employed pursuant to a personal employment contract of up to two (2) years. Non elected Department Heads serving on the date of adoption of this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non elected Department Heads shall continue to be at will employees and may be removed at the pleasure of the County Administrator. Removal of the Corporation Counsel by the County Administrator requires the concurrence of the County Board. The County Administrator shall remain the appointing authority for non elected Department Heads. The personal employment contract covering the initial appointment of a non elected Department Head is subject to approval by the County Board after action by the appropriate Governing Committee.

18.108 **Administrator Position.**

The position of the County Administrator shall be included under the coverage of this Ordinance, except where there are exclusions or where this Ordinance conflicts with the resolution establishing the administrator form of government. In the case of any such conflict, the resolution shall control.

18.109 **Sheriff's Office Command Staff.**

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31, 2008).

- Education
- Health insurance for retirees*
- Life insurance
- Retirement
- Sick Leave Accumulation
- Sick leave payout
- Sick leave payment
• Uniform allowance
• Worker’s compensation

*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents thru the end of the month before they turn 65.

18.110 Amendments.

This Ordinance may be amended by the Rock County Board of Supervisors in the same manner as adopted.

18.111 Management Rights.

The management of Rock County and the direction of the workforce is vested exclusively in the County, including but not limited to the right to:

1) Hire, promote, demote, suspend, discipline, and discharge;
2) Decide job qualifications for hiring;
3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
5) Abolish or create positions;
6) Create job descriptions and determine the composition thereof;
7) Plan and schedule work;
8) Determine the methods and processes and manner of performing work;
9) Determine the type, kind and quality of service to be rendered to clients and citizens;
10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
11) Plan and schedule any training programs,
12) Create, promulgate and enforce reasonable work rules;
13) Determine and enforce regulations governing conduct and safety;
14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

The County shall have the right to operate and manage its affairs in all respects in accordance with its rights, duties, and responsibilities.

18.112 Responsibilities and Authority.

A. County Board. The County Board shall:

(1) approve the annual County budget, including requests for personnel adjustments.
(2) review and approve County Personnel Ordinance and amendments.
(3) confirm department head appointments made by the County Administrator.
(4) delegate such duties to the County Board Staff Committee as necessary.

(5) hear grievance appeals as outlined in Section 18.806.

B. **County Board Staff Committee.** The County Board Staff Committee shall:

(1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.

(2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.

(3) perform other related duties as assigned by the County Board.

C. **County Board Governing Committees.** Each Governing Committee shall:

(1) review all appointments made by the County Administrator as provided in Section 18.112(f)(1) and make such recommendations to the Board as appropriate.

D. **County Administrator.** Except as prohibited by State and Federal law, the County Administrator shall:

(1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.

(2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.

(3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.

(4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.

(5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.

(6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

E. **Human Resources Director.** The Human Resources Director under the authority of the County Administrator shall:

(1) administer the Personnel Ordinance adopted by the County Board.

(2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.

(3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.

(4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
(5) notify the payroll section of all relevant changes.

(6) review appointments and removal of personnel to County positions pursuant to Section 18.607.

(7) maintain complete employment and performance records of all County employees.

(8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.

(9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.

(10) develop and maintain the Classification Plan.

(11) develop and administer the recruitment and selection program.

(12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.

(13) monitor temporary and overtime assignments.

(14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.

(15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.

(16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.

(17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.

(18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

(19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.

(20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.

(21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.

(22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.

(23) develop such regulations as necessary to carry out the intent of this Ordinance.

(24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

(25) develop and maintain the County wide training program within budgetary limitations.
(26) administer and manage the County's Worker's Compensation program.
(27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

(1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
(2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
(3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
(4) maintain an employee service record for each employee.
(5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
(6) keep employees informed of current personnel policies.
(7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
(8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
(9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.
(10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
(11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis
(12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:

(1) interview and recommend applicants for appointments to and removal from subordinate positions.
(2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
(3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
(4) administer discipline to employees as necessary.
(5) conduct first step grievance hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.

SECTION 2
CLASSIFICATION PLAN

18.201 Development and Administration.

The Human Resources Director shall be responsible for the overall development and administration of the Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate resources. The County Administrator position shall be an unclassified position.

18.202 Position Description.

Each employee shall have an accurate position description that describes the knowledge, skills and abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the goals; and identifies the essential job functions.

18.203 Allocation of New Positions.

The Human Resources Director shall allocate new positions that have been approved by the County Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the Human Resources Director shall establish a new classification. An appropriate pay range for the classification shall be assigned subject to the approval of the County Board Staff Committee, and confirmation of the County Board unless otherwise established through the budgetary process.

18.204 Abolition of Unnecessary Classifications.

When it is determined that a classification or classifications are no longer useful or appropriate, the Human Resources Director shall inform the County Board Staff Committee that such classes have been abolished.

18.205 Reclassification Requests.

A reclassification is the reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position.

Reclassification requests shall normally be contained within the annual budget. In such situations, prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification until there is a significant change in the duties and responsibilities of the position. If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request upon the performance of an audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

18.206 Reallocation Requests.

A reallocation is the reassignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and responsibilities of the position.

Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. In unusual circumstances, the reallocated individual may be placed in
a higher step upon approval of the Human Resources Director and the County Administrator.

When a position becomes vacant and it is determined by the Human Resources Director and the County Administrator that a reallocation of the position is necessary for recruitment purposes, such reallocation may occur outside the budget process upon the confirmation of the County Board Staff Committee and approval of the County Board.

18.207 Reorganization of Department.

Each time a department or division of a department is reorganized, class descriptions for all affected employees shall be submitted to the Human Resources Director for review and approval as part of such reorganization.

18.208 Position Description Questionnaires.

The Human Resources Director may require departments or employees to submit Position Description Questionnaires when vacancies occur, any time there is reason to believe that there has been a significant change in the duties and responsibilities of one or more positions, or as part of a Position Audit conducted by the Human Resources Department.

18.209 Review of Classification Plan.

At least every three years, or as often as may be appropriate, the Human Resources Director shall review the Classification Plan to ensure that the plan accurately reflects existing position responsibilities and market conditions. The Human Resources Director shall take whatever action is appropriate to amend and update the Classification Plan, subject to the review of the County Board Staff Committee and approval of the County Board.

18.210 Underslotting.

As a vacancy occurs, the Department Head may recommend the position not be filled at the existing level. With the concurrence of the Human Resources Director and County Administrator, the position may be filled at a lower classification.

18.211 Upgrade.

Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade request is denied, the position shall not be reconsidered for upgrade until there is a significant change in the duties and responsibilities of the position.

When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.

SECTION 3

RECRUITMENT AND SELECTION

18.301 Recruitment.

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.
(a) **Job Announcements and Publicity.**

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) **Application Form.**

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) **Rejection of Applications.**

The Human Resources Director may reject any application if the applicant:

1. does not meet the minimum qualifications established for the position.
2. provides any false or misleading information in the application process.
3. is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable State and Federal laws.
4. has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
5. is not within the legal age limits prescribed for the position or for County employment.
6. has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
7. is a member of an organization, which advocates the violent overthrow of the government of the United States.
8. based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.

(f) Where written exams are used as part of the recruitment process, applicants will not be eligible to re-take the exam until a period of six months has lapsed.

18302

In this document, relocation expense, an employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon recommendation of the County Administrator and approval of the County Board Staff Committee, to be in the best interest of Rock County to offer such contribution. An employee receiving a contribution toward moving expenses shall remain a resident and employee of Rock County for not less than three (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a pro-rata basis.
The selection process shall maximize reliability, objectivity, and validity through a practical and job related assessment of applicant attributes necessary for successful job performance and career potential. The selection process shall also be balanced to provide promotional opportunities as well as open competitive opportunities at all levels of County employment.

(a) Selection Devices.

The Human Resources Director shall be responsible for determining when formal selection devices are to be used to screen applicants for job vacancies which may include, but need not be limited to a review of training and experience, work sample and performance tests, practical written tests, physical fitness examinations, and background and reference inquiries. In the development of selection devices, the Human Resources Director shall confer with Department Heads, consultants, or others familiar with the knowledge, skills and abilities required and specific devices to best measure these factors.

(b) Confidentiality.

Formal selection materials shall be known only to the Human Resources Director and to other individuals designated by the Human Resources Director. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to ensure the highest level of integrity and confidentiality.

Eligibility Lists.

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

An employee laid off or demoted in lieu of layoff may be considered for re-employment when a vacancy occurs for which he/she is qualified. Human Resources shall notify said employee of any vacancy arising in the same job from which the employee was laid off. Said employee shall make application for the vacant position. Once application is made, the laid off employee shall participate in a competitive hiring process and, if most qualified, shall be required to accept an offer of employment for the position within 10 days of said offer. Failure to make application or accept an offer of employment for the position from which the employee was laid off shall result in the forfeiture of notification rights for future openings.

(b) Open Competitive and Promotional Eligibility.

The Human Resources Director may establish and maintain such open competitive and promotional eligibility lists of applicants who have qualified for a particular job or class of County positions.

(c) Duration of Eligibility Lists.

The duration of eligibility lists shall be not less than one year, or as provided for in a Department’s Work Rules.

(d) Removal of Candidates from Eligibility Lists.

The Human Resources Director may remove candidates from an eligibility list if the candidate:

(1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
(2) files a written statement indicating unwillingness to accept appointment.

(3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.

(4) fails to respond within a specified time period to any official written inquiry regarding relative availability.

(5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.

(6) is disqualified for employment under County policies or state law.

(7) factors covered under Section 18.301.

(e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

18.305 Certification and Appointment.

Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a request to the Human Resources Director to provide names of eligible candidates.

Appointment of Eligible Candidates.

The appointing authority shall make an appointment from among the names submitted by the Human Resources Director. The appointing authority shall justify to the Human Resources Director each candidate's unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human Resources Director.

The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head.

18.306 Probationary Period.

Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

(1) Regular status begins on the first workday following completion of the Probationary Period.

(2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.

(3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.

(4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six-month Probationary Period after regular appointment. When the employee from whom the employee was selected is reappointed, the employee will automatically receive seniority as provided under Section 6.155.

Probationary employees, unless the exception below applies under Section 6.155, will not be permitted to apply for other positions until they have completed six months of employment. In unusual circumstances, this requirement may be waived by the Department Head and Human Resources Director.

Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.

18.307 Part-time and Seasonal Employment.

When possible, employment shall be on a full-time year-round basis. However, when it is determined to be in the best interest of the County, part-time and seasonal employees may be hired.

18.308 Temporary Appointments.

Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is available or if the eligible candidates are not available for temporary work, the Human Resources Director may authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular appointment.

18.309 Overlap of Positions.

Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board.

18.310 Other Appointments May Follow Ordinance.

Nothing herein shall preclude an appointing authority from filling those positions not covered by this Ordinance in a manner consistent with it.

SECTION 4

SALARY ADMINISTRATION

18.401 Pay Plan.

The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin Statutes Section 111.70.

Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The objectives of the Pay Plan shall be:

(a) To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees; and,
(b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

The pay plan schedules described above shall be contained in the County's Administrative Policy and Procedures Manual.

18.402 Development and Administration.

The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

18.403 Linkage.

The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and private service, changes in cost of living indices, and the financial policies of the County.

18.404 Entrance Pay Rate.

The entrance pay rate for new County employees shall normally be the minimum rate of the pay range prescribed for the class. A Department Head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Human Resources Director in recognition of relevant experience and/or exceptional qualifications.

Elected Department Heads that wish to appeal the decision for placement of a new County employee made by the Human Resources Director and/or County Administrator may do so in writing to the County Board Staff Committee, whose decision shall be final.

