ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, DECEMBER 13, 2012 – 6:00 P.M.
Amended:
12/11/12
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

EXECUTIVE SESSION: Per Section 19.85(1)(g), Wis. Stats. to Confer with Legal Counsel Regarding Potential Litigation and Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining

The Board will Reconvene in Open Session at Approximately 6:45 P.M.

6. PUBLIC HEARING
   A. Repealing and Recreating the Rock County Code of Ordinances (First Reading)

7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointments to Arrowhead Library System Board
   B. Appointments to Disabled Parking Enforcement Assistance Council
   C. Appointments to Council on Aging/Council on Aging Nutrition Advisory Council

9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
12. NEW BUSINESS

A. Supplementary Appropriations and Budget Changes - Roll Call

1) Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget
2) Amending the Sheriff’s 2012 Budget to Use Equitably Shared Funds for Armored Rescue Vehicle and Authorizing Memorandum of Understanding with Cities of Beloit and Janesville
3) Authorizing Funding to Pay for Gasoline for Sheriff Vehicles
4) Authorizing Acceptance of Community Foundation Grant
5) Authorizing Additional Contingency Funding and Amending Budget for Rock Haven Facility

NOTE: Item 12.A.5. will be considered by the Finance Committee on December 13, 2012

6) Authorizing Contract with the Department of Administration in the Amount of $381,000 and Entering into Agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

NOTE: Item 12.A.6. will be considered by the Planning and Development Committee and Finance Committee on December 13, 2012

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

1) Petitioning the Secretary of Transportation for Airport Improvement Aid
2) Agency Agreement and Federal Block Grant Owner Assurances
3) Retaining Engineering Firm to Complete a Courthouse Security System Upgrade Assessment
4) Authorizing Purchase of Vehicles per State of Wisconsin Contract for the Rock County Sheriff’s Office
5) Awarding Bid for Spectratek Recording Equipment
6) Approval to Purchase Specialized Transit Vehicles

NOTE: Item 12.D.6. will be considered by the Education, Veterans and Aging Services Committee on December 13, 2012

7) Awarding Contract for Food Services at the Youth Services Center
12. NEW BUSINESS

8) Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

NOTE: Items 12.D. 7 and 12.D.8. will be considered by the Human Services Board on December 12, 2012 and Finance Committee on December 13, 2012

9) Approve Purchase of Used Emergency Response Vehicle for Southern Wisconsin Regional Airport

NOTE: Item 12.D. 9. will be considered by the Public Works Committee and Finance Committee on December 13, 2012

E. Amending the County’s Personnel Ordinance (Second Reading and Adoption)
F. Authorizing Agreement with City of Beloit for the Acquisition and Sale of Tax Delinquent Property Located at 202 Shirland Avenue in the City of Beloit, in Accordance with Section 75.365 of the Wisconsin Statutes
G. Authorizing Agreement with City of Janesville for the Acquisition and Sale of Tax Delinquent Property Located at 1114 Rockport Road in the City of Janesville, in Accordance with Section 75.365 of the Wisconsin Statutes
H. Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds

NOTE: Item 12.H. will be considered by the Public Works Committee on December 11, 2012

I. Proclaiming December 2012 Impaired Driving Prevention Month
J. Recognizing Barb Mauerman for Service to Rock Haven

NOTE: Item 12.J. will be considered by the County Board Staff Committee on December 11, 2012

K. Recognizing Rita Leyes
L. Recognizing Cyndy Garcia

NOTE: Items 12.K. and 12.L. will be considered by the County Board Staff Committee on December 11, 2012 and Human Services Board on December 12, 2012

M. Urging State Legislators to Vote in Favor of Transportation Dollars for Transportation

NOTE: Item 12.M. will be considered by the County Board Staff Committee on December 11, 2012 and Public Works Committee on December 13, 2012
12. NEW BUSINESS

N. Approval of Expansion to Turtleville Cemetery Plat

NOTE: Item 12.N. will be considered by the Planning and Development Committee on December 13, 2012

13. ADJOURNMENT
REPEALING AND RECREATING THE ROCK COUNTY CODE OF ORDINANCES

The Rock County Board of Supervisors at its regular meeting this ___ day of __________ does ordain as follows:

I. The Rock County Code Of Ordinances is hereby repealed and recreated to read as attached hereto as Exhibit I.

II. This Code of Ordinances shall be effective upon publication.

RESPECTFULLY SUBMITTED:

COUNTY BOARD STAFF COMMITTEE

J. Russell Dodrill, Chair

Sandra Kraft, Vice Chair

Absent

Eva Arnold

Henry Bell

Barb Buske

Marilyn Jenson

Mary Maples

Louis Peer

Kurtis Yankee

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.02(1) and (2) and 66.0703(1)

Jerome A. Long
Deputy Corporation Counsel

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Kusmiesz
County Administrator
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: Three Years Ending December 31, 2015

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

PRESENT MEMBER: Doreen Dalman
Janet Haag

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Doreen Dalman
1401 Emerson Street
Beloit, WI 53511

Janet Haag
710 Wil-O-Del Court
Clinton, WI 53525

EFFECTIVE DATE: December 13, 2012
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, 2015

PER DIEM: No

PRESENT MEMBERS: James E. Bausch  Kathy Noreen
Roger W. Spenle  Gloria Rice

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: James E. Bausch  Kathy Noreen
2404 Galahad Way  546 N. Pine
Janesville, WI 53548  Janesville, WI 53548

Roger W. Spenle  Gloria Rice
1217 Vine Street  1007 N. Bowers Lake Rd.
Beloit, WI 53511  Milton, WI 53563

James S. Bahler
404 N. Washington Street
Janesville, WI 53548

EFFECTIVE DATE: December 13, 2012
APPOINTMENTS TO COUNCIL ON AGING ADVISORY BOARD/COUNCIL ON AGING NUTRITION ADVISORY COUNCIL

POSITION: Members of the Council on Aging Advisory Board/
Council on Aging Nutrition Advisory Council

AUTHORITY: County Board Resolution #79-6B-280

TERM: Three Years – 1/01/13 – 12/31/15
To Complete Unexpired Term ending 12/31/14

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Marti Everts
Doris Thom
Ellen Trewartha
Joan Wilson

Mary Roehl – unexpired term

NEW APPOINTMENTS: Marti Everts
2115 Polk Street
Janesville, WI 53546

Peg Slabaek
1457 S. Orchard
Janesville, WI 53546

Ken Thomason
4151 N. Juniper Drive
Janesville, WI 53545

Char Levzow
629 S. Parker Drive
Janesville, WI 53545

12/13/12 – 12/31/14
Nancy Arnold (Replacing Mary Roehl)
3031 N. Whitetail Lane
Janesville, WI 53545

DATE: December 13, 2012
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Accepting Prevention Grant and Amending the
2013 Rock County Health Department Budget

WHEREAS, the Rock County Health Department monitors the quality of ground water used for
drinking water in our community, and,

WHEREAS, the Health Department’s role is to identify public health risks and educate citizens on how
to protect their health from these risks; and,

WHEREAS, the Health Department applied for and was awarded a grant from the State of Wisconsin
Department of Health Services in the amount of $9,445 to identify environmental health concerns
impacting ground water in our town and make recommendations to prevent or ameliorate environmental
health hazards.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
on this __________ day of ______________________, 2012 does hereby authorize the Rock County Health
Department to accept this grant from the State of Wisconsin Department of Health Services in the amount
of $9,445, and amend the 2013 Rock County Health Department Budget as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Budget