18.405 In Range Increment.

In range increments shall be based on satisfactory work performance and length of service in a class. Such increments shall not be granted automatically. Whenever an employee is promoted, their annual pay increments (step increase) shall be based on the length of service in that range or class. The employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or higher in order for an in range increment to be granted. If the rater plans to recommend the denial of an in grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

18.406 Productivity/Incentive Awards.

Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility of the Human Resources Director to establish and maintain subject to approval by the County Administrator and County Board Staff Committee. Such requests shall be in writing and supported by evidence of the following:

(a) The employee has personally conceived and suggested a procedure or device which has resulted in substantially greater operating efficiency or in a marked decrease in operating expenses; or,
(b) The employee has performed extensive collateral duties or has continually completed difficult work assignments, which significantly increased the efficiency and effectiveness of his/her department’s program or the County service.

Seasonal Employment.

Seasonal employees shall be compensated on an hourly basis at a rate established within the parameters of the annual budget as determined annually by the Human Resources Director.

Temporary employment

Temporary employees shall be compensated by placing them on a step in the appropriate salary schedule.

Should a non regular employee be reclassified as a regular employee in the same job, he/she shall be advanced in pay to the appropriate salary rate of his/her classified position. His/her total time of continuous employment including his/her temporary employment, shall be counted as part of his/her probationary period.

Pay Rate Adjustments.

The following actions shall affect the pay status of an employee:

(a) Transfer.

When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate.

(b) Promotion.

When an employee is promoted from one class to another having a higher pay range, he/she shall normally advance to the pay step in the new range which is immediately above his/her former rate of pay. In unusual circumstances, the promoted individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

(c) Demotion.

When an employee is demoted for any reason, the Human Resources Director shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay range of the job to which the employee is demoted.

(d) Reinstatement.

When an employee is reinstated to his/her former job he/she shall normally be paid the same pay step as before leaving. When the employee is reinstated to a job with a lower pay range, the Human Resources Director shall decide on the new pay rate in accordance with the employee's experience and qualifications. In no case, will it exceed the maximum of the pay range to which the employee is assigned.

Compensation During Temporary Assignment.

In a situation where an employee is assigned the duties of a higher classification anticipated to be for a period in excess of ten (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Paid time off hours may be used for this period of temporary assignment. Such pay will be for the period of the temporary assignment. Temporary assignments must be approved by the Human Resources Director. An employee who is temporarily assigned to a position with a lower pay range, for any period, shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless
approved by the County Administrator upon recommendation of the Human Resources Director.

18.410 Overtime.

"Unilateral A" employees earn overtime at time and one half over 40 hours per week.

"Unilateral B" employees earn overtime at straight time over 40 hours per week.

"Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not earn overtime.

For additional policies and procedures regarding overtime for unilaterals and other employees see the HR Policy and Procedure Manual.

18.411 Red Circled Classifications.

Employees in classifications that are to be red circled will be frozen at their current salary until the salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees with ten years of service, whose classification has been red circled, shall receive one half of the across the board increase granted to employees on the Unilateral Pay Plan until the salary of the pay range to which they are assigned equals or exceeds their rate of pay.

SECTION 5

FRINGE BENEFITS

18.501 Holidays.

The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work:

(a) New Year's Day
(b) Spring Holiday to be observed the Friday immediately preceding Easter
(c) Memorial Day
(d) July 4th
(e) Labor Day
(f) Thanksgiving Day
(g) Friday following Thanksgiving
(h) Day before Christmas
(i) Christmas Day
(j) One Floating Holiday
(k) Any additional holiday granted by the County Board.
(l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

For employees not working the standard work schedule see the HR Policies and Procedures.

The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Rock Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

Any Youth Services Center Supervisors who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half.
For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, per their employee handbook. These holidays fall under employees' scheduled days off and the employee may be subjected to compensatory time or additional compensation.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

Floating holidays must be taken in whole day increments (prorated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their floaters from the previous year.

The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request will normally be approved, however, it may be denied by the Department Head, even with a 7 day advance notice, if granting the request would put the department, division, unit, or shift below the minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7 day notice may be granted in an emergency circumstance at the discretion of the Department Head or his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last payroll period of the calendar year.

A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.

B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]

C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.

D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.
Dental coverage will be provided consistent with coverage and copayments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

Life Insurance.

Regular full-time employees are eligible for group life insurance in an amount equal to the next highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the premium shall be deducted monthly from their regular salary as approved by the County Board. Regular part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin Retirement System coverage.

Retirement.

Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits are governed by applicable State statutes and regulations.

Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

Vacation.

(a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after one year of continuous service. Thereafter, he/she shall earn one additional day per year for each year of continuous employment to a maximum of twenty two days. Employees shall continue to earn vacation until the employee’s length of service would provide additional vacation under paragraph (b) below, at which time they shall be placed on that schedule.

(b) Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:

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<th>Completed Years of Service</th>
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<th>Unilateral C</th>
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<td>19 years</td>
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Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between
six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. \(10 - 2 = 8\).)

(c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

(d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.

(e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry over of an employee’s vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.

(f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

(g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.

(h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.

(i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.

(j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.

(k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.

(l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
(m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.

(n) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.

(o) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

(p) All vacation shall be utilized in not less than thirty minute increments.

Workers Compensation.

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and his/her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

Workers compensation supplemental benefits will be provided in accordance with HR Policy and Procedures.

Leave Of Absence Policy (Non FMLA).

The County Administrator or the Department Head after consulting with the Human Resources Director, may grant a regular employee leave without pay for a period up to one year except for an educational leave, subject to the following conditions:

1. Leave without pay may be granted when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.

2. At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.

3. Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.

4. Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.
When a leave of more than thirty (30) consecutive days is taken, the employee’s anniversary date shall be moved ahead by the total number of days of the leave.

(5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.

(6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.

(7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment.

(8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

18.509 Bereavement Leave.

In the event of a death in an employee’s immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former “in-laws” due to divorce. The appointing authority may require an obituary to substantiate the leave.

a. Up to three days (24 hours) for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.

b. Up to two days (24 hours) for an employee’s stepparent, stepchild, grandparents, or grandchildren.

c. Up to one day (8 hours) for an employee’s sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

For those employees working a non-standard schedule, they will only be able to use the hours needed to grieve, and will have to make up in overtime per day through another benefit or non-leave time. For example, someone working an 8-hour work schedule will only have one day (8 hours) in the case of a sister-in-law and the employee will have to make up the 8 hours from the next day.

If additional time is required, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the loss of pay.

All leaves under this section shall be prorated based upon the employee’s FTE.

18.510 Jury Duty.

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with
pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

18.511 Medical Leave.

Employees requiring a leave of absence for a period of medical disability shall request the leave in accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section will run concurrently with State and Federal FMLA.

18.512 Military Leave.

An employee who leaves the service of the County to join the military forces of the United States during time of war or other national emergency, or who is drafted into the military service at any time, shall be granted military leave without pay, such leave to extend through a date ninety days after being relieved from such service. Proof must be filed with the Human Resources Director. Such employee shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted, provided that application is made to the Human Resources Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable of performing the work of his/her former position. Failure of an employee to notify the County within this time period of his/her intention to return to work shall be considered as a termination of his/her employment. Leave will be granted in compliance with State and Federal law.

18.513 Military Reserve Leave.

1. An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed fifteen working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount equaling the difference between his/her daily military pay and the employee’s normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director at least two weeks prior as far in advance as is reasonable under the circumstances. (Preferred at least two weeks advance notice prior to date such training or encampment leave is to commence.

2. An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to long-term active duty of 30 days or more in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee’s basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee’s military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County’s Payroll Office after receipt of the employee’s military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is
subject to the rights of the various unions representing County employees to object
to said compensation policy prior to implementation and request that this subsection
be subject to the collective bargaining process.

(3) Any employee described in subsection (2) shall also be entitled to continue paid coverage
under the County’s group medical plan for four (4) weeks.

18.514 Non Work Related Witness or Personal Litigation.

A leave of absence without pay shall be granted an employee upon his/her request to
appear under subpoena or in his/her own behalf in litigation involving personal or private
matters

18.515 Sick Leave.

Sick leave pay shall commence on the first day of any period of illness due to accident,
injury or disease.

(1) All full-time employees shall earn one sick leave day per month of
continuous employment. All part-time employees whose regular workweek
is sixteen hours or more shall earn one sick leave day on a prorata basis
directly in relation to the normal full time employment period. All part-
time employees, who work less than sixteen hours per week, shall not earn
sick leave. Temporary and seasonal employees are not eligible for sick
leave.

(2) Sick leave shall be granted after six months continuous service from
original hire date when an employee is required to be absent from work
because of:

(a) illness of the employee.

(b) illness of an employee’s spouse or domestic partner (as defined by
the State of Wisconsin).

(c) illness of a minor child (includes stepchild, current foster child,
or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.

(d) illness of a parent (includes stepparents and current foster
parents).

(e) contact with or exposure to a contagious disease rendering the
employee’s presence hazardous to fellow workers.

(f) reasonable medical or dental attention that cannot be scheduled
during non working hours.

(3) Sick leave shall accrue to a maximum of one hundred thirty days.

(4) Employees who are absent from work for reasons which entitle them to
sick leave shall notify their supervisor as close to their regular starting time
as possible in accordance with Department Work Rules.

(5) A supervisor may identify a potential problem with an employee’s sick
leave usage. Patterns that may indicate a problem with sick leave usage
include but are not limited to:

a) it occurs before or after a holiday,

b) it occurs before or after a scheduled day off,
c) an employee takes sick leave in excess of three days which has not been reported to FMLA, or

d) the employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

The Department Head or the HR Director may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, up to and including dismissal.

(6) an employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.

(7) sick leave shall be debited in no less than quarter hour units.

(8) no credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(9) a regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.

(10) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

Subpoenaed Witness.

When subpoenaed to appear before a court, public body, or commission in connection with County business on regular work time, the employee shall be paid at his her regular rate of pay and the employee shall remit his/her fee to the County.

Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by the court to be present in court for time over and above the minimum, the employee will be paid at the rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court appearances required under this provision. Employees shall sign and turn over to the County any and all fees and reimbursements paid because of court appearances resulting from their work assignment.
Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per day.

Training/Educational Leave.

Employees may be granted a full time leave of absence without pay to further their education for a period not to exceed eighteen months if it is determined to be in the best interest of the County.

At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an equivalent position if one is available and if it is determined to be in the best interest of the County.

For language covering leaves with pay, see HR Policies and Procedures.

Voluntary Public Service Leave.

County employees may be allowed time off with pay to serve on public or nonprofit boards, committees, or commissions if such service received the prior approval of the County Board Staff Committee.

Voting.

Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

SECTION 6

CONDITIONS OF EMPLOYMENT

Communications and Confidentiality.

Communication is a joint responsibility shared by the County and all employees. No information, which is confidential in nature, concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator or individual Department Head if designated by the County Administrator.

If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the County Administrator or Department Head for a response to that inquiry.

Because of an employee’s responsibilities at the County, an employee may have access to confidential County, resident, personnel or other sensitive information. This may include information concerning a resident’s financial status, the County’s business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the County Administrator or Department Head designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee’s expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of
professional duties, the employee should state clearly that his or her expression
represents personal views and not necessarily those of the County.

18.602 Conflict of Interest.

Except for the salary or compensation received from the County, no County employee
shall use his/her office or position for personal financial gain or the financial gain of
his/her family. No employee shall engage in his/her own business activity, accept private
employment or render services for private interests when such employment, business
activity or service is incompatible with the proper discharge of the employees official
duties or would impair his/her independence or judgment or action in the performance of
the employee's official duties. Such employment, business activity or service shall not be
engaged in or promoted during normal working hours for which such employee is being
remunerated by the County and such employment, business activity or service shall not in-
volve the use of County facilities or materials. No employee shall use or disclose
"privileged information" gained in the course of or by reason of the employee's official
position or activities. Failure to comply with these conditions shall be considered grounds
for discipline up to and including immediate dismissal.

18.603 County Administrator (Tenure).

The County Administrator shall hold his/her position at the pleasure of the County Board.
The action of the County Board in removing the County Administrator shall be final.
Dismissal actions against the County Administrator may be initiated by individual
supervisors as per County Board rules.

18.604 County Equipment (return of).

Employees leaving County employment must return County identification cards, keys,
tools and equipment on or before their last day of work.

18.605 County Residence.

Key County officials, as determined by the County Administrator, shall reside in the
County.

18.606 Demotions.

Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can
be voluntary. Demotions must be approved in advance by the Human Resources Director.

18.607 Discipline /Investigations.

The purpose of discipline is correcting job behavior and performance problems of
employees. Employees shall be informed of standards of conduct and performance. No
disciplinary action will be taken until a thorough investigation has been completed.

Employees under investigation shall have the right to union representation during the
investigation process. If the employee does not choose to represent the employee, the
employee will be allowed to have a representative of their choice with no supervision
or manager involved. The representative will be limited to listening to the
employee and may not act as the employee's advocate. The representative will be allowed to ask
representative questions within the same level as the employee. Employees
may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
and standards shall be consistently applied. Penalties shall be uniform and shall match the
infraction. Persons administering corrective discipline shall systematically document the
case. Records of written reprimands, suspensions, demotions and terminations shall be
provided to Human Resources and kept in the employee's personnel file. Written
reprimands will remain in effect for a period not to exceed one year, and at the end of such
period shall be removed from the employee's personnel file. Records of suspension shall
remain in the Employee's personnel file for a period of two years and at the end of such
period shall be removed from the Employee's personnel file. If the section does not

necessary apply if the employee is represented by an attorney.

18.607 Discipline /Investigations.
Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the County Administrator before such actions are taken. In the event that the immediate dismissal action is required and the HR Director or the County Administrator cannot be reached, the employee shall be suspended with pay pending investigation.

**Disciplinary Action (Grounds for).**

The following shall be grounds for disciplinary action ranging from a written reprimand to immediate discharge depending upon the seriousness of the offense in the judgment of management:

(a) Dishonesty or falsification of records.

(b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

(c) Unauthorized use or abuse of County equipment or property.

(d) Theft or destruction of County equipment or property.

(e) Work stoppages such as strikes or slowdowns.

(f) Insubordination or refusal to comply with the proper order of an authorized supervisor.

(g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.

(h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated attempts to use unpaid leave when the employee does not have benefit time available.

(i) Use of official position or authority for personal or political profit or advantage.

(j) Disregard or repeated violations of safety rules and regulations.

(k) Incompetence, unprofessional or poor work performance.

(l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or Federal law.

(m) Violations of Section 18.601 “Communications and Confidentiality”.

(n) Failure to call in or report to work.

(o) Sleeping during scheduled work hours.

(p) Being disrespectful or bullying in dealing with fellow employees or the general public.

(q) Failure to exercise good professional judgment and/or failure to conform to the policies, rules, and regulations of the Department.

Other circumstances may warrant disciplinary action and will be treated on a case by case basis.

**Exit Interview.**
An exit interview shall be conducted when possible with every employee who is separating from County employment regardless of his/her length of service, position or circumstances or separation.

**Gifts and Gratuities.**

No County employee shall use their position to solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

**Harassment.**

It is the policy of Rock County that all employees should be able to enjoy a work environment free from all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose both themselves and the County to potential legal liability. Consequently, Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination. (See HR Policies and Procedures for a detailed description of the procedures employees should follow in regard to this policy.)

**Hours of Work.**

The normal workweek for County employees shall be forty hours per week. Most County employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees may have different work schedules which are designated in Department work rules.

Non standard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of non standard work schedules shall be made to Human Resources and payroll.

Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take the entire day off without pay.

**Layoffs.**

The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, or c) when an employee has failed to successfully complete their probationary period after a promotion.

In situation (a) above, no regular employees shall be laid off while there are temporary or probationary employees serving in the same classification, in the same department. Layoffs shall be based on the needs of the County.
The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be approved by the Human Resources Director before they are implemented.

Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but in no case longer than two years.

18.614 Lunch Periods and Break Time.

(a) Lunch Periods.

Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall not be longer than one hour nor shorter than thirty minutes.

(b) Break Time.

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

Employees who are on a non standard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

(c) The Lunch Period and Break Times cannot be combined to the start or end of the shift in order to come in late or leave early.

18.615 More Than One County Position.

No person shall hold more than one full or part-time County position at the same time without written consent of the County Administrator.

18.616 Nepotism.

Members of immediate families shall not be hired or transferred into a position that would create a direct or indirect superior subordinate relationship. This policy does not include situations where the superior subordinate relationship would be incidental.

18.617 Outside Employment.

The County's policy on outside duties or employment shall be as follows: County employees may engage in outside employment, unless such employment conflicts with or affects the performance of their duties. Prior to engaging outside employment, the County employee must give written assurance prescribed by the Human Resources Director that said employment does not violate Section 18.602 of the Rock County Ordinance. The fact that an employee has reported outside employment does not mean that management has given its approval to that employment.

18.618 Outside Services.

All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal County work hours or while being paid by the County shall be turned over to the County and any such activities for which said compensation is paid shall be reported to the County Board Staff Committee. This subsection shall not be construed to apply to activities performed after regular work hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees.
Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

18.619 Payday.

Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

18.620 Pre-Employment Physicals.

New full time and regular part-time employees may be required to pass a physical examination before they are employed. Such exams shall measure the individual’s physical capabilities in terms of the job to be performed. When pre-employment physicals are required, they shall be conducted by a licensed physician at the County's expense.

18.621 Political Activity.

Employees are precluded from engaging in political activity that interferes with their normal work performance or is conducted during hours for which the employee is being paid by the County. Employees may not use County equipment or property for political purposes. Employees are specifically prohibited from using their County position or their official authority with the County for the purpose of directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or cause.

Under provisions of the federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by federal loans or grants cannot:

(a) use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

(b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or

(c) be a candidate for partisan elective office.

18.622 Professional Liability Insurance.

The County shall provide professional liability insurance for employees for performance of their duties within the scope of their employment.

18.623 Resignations.

Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall submit their resignation in writing at least four weeks in advance of their planned departure (see Unilateral Pay Grid).

Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four weeks in advance of their planned departure.
Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after they reach their next anniversary date, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

Safety.

Safety is very important to each employee and Rock County. Employees must conduct themselves carefully at all times. All employees must act in a safe manner and practice good safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

The employer will comply with all applicable safety laws and regulations in order to provide a safe and secure workplace for its employees and clients.

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Any employee who is injured or becomes ill while performing service related to his or her employment must contact his or her supervisor immediately on the same day the injury or illness occurs and report the incident. If necessary the employee should secure the necessary medical attention on the job site to the extent practicable.

The first report of injury form must be filled out completely, usually the day of the incident, if not, as soon as possible.

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.
- Do not reenter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

Telephone.

As a condition of employment, employees must have a telephone or a place of telephone contact. Employees shall be requested to notify the Department Head of any change of name, address, telephone number or contact place.

Travel.

The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and normal place of employment are not reimbursable. All travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of any out of County travel plans. There will be no reimbursement for meals within the County, except as authorized by the Board Chair or Vice Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile. Employees shall be required to complete an expense voucher before reimbursement will be made. All automobile allowances in all County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other items.
(except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

Meals allowed while in travel status:

- Breakfast - up to $8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.

- Lunch - up to $10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.

- Dinner - up to $20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.

The above are maximums and it is not the intent that the employees should always spend the maximum allowed.

Meals are allowed when an employee is on County business out of Rock County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

SECTION 7

PERFORMANCE EVALUATION

Policy.

The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

Administration.

Each employee shall be evaluated at the following periods:

(a) **Probationary Period.**

Each employee shall be evaluated midway through their probationary period and one month prior to the completion of the probationary period.

(b) **Annual.**

Each employee shall receive an annual performance evaluation close to his/her anniversary date, or at another specified time if the Department Head elects to evaluate members of a classification or the whole department together at one time.

(c) **Special.**

A special performance evaluation shall be completed:

(1) whenever there is significant change in the employee's performance,

(2) whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave.
1947 18.703 Rater.

The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for completing a performance evaluation on forms prescribed by the Human Resources Director at the time prescribed for each employee under his/her supervision. The Human Resources Director, upon approval of the County Administrator, may also initiate rating procedures and mechanisms involving the Governing Committee, peers and/or subordinates.

The County Administrator shall be evaluated by the County Board Staff Committee.

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Review of Performance Report.

Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

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Human Resources Director.

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.

SECTION 8

GRIEVANCE PROCEDURE

Policy.

This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at will" status of those employees.

The County Administrator shall not have access to the grievance procedure.

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

Definitions.

"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.

"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.
“Workplace safety” shall include violations of state and federal laws and regulations on health and safety.

The following personnel actions shall not be subject to the grievance process:
oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work when recalled;
retirement; job abandonment or failure to report to work; inability to perform job duties due to physical or medical limitations; and loss of required licensure, certification or other requirement necessary to perform the job.

“Preponderance of the evidence” means the greater weight of the evidence - superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

Administration.

The Human Resources Director shall supervise and administer the grievance process. Supervisors and Department Heads shall keep the Human Resources Director informed of all grievances in process.

Filing a Grievance

This grievance procedure is available to all unilateral County employees (except Department Heads and elected County Officials), members of a bargaining unit that previously contained a grievance procedure, seasonal and temporary employees of the County.

Limitations:

1. A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.

2. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.

Discussion of Problem with Immediate Supervisor.

Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a grievance according to Section 18.802, the employee may present his/her grievance according to Section 18.806.

Grievance Procedure.

A formal grievance of an employee shall be handled in accordance with the following procedure.

STEP 1. Supervisor.

The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten calendar days of the date he/she could reasonably be expected to have knowledge of the grievance, present his/her formal grievance in writing on the form designated by the County to his/her immediate supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the employee may immediately proceed to Step 2. If the Department Head is the subject matter of the grievance, the employee may immediately proceed to Step 3. The supervisor shall within three calendar days meet and discuss the grievance with the employee and then reply in writing within three calendar days.
STEP 2. Department Head.

In the event that the immediate supervisor’s decision is not satisfactory to the employee or the immediate supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar days.

STEP 3. Human Resources Director.

In the event that the Department Head’s decision does not satisfy the employee’s grievance or if the Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her representative, if any, and any other person the Human Resources Director deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director shall respond to the grievance in writing to the employee within five calendar days.

By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be extended.

STEP 4. Impartial Hearing Examiner Officer (ITO)

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar days, request a hearing before an Impartial Hearing Examiner Officer and pay the filing fee (if one is established) by the County Board.

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Examiner Officer. The Human Resources Director may not be an employee of the County. The Impartial Hearing Examiner Officer shall be an employee of the County, a municipal employee, a retired local government employee, a professional mediator-examiner, or otherwise qualified and impartial.

b. The Impartial Hearing Examiner Officer shall be impartial and may not have any prior knowledge of the grievance.

c. The Human Resources Director will contact the hearing examiner and schedule a meeting with the employee and the Hearing Examiner ITO to discuss the grievance. The meeting shall occur within ten (10) days. If the Employee did not respond to the HR Director’s request for a hearing within five (5) days, the request shall be considered withdrawn, and the decision of the HR Director shall stand.

d. The Impartial Hearing Examiner Officer may decide the case on the existing record or may conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The Impartial Hearing Examiner Officer may reschedule the hearing with permission of both parties.

e. The Impartial Hearing Examiner Officer, with the consent of both parties, may use his/her best efforts to mediate the grievance.

f. The employee has a right to be represented at the hearing (at the employee’s expense) by a person of the employee’s choosing.
g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.

h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.

j. Formal rules of civil procedure will not be followed.

k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.

l. The Impartial Hearing Examiner Office shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.

m. The Impartial Hearing Examiner Office shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Examiner Office may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

STEP 5. County Board.

An employee or the County, within ten (10) calendar days of receipt of the hearing examiner’s decision, may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.

a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the County’s response to the grievance, and (4) a copy of the hearing examiner’s decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.

b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.

c. The employee has the right to representation by a person of the employee’s choosing and at the employee’s request. The employee and the employee’s representative may attend the closed session.

d. The employee or the employee’s representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

e. The employee and the employee’s representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board’s discussion or deliberation.
f. The County Board’s consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party’s reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.

g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer’s decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.

h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.

i. In the event the County Board does not sustain the Impartial Hearing Officer’s decision, then the Board may render a new decision and remedy, or take other action as appropriate.

j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board’s decision.

k. The County Board’s decision is final and may not be appealed.

18.807 Grievances of Termination.

All grievances regarding termination shall be initiated at the third step of the grievance procedure.

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

The development and maintenance of an effective personnel transaction procedure and personnel records management system is essential to a sound personnel program. All appointments, separations, and other personnel transactions shall be made on forms designated by the Human Resources Director. The primary purpose of these systems and procedures shall be to:

(a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.

(b) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data shall be developed in cooperation with the Human Resources Director and Finance Director to provide current and meaningful personnel and position information, summaries and statistics.

All employees shall be responsible for notifying their supervisor of any changes, which affect their personal status.
Public Inspection.

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources Director. Other information shall be considered confidential and shall be available as authorized by State and Federal law.

Destruction of Records.

Employee service records shall be kept for seven years. Applications and examinations may be destroyed after two years.

Reports.

The Human Resources Director shall provide the Board and the County Board Staff Committee with reports and information relating to personnel actions upon request or as may be appropriate.

SECTION 10

DEFINITIONS

Accrued benefits.

This refers to vacation benefits that the employees are accumulating which they will only be able to use once they reach their next anniversary date.

Administrative Personnel.

Administrative employees act as an advisor, limited function department head, or a specialist in a management or supportive service who meet all the following criteria:

(a) A primary duty of the employee includes the performance of office or non-manual work directly related to the management or general business operations of the County or its citizens.

(b) A primary duty of the employee includes the exercise of discretion and independent judgment with respect to matters of significance.

Allocation.

The assignment of a position to a pay range.

Anniversary Date.

The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.

Appointing Authority.

A County official who has the authority to appoint and remove individuals to and from positions in the County service.

Board.

The Rock County Board of Supervisors.

Class.

One or more positions which are substantially alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.
Class Description.

A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.

Class Title.

The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.

Classification Plan.

The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.

County Administrator.

The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.

Demotion.

The assignment of an employee from one class to another class with a lower pay range.

Department Head.

A County official with the responsibility for the operation of a County department.

Disciplinary Action.

The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.

Earned Benefits.

Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, Medical Plan, etc.).

Eligible Candidate.

A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.

Eligibility List.

A list of Eligible Candidates to fill positions in a particular job class.

Employee.

An individual who is employed by the County and is paid in part or in whole through the County payroll.

Entrance Pay Rate.

The rate of pay a newly hired employee is assigned at commencement of employment.

Executive Personnel.

An executive employee is an administrator who meets all of the following criteria:
(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.

(b) The employee customarily and regularly directs the work of two or more other employees.

(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.

18.1021 Flexible Time.

Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

18.1022 Full Time Equivalent (FTE).

A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

18.1023 Grievance.

A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

18.1024 Human Resources Director.

The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

18.1025 Immediate Family.

Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

18.1026 In Range Increment.

A pay step within a pay range.

18.1027 Layoff.

The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

18.1028 Limited Term Employee (LTE).

An employee who is hired to perform a job for a determinate amount of time with a specific ending date at the time of hire and who meets the qualifications to perform the job. Limited Term Employees are not eligible to receive fringe benefits other than Wisconsin Retirement System coverage or employee only health benefits. LTEs may be eligible to receive Fringe Benefits if working a stint on behalf of a Lemhi County employee.
2443 18.1029  Part-time Employees.
2444
2445 Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle.
2447
2448
2449 18.1030  Pay Plan.
2450
2451 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.
2452
2453
2454 18.1031  Pay Range.
2455
2456 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as “Step 1,” and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.
2458
2459
2460
2461 18.1032  Position.
2462
2463 A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full time or part-time, regular or temporary.
2465
2466
2467 18.1033  Position Description.
2468
2469 A written document that describes the individual employee’s duties and responsibilities and is specific to that position.
2470
2471
2472 18.1034  Probationary Employee.
2473
2474 A person who has been properly appointed to a regular Rock County position and who is serving in his/her Trial Period to determine if he/she can do the job.
2477
2478
2479 18.1035  Probationary Period.
2480
2481 The probationary period is a try out time for the employee. It is also used for determination of certain benefits.
2483
2484
2485 18.1036  Promotion.
2488
2489 The assignment of an employee from one class to another class with a higher pay range.
2491
2492
2493 18.1037  Reallocation.
2494
2495 The reassignment of a position from one pay range to another to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position (eg. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.
2497
2498
2499
2500 18.1038  Reclassification.
2501
2502 The reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.
2505
2506
2507 18.1039  Regular Appointment.
2508
2509 An assignment of an eligible candidate to a budgeted County position.
2512
2513
2514 18.1040  Regular Employee.
A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.

Reinstatement.

To restore or be placed back into a former or substantially equivalent position.

Retiree.

An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).

Seasonal Employee.

An employee who has been hired for a period of time to do a specific job (e.g., mowing the grass), which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement System coverage.

Selection Device.

A formal measurement device used to evaluate and/or rank applicants for County positions.

Seniority.

Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

Supervisor.

The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full time County employee.

Temporary Appointment.

An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

Termination.

The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.

Transfer.

The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Travel Status.

An employee shall be considered to be in “travel status” when he or she is on County business outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.
Undersloting.

The filling of a vacant position at a lower classification.

Unilateral Employees

Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilateral employees are divided into three groups for purposes of overtime and vacation:

- Unilateral A’s are “Non-Exempt”. This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.

- Unilateral B’s are “Exempt” from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.

- Unilateral C’s are “Exempt” from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to “flex” their time in accordance with HR Policy and Procedure.

Upgrade.

The reassignment of a position from one existing class to a current or newly created class to recognize a change in the duties and responsibilities of a position. When a position is upgraded, an open recruitment shall be conducted to fill the position (e.g. HR Secretary to HR Office Coordinator).

Work Schedule.

The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one hour lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

Russell Podzilski, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Mill
Betty Jo Blisset
Mary Mawhinney

Lou Peer
Alan Sweeney
Terry Thomas
LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.

Jeffrey Kudlitsch
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

COLIN BYRNEs INITIATED BY
JODI TIMMERMAN DRAFTED BY

PLANNING & DEVELOPMENT COMMITTEE

OCTOBER 17, 2014 DATE DRAFTED

SUBMITTED BY

AMENDING CHAPTER 4 PART 2 OF THE ROCK COUNTY ORDINANCE REGARDING
THE ZONING OF SHORELANDS, CREATING 4.218, AND AUTHORIZING AN
INTERGOVERNMENTAL AGREEMENT BETWEEN ROCK COUNTY AND
ALL 20 TOWNS IN ROCK COUNTY

1. WHEREAS, the Rock County Board of Supervisors supports the Farmland Preservation
Program, and

2. WHEREAS, the goal of the Farmland Preservation Program is to preserve Wisconsin farmland
through land use planning and zoning while also offering tax relief to farmland owners, and

3. WHEREAS, the Wisconsin Court of Appeals issued a recent decision in Hegwood v. Town of
Eagle Zoning Board of Appeals, 351 Wis.2d 196, 839 N.W.2d 111 (2013), holding that towns do not
have the authority to zone inside a county shoreland district, and

4. WHEREAS, landowners enrolled in the Farmland Preservation Program can only claim
farmland preservation tax credits on land that is covered by a certified farmland preservation zoning
ordinance, and

5. WHEREAS, the impact of the Hegwood decision is that landowners enrolled in the Farmland
Preservation Program in towns currently under town zoning may not be able to claim the tax credit on
land that is within the county shoreland district, unless action is taken to address this issue, and

6. WHEREAS, in order to preserve the tax credits for each landowner in Rock County in the
Farmland Preservation Program, Rock County needs to amend Chapter 4 Part 2 of the Rock County
Code to adopt and incorporate by reference the zoning ordinance for each town in Rock County, by text
and map, to the extent that said town ordinance does not conflict with Chapter 4, Part 2, of the Rock
County Code and Wisconsin Administrative Code section NR 115; and

7. WHEREAS, pursuant to Wis. Stat §59.692(4) and 66.0301, and by an intergovernmental
agreement with each town in Rock County, the County will delegate administrative and enforcement
authority for the incorporated terms of each town’s zoning ordinances back to each respective town
upon incorporation of the town’s zoning ordinance into Rock County’s Shoreland Zoning Ordinance,
and

8. WHEREAS, Rock County shall maintain administrative authority over Chapter 4, Part 2,
Zoning of Shoreland, and

9. WHEREAS, this amendment to Chapter 4, Part 2, along with each intergovernmental
agreement with the respective towns in Rock County shall be repealed on December 31, 2016, unless a
legislative change allows for an earlier repeal or an extension is agreed upon by the parties,
NOW THEREFORE, BE IT ORDAINED by the Rock County Board of Supervisors duly assembled this day of , 2014, that they amend Chapter 4 Part 2 of the Rock County Ordinance regarding Zoning of Shorelands by creating 4.218 which reads as follows:

4.218 Town Zoning in Shoreland Zoning

(1) The County Board adopts and incorporates by reference, as if set forth in full, the town zoning ordinances for each of the 20 respective towns in Rock County, by text and by map as may be amended from time to time.

(2) The County Board authorizes the creation of an Intergovernmental Agreement with each town in Rock County, pursuant to Wis. Stat. §§ 59.692(4) and 66.0301 for the purpose of delegating the administration and enforcement of town zoning, as it relates to shoreland areas, back to each respective town in Rock County.

(3) This subsection shall be repealed effective December 31, 2016, along with each Intergovernmental Agreement, unless earlier repealed or extended upon the agreement of the parties.

BE IT FURTHER ORDAINED, that the Rock County Board of Supervisors authorizes the entering of an Intergovernmental Agreement with each town in Rock County, pursuant to Wis. Stat. 59.692(4) and 66.0301 for the purpose of delegating administration and enforcement of town zoning, as it relates to shoreland areas, back to each respective town in Rock County. The County Board Chair is authorized to enter into these agreements.

BE IT FURTHER ORDAINED that this amendment shall be effective upon passage and publication.

Respectfully submitted:

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair
Mary Mawhinney, Vice Chair
Wes Davis
Wayne Gustina
Jason Heidenreich

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.02(2), 59.51, 59.692(4) and 66.0301, Wis. Stats.

Josh Timmerman
Deputy Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Ode
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

Amending 4.2 Intergovernmental Agreement.doc
EXECUTIVE SUMMARY

In Hegwood v. Town of Eagle Board of Appeals, the Wisconsin Court of Appeals held that, except in limited circumstances, towns have no authority to zone shorelands. The impact of this decision is that towns cannot zone for farmland preservation inside the county shoreland district. Landowners can only claim farmland preservation tax credits on land that is covered by a certified farmland preservation zoning ordinance. As a result of Hegwood, property located in a Shoreland Area that had previously been in a certified Farmland Preservation Zoning District is no longer in a certified Farmland Preservation Zoning District and may no longer be eligible for farmland preservation tax credits.

The Wisconsin Counties Association, in conjunction with the Wisconsin Towns Association is recommending that counties adopt the pre-existing town zoning in shoreland in the county's shoreland zoning by text and may reference, and enter into an agreement assigning the administration of town zoning in shoreland areas to each respective town.

The intent of this resolution is to assure that landowners enrolled in the Farmland Preservation Program continue to be eligible to receive tax credits. Additionally, it is intended that the county and each town will continue to administer and enforce zoning as has been done prior to the Hegwood decision.

The Wisconsin Counties Association and the Wisconsin Towns Association have expressed an intent to seek a legislative solution to this issue in 2015. If and when this occurs, this amendment would be repealed.
ORDINANCE

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Benjamin J. Coopman
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 3, 2014
DATE DRAFTED

AUTHORIZING THE CREATION OF THE WEIGHT LIMITS FOR IMPLEMENTS OF HUSBANDRY ORDINANCE (SECTION 3.112)

1. WHEREAS, Wis. Act 377 of 2013 under Sec. 348.15(9)(f) 1., provides that there is no weight limitation per wheel, axle, or group of axles for Category B Implements of Husbandry as defined in Sec. 340.01(24)(a).1.b., but does apply gross vehicle weight limitations to these vehicles, and;

2. WHEREAS, Sec. 348.15(9)(f).1., Wisconsin Statutes, authorizes the municipality or county to require compliance with axle weight limitations established under Sec. 348.15(3)(g) for Category B Implements of Husbandry on all highways under its jurisdiction.

3. I. The Rock County Board of Supervisors at its regular meeting this ___ day of ____________, 2014, does ordain as follows:

4. That section 3.112 of the Code of Ordinances of Rock County is hereby renumbered as section 3.113.

5. That sec. 3.112 of the Rock County Code of Ordinances is hereby created to read as follows:

3.112 Weight Limits

(1) Implements of Husbandry
(a) Class A Highway

1. Category B Implements of Husbandry is defined by Sec. 340.01(24)(a).1.b., Wisconsin Statutes.

2. Pursuant to Sec. 348.15(9)(f) Wisconsin Statutes, all Category B Implements of Husbandry may not exceed the weight limits imposed by Chapter 348.15(3)(g), Wisconsin Statutes.

3. In order to exceed the length and/or weight limitations on county highways, a no-fee permit shall be applied for from the County.

4. Pursuant to Sec. 348.27(19)(b).4m.a., Wisconsin Statutes, in the event an application for a no-fee permit is made for a Category B Implement of Husbandry, and the application is denied specifically as to applicant’s proposed route, the County is required to provide an approved alternate route, which may include highways that are non-county highways if prior approval has been given to the County by the jurisdiction of the non-county highway over that jurisdiction’s alternate routes of operation of Category B Implements of Husbandry.

(2) Section 3.112 shall become effective January 1, 2015, and shall remain in effect until rescinded by further action of the Rock County Board of Supervisors.

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

Authorizing section 3.112
Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Chapter 3.112)
Page 2

FISCAL NOTE:
No fiscal impact.

\[\text{Signature}\]
Sherry Oja
Finance Director

LEGAL NOTE:
This action is authorized by sec. 59.02(2), Wis. Stats.

\[\text{Signature}\]
Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

\[\text{Signature}\]
Josh Smith
County Administrator
EXECUTIVE SUMMARY

Wisconsin Act 377 of 2013 is an act to repeal, renumber, amend, recreate, and/or create State Statutes relating to operation of agricultural vehicles on highways and providing a penalty for operating overweight or oversize agricultural vehicles.

Under Act 377, the County has multiple options to regulate Implement of Husbandry (IOH) operation on roads. These six options range from no weight limits to stringent limitations.

In review and evaluation of these options, in conjunction with a recommendation of the Wisconsin County Highway Association, and consistent with implementation on State highways, it is recommended that “Option E” be implemented. “Option E” is the most stringent option.

“Option E” requires Category B IOH to comply with the axle weight limit criteria of 23,000 pounds per axle.

According to State Statute, all IOH, with the exception of 1) potato harvesters and 2) transportation of IOH between a dealership and a farm, which would exceed the designated weight limits are required to obtain a no-fee permit from the jurisdiction of authority in order to operate legally on that jurisdiction’s highways.

In creating consistent weight limits for all IOH, uniform permit and enforcement processes can be established. The County Public Works Department will be expected to absorb processing the many hundreds of permits that will arise because of this new law.

County permits will be required annually for all IOH that would exceed the defined weight limits on county highways. Permit denials pertaining specifically to applicant’s proposed routes shall require the jurisdiction of authority to provide an alternate route. If the alternate route is not acceptable to the applicant, they may appeal through an administrative review process to the Rock County Public Works Committee. The applicant has the option of bypassing the administrative review process and filing an action directly in circuit court challenging the adverse action.

Enforcement shall be by the Rock County Sheriff’s Office and be consistent with State Statutes. The enforcement process is basically unchanged with the exception of the following modifications regarding weight limits and penalties.

Weight limits have been increase approximately 15 percent: Prior weight limits were 20,000 pounds per axle and 80,000 pounds gross vehicle weight. New limits are 23,000 pounds per axle and 92,000 pounds gross vehicle weight.

Penalties incurred on or before January 1, 2020, shall be calculated using the prior weight limits of 20,000 pounds per axle and 80,000 pounds gross vehicle weight. After January 1, 2020, the limits will sunset and be in accordance with the previous State Statute(s).
APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/15-12/31/17

PER DIEM: Yes, Per Chapter 449, Wis. Stats. 45.15

PRESENT MEMBER: Patrick Brown

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Patrick Brown
1420 N. Pontiac Drive
Janesville, WI 53545

EFFECTIVE DATE: January 1, 2015
APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITION: Member of the Local Emergency Planning Committee

AUTHORITY: Wis. Stats. 59.54(8)  
County Board Resolution #95-7A-042

TERM: Term Ending 7/31/2017

PER DIEM: For County Board Supervisors Only  
Yes, Per Board Rule IV.J.

PRESENT MEMBER: Beth Natter

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Lt. Brad Altman  
Wisconsin State Patrol  
Southern Region Headquarters  
911 W. North Street  
DeForest, WI 53532-0610

EFFECTIVE DATE: November 20, 2014
APPOINTMENTS TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL

POSITION: Members of the Disabled Parking Enforcement Assistance Council

AUTHORITY: Wis. Stats. 349.145 and County Board Resolution #95-9B-068

TERM: Three Years Ending December 31, 2017

PER DIEM: No

PRESENT MEMBERS: Susan Neumann
Madelyn Glaeden
James Westrick

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Susan Neumann
1310 E. Mound Road
Edgerton, WI 53534

Madelyn Glaeden
148 Hillside Court
Janesville, WI 53545

James Westrick
3104 Ruger Avenue
Janesville, WI 53546

EFFECTIVE DATE: November 20, 2014
APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD

POSITION: Members of the Arrowhead Library System Board

AUTHORITY: Wis. Stats. 43.19 and County Board Resolution 73-7-64

TERM: Term Ending December 31, 2017

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Rick Richard
Bill Wilson

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Wes Davis
4210 Castlemoor Dr.
Janesville, WI 53546

Bill Wilson
417 E. High Street
Milton, WI 53563

EFFECTIVE DATE: November 20, 2014
APPOINTMENT TO THE LAND CONSERVATION COMMITTEE

POSITION: Member of the Land Conservation Committee

AUTHORITY: County Board Rule IV.G. and IV.H.

TERM: Unexpired Term of Wes Davis Ending April 2016

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Wes Davis

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Jeremy Zajac
102 Morgan St.
Milton, WI 53563

EFFECTIVE DATE: November 20, 2014
APPOINTMENT TO THE AGRICULTURE AND LAND CONSERVATION COMMITTEE

POSITION: Member of the Agriculture and Land Conservation Committee

AUTHORITY: County Board Rule IV.G. and IV.H.

TERM: Unexpired Term of Rick Richard Ending April 2016

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Rick Richard

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Wes Davis
4210 Castlemoor Dr.
Janesville, WI 53546

EFFECTIVE DATE: November 20, 2014
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans & Aging Committee
INITIATED BY
John Solis CVSO
DRAFTED BY
October 15, 2014
DATE DRAFTED

AMENDING THE 2014 VETERANS SERVICES BUDGET

WHEREAS, the Rock County Veterans Services Veterans Donation Trust is funded solely by donations from Rock County Citizens and Veterans Groups; and,

WHEREAS, the County Veterans Service Officer estimates the amount of donations that may be received and expended annually for the Veterans Donation Trust; and,

WHEREAS, the previous years unexpended donations are carried over at the end of each budget year; and,

WHEREAS, the 2014 donations received and carry over amounts have exceeded the 2014 Donation Trust budget.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on the day of , 2014 does hereby amend the Veterans Services 2014 budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget at 10/15/2014</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
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<td>38-3800-0000-46000</td>
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<td>6,500</td>
</tr>
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<td>Veterans Donation Trust</td>
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<td>38-3800-0000-64904</td>
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Respectfully submitted,

EDUCATION, VETERANS, AGING COMMITTEE

Rick Richard, Chair

/\ Jeremy Zajac
Jeremy Zajac

Edwin Nash
Norvain Pleasant
Kathy Schütz

FINANCE COMMITTEE

Reviewed and approved on a vote of

Mary McWhinney, Chair
FISCAL NOTE:
The Veterans Services office has collected more donations than budgeted for in 2014. This resolution amends the Veterans Services budget to allow for the expenditure of these donations.

Sherry Oja
Finance Director

LEGAL NOTE:
The County pursuant to Sec. 59.52(19), Wis. Stats. may accept donations. As an amendment to the adopted 2014 County Budget, this resolution requires a 2/3 vote of entire membership of the County Board pursuant to Sec. 65.90, Wis. Stats.

Jeffrey R. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

The Rock County Veterans Services Veterans Donation Trust is funded solely by donations from Rock County Citizens and Veterans Groups. During the budget preparation process, the donation amount is estimated.

This year requests for emergency assistance from the Veterans Donation Trust are on pace to exceed the 2014 budgeted amount of $5,000. We are entering the fall of the year when utilities will require customers to bring their accounts up to date or risk getting utilities shut off before the November 15th deadline. Based on previous year's requests for assistance I estimate we will need authority to spend an additional $1,500 from the Donation Trust.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Planning & Development Committee
INITIATED BY

Planning & Development Committee
SUBMITTED BY

Colin Byrnes: Acting Planning & Development Director
DRAFTED BY

November 5, 2014
DATE DRAFTED

AMENDING THE 2014 COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND
AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT
HOME PROGRAM FUNDS

WHEREAS, Rock County Community Development, along with the cities of Beloit and Janesville, is a
member of the Rock County HOME Consortium for the receipt of HOME Investment Partnerships Program
Funds (HOME Funds). These Federal block grants are awarded to state and local governments and are
designed exclusively to create affordable housing for low-income households; and,

WHEREAS, in November of 2013, the lead Consortium member (City of Janesville) conducted a monitoring
of Rock County’s HOME Program. The monitoring resulted in Findings that cited program deficiencies in the
area of determining program eligibility. Fourteen (14) projects were identified as having HOME funds
expended on costs or activities that did not meet the eligibility requirements for funding under the HOME
Program, and in order to continue to conduct the program are required to be repaid; and,

WHEREAS, these funds, plus the administrative funds that were used in support of these projects, must now
be allocated to the appropriate entity and repaid to both the HOME Investment Trust Fund Treasury account
and to the locally held Program Income account from which they were drawn from. As indicated by the lead
Consortium member, the repayment of these funds must come from non-federal funds; and,

WHEREAS, a total of $44,797.50 in funding is required to be reimbursed to the HOME Investment Trust
Fund Treasury and a total of $151,801.18 is required to be reimbursed to the local Rock County HOME
Program Income account funds. The funding that is to be reimbursed to the local Program Income account will
be used for future Rock County HOME Program projects and the funding that is to be reimbursed to the
HOME Investment Trust Fund Treasury will be applied to and be used for joint HOME consortium funded
projects conducted within Rock County (including the Cities of Beloit and Janesville); and,

WHEREAS, administrative and staffing fees associated with these 14 projects were collected and totaled
$17,872.61. These administrative funds total ten percent (10%) of the project costs and are not recoverable for
being paid back to the County General Fund account, and,

WHEREAS, when the $178,726.07 of HOME Program funds provided as loans are repaid through monthly
installment repayments, upon sale or transfer, or when it is no longer the homeowner’s primary place of
residence, these funds will be repaid to the Rock County General Fund account; and,

WHEREAS, reimbursement of funding for ineligible projects will serve towards the closing out of the
remaining monitoring Findings and additionally provide Program Income funds that will create future
affordable housing opportunities for low-income Rock County residents.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this
_______ day of __________, 2014, hereby authorizes disbursements of Rock County General Funds for
reimbursement in the amount of $44,797.50 to the HOME Investment Trust Fund Treasury and $151,801.18 to
be reimbursed to the locally held Rock County HOME Program Income account.

BE IT FURTHER RESOLVED, that the Rock County Planning & Development Department 2014 Budget be
amended as follows:
AMENDING THE 2014 COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT HOME PROGRAM FUNDS
Page 2

<table>
<thead>
<tr>
<th>A/C DESCRIPTION</th>
<th>BUDGET AT 11/01/2014</th>
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<th>AMENDED BUDGET</th>
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<td>Program Expense</td>
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</tr>
</tbody>
</table>

Respectfully Submitted,

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Jason Heidenreich

Wes Davis

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

This resolution authorizes the use of $196,599 from the General Fund for the repayment of HOME program loans and administrative costs that did not meet eligibility requirements. Of this amount, $178,726 will be repaid over time by homeowners and deposited back into the General Fund.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires the 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair
AMENDING THE COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT HOME PROGRAM FUNDS

EXECUTIVE SUMMARY

Rock County Community Development, along with the Cities of Beloit and Janesville, is a member of the Rock County HOME Consortium for the receipt of HOME Investment Partnerships Program Funds (HOME Funds). The HOME Program funds a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. The Rock County Community Development Housing Program currently provides these funds to eligible property owners in the form of a 0% deferred payment loan that is repaid through either: monthly installment payments, upon sale or transfer of the property, or when the property is no longer the homeowner’s primary place of residence.

In November of 2013, the lead Consortium member (City of Janesville) conducted a monitoring of Rock County’s HOME Program. The monitoring resulted in Findings that cited program deficiencies in the area of determining program eligibility. Fourteen (14) projects were identified as having HOME funds expended on costs or activities that did not meet the eligibility requirements for funding under the HOME Program. In order to continue to conduct the program, the ineligible costs are required to be repaid.

Funding for HOME projects comes from one of two sources: either Program Income or Entitlement monies. Program Income are the loan funds that have been repaid to the County’s HOME Program upon sale or transfer of an assisted property or when the property ceases to be the homeowner’s primary place of residence. Entitlement/Grant monies are federally awarded funds that have yet to be drawn down for HOME Program use. In addition to the funds used to pay for material and labor for housing projects the Department is authorized to draw on funds up to ten percent (10%) of the project cost as administration fees. These fees were used to offset Department operational costs and are included in the figures for reimbursement.

A funding analysis of the fourteen (14) identified projects indicates that:

- Program Income was exclusively used on eleven (11) projects for a total reimbursement of $151,801.18. This Program Income reimbursement will be repaid to the locally held Community Development Program Income Fund and will be expended on future Rock County HOME Program projects.

- Entitlement/Grant monies were utilized on three (3) projects for a total reimbursement of $44,797.50. This Entitlement/Grant monies reimbursement will be repaid to the HOME Investment Trust Fund Treasury and will be applied to and used for joint HOME Consortium funded projects conducted within Rock County (including the Cities of Beloit and Janesville).

Administrative fees in the amount of $17,872.61 were collected for these fourteen (14) projects. These operational/staffing costs are not recoverable for being paid back to County General Fund accounts. In contrast, when the $178,726.07 of HOME Program funds provided as loans are repaid through monthly installment repayments, upon sale or transfer, or when it is no longer the homeowner’s primary place of residence, these funds will be repaid to the Rock County General Fund account.

As indicated by the lead Consortium member, any money disbursed for project costs or administrative expenses for these ineligible projects must be reimbursed from non-federal funds. This Resolution proposes to reimburse these funds from the Rock County General Fund account in an effort to address and close out the monitoring Findings and additionally provide Program Income funds that will create future affordable housing opportunities for low-income Rock County residents. Therefore, funds in the amount of $196,598.68 will be an outright supplemental appropriation from the General Fund.

SUMMARY OF HOME CONSORTIUM PROGRAM REPAYMENT

<table>
<thead>
<tr>
<th>Funding Source:</th>
<th>Funding Source:</th>
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<tbody>
<tr>
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<td>Admin. (10%)</td>
<td>$ 13,800.11</td>
<td>$ 4,072.50</td>
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<td></td>
<td>$151,801.18</td>
<td>$44,797.50</td>
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</table>
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden

INITIATED BY

Public Safety & Justice Committee

Sergeant Shena Kohler

DRAFTED BY

October 29, 2014

DATE DRAFTED

AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF’S BUDGET

WHEREAS, the Rock County Hazardous Materials Response Team has identified the need for a replacement response vehicle; and,

WHEREAS, the State of Wisconsin has agreed to provide supplemental funding to the Rock County Hazardous Material Response Team to participate in the statewide agreement as a state response asset, to be further identified as a Level III Hazardous Response Team, a member of the Southwest Wisconsin Hazardous Materials Taskforce; and,

WHEREAS, supplemental funding received from the State of Wisconsin, in combination with funding available within the 2014 budget can be used for vehicle purchases for the Rock County Hazardous Materials Response Team, relieving costs that would otherwise be the exclusive responsibility of Rock County to provide; and,

WHEREAS, Section 19.08 (4) of the Purchasing Ordinance does allow Rock County to purchase vehicles through a cooperative purchasing agreement with the State of Wisconsin under Contract # 15-07006-201; and,

WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for Rock County vehicle purchases; and,

WHEREAS, The Sheriff’s Office and Purchasing staff have reviewed the State of Wisconsin bid specifications and recommend purchasing one Ford F350 truck from Ewald Automotive.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this ______ day of _________, 2014 that Purchase Orders be issued as follows:

$ 39,960 to Ewald Automotive for 1 Ford Super Duty F350
$ 5,974 to General Fire Equipment Company for 1 NFPA Light Package
$ 600 to Comac Signs for Vehicle Lettering
$ 2,697 to Bandi Communications for Mobile Radios

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Rock County Sheriff.

BE IT FURTHER RESOLVED, that the Sheriff’s budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget As of 11/01/14</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
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<td>Source of Funds</td>
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AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF'S BUDGET
Page 2

<table>
<thead>
<tr>
<th>Account/Description</th>
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</table>

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Henry Brill, Vice Chair

Terry Fell

Brian Knudson

Larry Wiedenfeld

Finance Committee Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the purchase of a replacement hazardous response team vehicle. Sufficient funding is available from state aid, Hazmat Team program prior year fund balance and 2014 budget for the cost of this vehicle.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended:

Josh Smith
County Administrator
AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF'S BUDGET

EXECUTIVE SUMMARY

The Rock County Hazardous Materials Response Team has recognized the need for a replacement emergency response vehicle, capable of hauling the team's large equipment trailer. The current emergency response van is no longer safe for pulling the equipment trailer due to age and limited towing capabilities. The response trailer weighs over 10,900 lbs. yet the current towing vehicle is rated to only pull up to 10,000 lbs. Modifications can no longer improve the safety or towing capacity of either piece of equipment.

The State of Wisconsin has agreed to provide supplemental funding to the County of Rock, which is to be used for the purchase of equipment and resources necessary for the team's operations following a 2014 contractual agreement to serve as a state response team for incidents outside of the Rock County area. This funding opportunity supplements the needs of the Rock County team, assisting with purchases otherwise deemed the responsibility of Rock County.

The Sheriff's Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Rock County Hazardous Materials Response Team needs. The total cost breakdown for the response vehicle is as follows:

- $39,960  1 Ford Super Duty F350
- $5,974  1 NFPA Light Package
- $600  Vehicle Lettering
- $2,697  Mobile Radio Communications
- $49,231  Total Request
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY
Public Safety and Justice Committee
SUBMITTED BY

Capt. Gary L. Groelle
DRAFTED BY
November 13, 2014
DATE DRAFTED

AUTHORIZING ACCEPTANCE OF 2014-15 OWI TASK FORCE GRANT

WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes Federal Highway Safety funds available to local law enforcement agencies for various traffic safety programs; and,

WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional enforcement patrols directed at improving traffic safety by impaired driving enforcement, thus reducing hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents; and,

WHEREAS, the Rock County Sheriff’s Office and other Rock County Law Enforcement Agencies are eligible to receive a grant of $60,000 to participate in this program; and,

WHEREAS, grant funds in the amount of $60,000 will be used for overtime wages and related benefits; and,

WHEREAS, this grant requires a local match of 25%.

NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this day of _____, 2014, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Project Grants.

BE IT FURTHER RESOLVED, that the 2014 budget be amended as follows:

<table>
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<tr>
<th>Account/Description</th>
<th>Budget 10/01/14</th>
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</tbody>
</table>
Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Henry Brill, Vice Chair

Brian Knudson

Terry Fell

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $60,000 in Federal Aid for the OWI Task Force. The grant will be shared by the Rock County Sheriff's Office and various law enforcement agencies. The grant requires a 25% match. Rock County's share of the match is already included in the budget as wages, mileage and equipment.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 49.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary
Authorizing Acceptance of
2014-15 OWI Task Force Grant

Alcohol-impaired Driving: In Wisconsin during 2013 alcohol was listed as a contributing factor in 4.2% of all crashes. 35.1% of all vehicle crash fatalities in 2013 were alcohol-related, resulting in 185 deaths. Alcohol-impaired driving is associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include speeding, and failure to wear safety belts.

Enforcement Area (Targeting): WisDOT analysis has identified roadway segments patrolled by this agency as ‘at-risk’. All alcohol and speed-related crash data from the three previous years for every jurisdiction in Wisconsin were analyzed, including those involving property damage through all ranges of injuries to those that resulted in death. These data were scientifically weighted, following established statistical protocol. Using the weighted data, the Bureau identified those places in Wisconsin with the largest crash frequency due to excess alcohol use or speed. After factoring in each identified, at-risk location’s population density, a snapshot of the state’s most likely places for similar crashes per capita was established. Source: BOTS Analysis

The OWI Task Force Grant is a “Joint Task Force” which includes the participation of other Law Enforcement agencies in Rock County. Those included at this time are: Beloit Township Police Department; Edgerton Police Department; Evansville Police Department; Janesville Police Department and Rock County Sheriff’s Office.

The grant is for $60,000, all of which will be used for overtime expenses.

The Sheriff Office estimates that they will use $15,000 of the grant funds. The remaining grant funds will be distributed to the other participating municipalities for overtime.

The grant requires a 25% match. Ten percent of the match is a “Hard Match.”

This is the second consecutive year that the Rock Sheriff’s Office has participated in this grant.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

Diane Michaelis
DRAFTED BY

November 12, 2014
DATE DRAFTED

Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Smart Phone Upgrade

WHEREAS, federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture Program; and,

WHEREAS, equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only; and,

WHEREAS, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant the recipient's appropriated operating budget; and,

WHEREAS, for their participation in the program, the Sheriff's Office received funds in the amount of $3,486; and,

WHEREAS, the Sheriff's Office plans to use the funds to upgrade smart phones to be compatible with the new Microsoft Exchange system.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of __________, 2014 that the 2014 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 11/01/14</th>
<th>Increase (Decrease)</th>
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<td>Telephone - ESF</td>
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<td>$3,486.00</td>
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Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Henry Brill, Vice Chair

Brian Knudson

Terry Fell

Larry Wiedenfeld

Finance Committee Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair
FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff's FBI Forfeiture account, A/C 00-0000-0070-29637, which has a current balance of $44,749.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey W. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Upsh Smith
County Administrator
Executive Summary

Amending the Sheriff's 2014 Budget to
Use Equitably Shared Funds for
Smart Phone Upgrade

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient’s appropriated operating budget.

For their participation in the program, the Sheriff’s Office received funds in the amount of $3,486. The Sheriff’s Office plans to use the funds to upgrade smart phones. The Sheriff’s Office currently uses Blackberry smart phones. When the County migrates from the current Group Wise E-mail system to the Microsoft Exchange system, the blackberries will no longer be supported.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
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<tbody>
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<tr>
<td>Cases</td>
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<td>Chargers</td>
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<td><strong>$249</strong></td>
<td><strong>$3,486</strong></td>
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APPROVAL OF BILLS OVER $10,000.00

Rock County

RESOLUTION NO. 14-11D-151 AGENDA NO. 12.B.

11/05/2014

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER $10,000 AS REQUIRED BY COUNTY BD. RULE H. (3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
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<td>2014 JAG GRANT</td>
<td>BELOIT POLICE DEPARTMENT</td>
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<tr>
<td>P1403176</td>
<td>SHERIFF</td>
<td>2014 JAG GRANT</td>
<td>JANESVILLE POLICE DEPARTMENT</td>
<td>16,800.00</td>
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CLAIMS IN THE AMOUNT OF $30,700.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00.

JEFFREY S. KUGLITSCH, CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY GIA, FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. 14-11D-152 AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER $10,000 AS REQUIRED BY COUNTY BD. RULE H.(3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1403599</td>
<td>INFORMATION TECH</td>
<td>ELECTIONS</td>
<td>ELECTION SYSTEMS AND SOFTWARE</td>
<td>40,315.00</td>
</tr>
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</table>

CLAIMS IN THE AMOUNT OF $40,315.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00.

JEFFREY S. HUGLITSCHE
CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH
COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. __________________ AGENDA NO. __________________

10/28/2014

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER $10,000 AS REQUIRED BY COUNTY BD. RULE H.(3), AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1403835</td>
<td>DPW</td>
<td>COST POOLS BLDG</td>
<td>ANGUS YOUNG ASSOCIATES</td>
<td>19,900.00</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF $19,900.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
The County Board Rule Cited Requires the County Board to Examine and Settle All Claims Over $10,000.00.

JEFFREY S. KUGLITSCH, CORPORATION COUNSEL

FISCAL NOTE:
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY O'NA, FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR
PURCHASE ORDER NUMBER P1400818 PEID 012080

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and JodiMillis in Purchasing (jodil@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE November 10, 2014

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Creative Community Living Services Inc

ACCOUNT NUMBER 33-3310-0000-62604

FFUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE $143,660

INCREASE FROM $1,980,961 TO $2,124,621

ACCOUNT BALANCE AVAILABLE $531,459.67 SB 11/10/14

REASON FOR AMENDMENT This increase is the result of one client moving into residential services from an institution and start-up costs for this client.

APPROVALS

GOVERNING COMMITTEE
Chair Date

FINANCE COMMITTEE
(If over $10,000)
Chair Date

COUNTY BOARD
(If over $10,000)
Resolution # Adoption Date

AMENDFORM 10/12
PURCHASE ORDER NUMBER  P1400819       PEID 010178

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE November 10, 2014

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Dungarvin Wisconsin LLC

ACCOUNT NUMBER 33-3310-0000-62620

FUNDS DESCRIPTION CIP 1A

AMOUNT OF INCREASE $22,963

INCREASE FROM $125,177 TO $148,140

ACCOUNT BALANCE AVAILABLE $135,278.07 SB 11/10/14

REASON FOR AMENDMENT One current CIP 1B residential client moving into CIP 1A funding.

APPROVALS

GOVERNING COMMITTEE
Chair Date

FINANCE COMMITTEE
(If over $10,000)
Chair Date

COUNTY BOARD
(If over $10,000)
Resolution # Adoption Date

AMENDFORM 10/12
PURCHASE ORDER NUMBER  P1400833  PEID  021141

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrace. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Mills in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE  October 14, 2014

DEPARTMENT  DD Board

COMMITTEE  Rock County DD Board

VENDOR NAME  REM Wisconsin II Inc.

ACCOUNT NUMBER  33-3310-0000-62620

FUNDS DESCRIPTION  CIP 1A

AMOUNT OF INCREASE  $103,524

INCREASE FROM  $822,079 TO  $925,603

ACCOUNT BALANCE AVAILABLE  $178,154.42 SB 10/14/14

REASON FOR AMENDMENT  This change is the result of a rate increase for one current CIP 1A client and one CIP 1B client moving to CIP 1A funding.

APPROVALS

GOVERNING COMMITTEE  

Chair  

Date  

FINANCE COMMITTEE  

(If over $10,000)

Chair  

Date  

COUNTY BOARD  

(If over $10,000)

Resolution #  

Adoption Date  

AMENDFORM 10/12
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

RESOLUTION

Rock County State of Wisconsin

AWARDING A CONTRACT FOR ENGINEERING SERVICES FOR STANDBY POWER
GENERATOR UPGRADE AT THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Department of Public Works (DPW) Building was built in 1981; and,
WHEREAS, the current standby power generator and related electrical panels no longer meet the
needs of the DPW Building and need to be upgraded; and,
WHEREAS, DPW staff prepared specifications and the County Purchasing Division solicited
qualifications and cost proposals for engineering services for removing and replacing the existing
standby power generator with a new standby power generator and upgrading electrical panels.
NOW, THEREFORE, BE IT RESOLVED, that the Public Works Department is hereby authorized
by the Rock County Board of Supervisors convened this ______ day of ________, 2014 to award
the contract for engineering services for the removal and replacement of the existing standby power
generator and upgrading electrical panels at the Department of Public Works to the highest ranked
and lowest proposed fee firm, Angus Young Associates, Inc. in the amount of $19,900.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva M. Arnold

Brenton Driscoll

Rick Richard
AWARDING A CONTRACT FOR ENGINEERING SERVICES FOR STANDBY POWER GENERATOR UPGRADE AT THE DEPARTMENT OF PUBLIC WORKS
Page 2

FISCAL NOTE:
Sufficient funds are available in the DPW Building and Grounds Cost Pool capital account, A/C 41-4350-4270-67161, for the cost of these engineering services.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
- Executive Summary -

The Department of Public Works Building was built in 1981. The building currently relies on the original standby power generator to maintain power for portions of the facilities operations during a power outage. The existing generator is fueled by diesel fuel and is located in the mezzanine area directly above the superintendent’s office. Currently, the generator provides power to the main shop and garage area and only provides safety lighting throughout the rest of the facility.

With the proposed generator upgrade, many electrical panels will be affected. These electrical panels have original breakers that are no longer manufactured. New replacement breakers are not available and we have had to utilize refurbished breakers when breakers have failed. This has resulted in the affected area being down for at least three days while the refurbished breakers are ordered and shipped.

With a contract for engineering services to provide details and specifications for a new generator and electrical panel upgrades, many options can be evaluated including; allowing the entire facility to operate normally during a power outage, cost effective fueling alternatives, utilizing an outdoor location for a new generator, and utilizing breakers that are available locally, minimizing down time. The generator replacement and electrical panel upgrades are scheduled to be completed in 2015, if approved by the County Board as part of the DPW budget.

The Department, in conjunction with the county Purchasing Division, solicited qualifications and cost proposals for engineering services for removing and replacing the existing standby power generator with a new standby power generator.

Staff is recommending the award of a contract to the highest ranked and lowest proposed fee firm, Angus-Young Associates, Inc. of Janesville, WI for the base bid in the amount of $19,900 for the project.

Respectfully submitted,

Benjamin J. Coopman, Jr.
Public Works Director
QUALIFICATIONS & COST PROPOSAL SUMMARY FORM

PROJECT NUMBER: 2014-59
PROJECT NAME: ENGINEERING SERVICES – REPLACEMENT AND RELOCATION OF STANDBY POWER GENERATOR
PROPOSAL DUE DATE: OCTOBER 13, 2014 – 12:00 NOON
DEPARTMENT: PUBLIC WORKS

<table>
<thead>
<tr>
<th></th>
<th>ANGUS YOUNG JANESVILLE WI</th>
<th>BAXTER &amp; WOODMAN BURLINGTON WI</th>
<th>IBC ENGINEERING WAUKESHA WI</th>
<th>HDR CHICAGO IL</th>
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<tr>
<td>RATER 1</td>
<td>90</td>
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<td>87</td>
<td>74</td>
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<tr>
<td>RATER 2</td>
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<tr>
<td>RATER 3</td>
<td>90</td>
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<td>86</td>
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<tr>
<td>TOTAL SCORE</td>
<td>263</td>
<td>253</td>
<td>249</td>
<td>190</td>
</tr>
</tbody>
</table>

Request for Qualifications and Cost Proposal was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond. One vendor submitted a “No Bid”.

PREPARED BY: JODI L MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ANGUS YOUNG ARCHITECTS

SIGNATURE: [Signature]
DATE: 18-27-14

GOVERNING COMMITTEE APPROVAL:

CHAIR: [Signature]
VOTE: 11-13-14
RESOLUTION NO. 14-11D-154  
AGENDA NO. 12.B.2.  

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS  

Finance Committee  
INITIATED BY  

Finance Committee  
SUBMITTED BY  

Amy Spoden, HR Manager  
DRAFTED BY  

October 15, 2014  
DATE DRAFTED  

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE  

1 WHEREAS, Willis of Wisconsin, Inc., Rock County's Insurance Consultant, solicited proposals from  
2 Stop-loss carriers; and,  
3  
4 WHEREAS, SYMETRA is the most competitive option for Stop-Loss coverage for Rock County;  
5 and,  
6  
7 WHEREAS, the Finance Committee has reviewed the options and selected a Stop-Loss retention level  
8 of  
9 $175,000 for monthly premiums of $30.90 per single plan and $73.66 for a family plan.  
10  
11 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly  
12 assembled on this day of ________, 2014 hereby authorizes the execution of a  
13 contract with SYMETRA for administration of the County's Stop-Loss Coverage effective January 1,  

Respectfully Submitted,  

FINANCE COMMITTEE  

Mary Mawhinney, Chair  

Sandra Kraft, Vice Chair  

Mary Beaver  

Brent Fox  

Russell Podzilni  

FISCAL NOTE:  

Sufficient funds are available in the 2015 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 333 Single Plans and 836 Family Plans, the annual stop-loss premium would be $862,433.  

Sherry Oja  
Finance Director  

LEGAL NOTE:  

The County Board is authorized to take this action  
Pursuant to secs. 59.01, 59.51, and 59.52 (11)(c),  
Wis. Stats.  

Jeffrey S. Kuglitsch  
Corporation Counsel  

ADMINISTRATIVE NOTE:  

Recommended.  

Josh Smith  
County Administrator
RESOLUTION NO. 14-112-155
AGENDA NO. 12.B.3.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY

Robert Leu
DRAFTED BY

October 21, 2014
DATE DRAFTED

Awarding Contract for Weapons Screening Services at the Rock County Courthouse for 2015-2017

WHEREAS, in October, 1993, the County Board passed a resolution endorsing the concept plan for the Courthouse addition, including placement of the weapons screening station on the second floor; and,

WHEREAS, the County contracts with a private company to provide weapons screening at the Courthouse; and,

WHEREAS, specifications were prepared, and bids solicited for 2015, 2016, and 2017.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this____ day of ________, 2014, that a contract for weapons screening at the Courthouse be awarded to the low bidder, JBM Patrol, from Madison, based on the terms and conditions set forth in the Contract, and Invitation to Bid #2015-05, for years 2015, 2016, 2017, at $64,504.00, 65,780.00 and $67,100.00 respectively.

Respectfully submitted,

General Services Committee:

Henry Brill, Chair
Jason Heidenreich, Vice Chair
Tom Brien
Edwin Nash
Jeremy Zajac

FISCAL NOTE:

Sufficient funding has been included in the 2015 budget and will need to be included in future budgets for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey R. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary
Weapons Screening Services at Courthouse

The resolution before you awards the three-year contract for weapons screening services to JBM Patrol of Madison, WI. Five bids were received, JBM Patrol held the contract back in 2009, 2010, and 2011 and performed as required in the specifications.

Coverage at the screening station will be:
One Person 7:15 – 3:15 M-Th
One Person 7:15 - 1:15 F
One Person 7:15 – 5:15 M-F
This totals 4,400 hours.

The cost to staff the screening station for 2015, will be $64,504.00 as bid. An additional $2,500.00 is budgeted to cover authorized overtime for screening personnel when court proceedings go past 5:15.

Under the contract, the contractor agrees to hire graduates of a professional police academy with at least one-year experience as an active sworn officer, a retired sworn officer, or an inactive officer. The contract also contains language that allows the County to terminate the contract upon a 30 day written notice, and has the right to increase or decrease the hours of service should the need exist.
## BID SUMMARY FORM

**PROJECT NUMBER**  #2015-05  
**PROJECT NAME**  WEAPONS SCREENING  
**BID DUE DATE**  OCTOBER 9, 2014 – 1:30 P.M.  
**DEPARTMENT**  GENERAL SERVICES  

<table>
<thead>
<tr>
<th></th>
<th>JBM PATROL MADISON WI</th>
<th>SECURATEX OAK BOOK TERRACE IL</th>
<th>WATSON ROCKTON IL</th>
<th>GLOBAL DAVENPORT IA</th>
<th>G4S MILWAUKEE WI</th>
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<tbody>
<tr>
<td>2015 HOURLY RATE-GUARD</td>
<td>14.66</td>
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<td>2015 OT RATE-SUPERVISOR</td>
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<td>15.03</td>
<td>26.42</td>
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**2015 CONTRACT - 4,440 HOURS**  
$ 64,504.00  $ 66,378.00  $ 66,733.20  $ 75,002.40  NOT LISTED  

<table>
<thead>
<tr>
<th></th>
<th>JBM PATROL MADISON WI</th>
<th>SECURATEX OAK BOOK TERRACE IL</th>
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<tbody>
<tr>
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<tr>
<td>2016 OT RATE-SUPERVISOR</td>
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<td>15.48</td>
<td>26.42</td>
<td>42.00</td>
</tr>
</tbody>
</table>

**2016 CONTRACT - 4,440 HOURS**  
$ 65,780.00  $ 67,710.00  $ 68,731.20  $ 75,002.40  NOT LISTED  

<table>
<thead>
<tr>
<th></th>
<th>JBM PATROL MADISON WI</th>
<th>SECURATEX OAK BOOK TERRACE IL</th>
<th>WATSON ROCKTON IL</th>
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<td>15.79</td>
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**2017 CONTRACT - 4,440 HOURS**  
$ 67,100.00  $ 67,710.00  $ 70,107.60  $ 77,261.20  NOT LISTED  

**TOTAL 3 YEARS**  
$ 197,384.00  $ 201,798.00  $ 205,572.00  $ 227,266.00  NOT LISTED  

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Eight additional vendors were solicited that did not respond.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY

Robert Leu
DRAFTED BY

October 23, 2014
DATE DRAFTED

Authorizing Purchase of Chemistry Lab Fume Hood for UW-Rock

1 WHEREAS, a fire in a fume hood, in the chemistry lab, in Williams Hall destroyed the fume hood and
adjacent ductwork; and,

2 WHEREAS, Campus staff extinguished the fire within the confines of the hood; and,

3 WHEREAS, installation of the replacement fume hood needs to take place in January, when the campus
is on winter break; and,

4 WHEREAS, due to a possible 14 week lead time for delivery, the County Administrator, on October 22,
2014, felt it was in the best interest of the county to place the order for the fume hood without delay, as
provided for under section 2.218(2) of the Rock County Purchasing Ordinance; and,

5 WHEREAS, the County’s property insurance will cover the cost of the hood and related costs, minus the
$2,500 deductible.

6 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
this __ day of __________, 2014, hereby confirms the ordering of a Hamilton Scientific 8 foot
Pioneer Fume Hood from Haldeman Homme, Inc. for $17,870 under pricing and terms set forth under
UW Madison Contract #13-5763.H.H.FEIN 41-0733913; and,

7 BE IT FURTHER RESOLVED, that payment be made upon approval of the General Services
Committee.

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heideman, Vice Chair

Tom Brien

Edwin Nash

Jeremy Zajac
LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.52(6), Wis. Stats. The County Administrator’s actions are allowed pursuant to the Rock County Purchasing Ordinance.

Jeffrey S. Kugitsch
Corporation Counsel

FISCAL NOTE:

Sufficient appropriation authority is available in the UW-Rock capital account, 18-1843-0000-67200, for the cost of the fume hood and repairs. The costs, minus the $2,500 deductible, will be reimbursed by insurance.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

Authorizing Purchase of Chemistry Lab Fume Hood

A chemical fire occurred in a fume hood in the Chemistry Lab on the UW-Rock Campus. The fire destroyed the fume hood and ductwork. Staff extinguished the fire, and no one was injured.

The Campus would like the fume hood installed before the spring semester starts January 26th. Because of a possible 14 week lead time for delivery, County Administrator Josh Smith felt it was in the best interest of the County to place the order for the fume hood without delay, as allowed for under Section 2.218(2) of the County’s Purchasing Ordinance. The order was placed October 24th.

The County’s Property Insurance will cover the cost of the hood and associated costs, less the $2,500 County deductible.
RESOLUTION NO. 14-11D-157

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lori Stottler
INITIATED BY

Finance Committee
SUBMITTED BY

RESOLUTION TO DESIGNATE A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2015

WHEREAS, per Wisconsin State Statute. 985.03(1)(a), the Rock County Board may designate a qualified newspaper as certified by the Department of Administration having a general circulation in the county as its official newspaper; and,

WHEREAS, the Rock County Board of Supervisors designated one official newspaper for all legal publications beginning in 2003 in accordance with County policy stating that legal publications are to be published in the Beloit Daily News in odd years and Janesville Gazette in even years, alternating publishing years between the two newspapers; and,

WHEREAS, Rock County’s budgeted expense for legal notices is reduced with the designation of an official county newspaper; and,

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014, does hereby designate the Beloit Daily News as the official county newspaper for all county legal publications for 2015.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
J. Russell Podzilni
Mary Beaver
Brent Fox

FISCAL NOTE:
This resolution designates the Beloit Daily News as the County’s official newspaper for 2015.
Designating one newspaper results in publication cost savings.

Sherry Oja, F.B.
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis. Statutes.

Jeffrey Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Planning and Development Agency
INITIATED BY

Planning & Development Committee
SUBMITTED BY

Colin Byrnes
DRAFTED BY

October 28, 2014
DATE DRAFTED

ADOPTING THE ROCK COUNTY AGRICULTURE PRESERVATION PLAN
2013 UPDATE AS AN ELEMENT OF THE ROCK COUNTY COMPREHENSIVE
PLAN

WHEREAS, the Wisconsin Legislature adopted the Chapter 91 Farmland Preservation Act as an
incentive for property owners to preserve agricultural land; and,

WHEREAS, the Rock County Board of Supervisors, through Resolution 10-5B-049 (May 27, 2010),
authorized acceptance of $30,000 grant funding from Wisconsin Department of Agriculture, Trade and
Consumer Protection (DATCP) to develop the Plan and tasked the Agency with coordinating Plan
development; and,

WHEREAS, a working group of technical and policy representatives from the Towns and Rock County
worked together in preparing the draft of this proposed plan which was reviewed and recommended for a
public hearing by the Planning and Development Committee; and,

WHEREAS, the Agriculture Preservation Plan 2013 Update is comprised of the Towns’ land use plans
then prepared by Rock County Planning and Development Department; and,

WHEREAS, the plan will help to facilitate Farmland Preservation for the benefit of the citizens and the
economy of Rock County; and,

WHEREAS, those Towns who choose to participate need to update their respective Town Zoning
Ordinances and have those Ordinances certified by DATCP in order for landowners to be eligible for
Farmland Preservation Tax Credits; and,

WHEREAS, The Wisconsin Department of Agriculture, Trade and Consumer Protection issued an order
certifying the Agricultural Preservation Plan under s. 91.16 Wis. Stats.; and,

WHEREAS, a Public Hearing was held on November 13, 2014 by the Rock County Planning and
Development Committee.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
this ___ day of __________, 2014 does hereby approve and adopt the Rock County Agriculture
Preservation Plan 2013 Update as an element of the Rock County Comprehensive Plan.

BE IT FURTHER RESOLVED that if the Town Board of a Town participating in this plan rezones a
parcel of land, the appropriate amendment to the plan shall be automatically made so as to reflect the
Town zoning change without the need for additional County action.
Respectfully submitted,

Planning and Development Committee

[Signatures]

FISCAL NOTE:

This resolution approves the Rock County Agriculture Preservation Plan 2013 Update. No fiscal impact in and by itself.

[Signature]
Sherry Ols
Finance Director

LEGAL NOTE:

Rock County is authorized to take this action pursuant to Secs. 59.01, 59.51 and 91.10, Wis. Stats.

[Signature]
Jeffrey S. Kaglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

[Signature]
Josh Smith
County Administrator
Executive Summary

ROCK COUNTY AGRICULTURE PRESERVATION PLAN 2013 UPDATE
AS AN ELEMENT OF THE
ROCK COUNTY COMPREHENSIVE PLAN

The Rock County Agriculture Preservation Plan was last updated in 2005. The purpose of an agriculture preservation plan is to help preserve our high quality agricultural lands and to help farmland owners qualify for the Wisconsin Farmland Preservation Program. This plan was drafted in accordance with Wisconsin Statutes Chapter 91 Farmland Preservation which requires it to do the following:

State the county’s policy related to farmland preservation and agricultural development, including the development of enterprises related to agriculture.

Identify, describe, and document all of the following:

1. Agricultural uses of land in the county at the time that the farmland preservation plan is adopted, including key agricultural specialities, if any.

2. Key agricultural resources, including available land, soil, and water resources.

3. Key infrastructure for agriculture, including key processing, storage, transportation, and supply facilities.

4. Significant trends in the county related to agricultural land use, agricultural production, enterprises related to agriculture, and the conversion of agricultural lands to other uses.

5. Anticipated changes in the nature, scope, location, and focus of agricultural production, processing, supply, and distribution.

6. Goals for agricultural development in the county, including goals related to the development of enterprises related to agriculture.

7. Actions that the county will take to preserve farmland and to promote agricultural development.

8. Key land use issues related to preserving farmland and to promoting agricultural development and plans for addressing those issues.

9. Clearly identify areas that the county plans to preserve for agricultural use and agriculture related uses, which may include undeveloped natural resource and open space areas but may not include any area that is planned for nonagricultural development within 15 years after the date on which the plan is adopted.

Once adopted, the Plan provides an opportunity for Wisconsin Farmland Preservation Program financial incentives to farmland owners, who may apply for agricultural preservation income tax credits, as part of their Wisconsin income taxes. To claim a tax credit, landowners must be located in an area zoned and certified for farmland preservation and must have $6,000 in gross farm revenue in the past year or $18,000 in the past three years.

The Rock County Agriculture Preservation Plan was certified by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection on April 11, 2014.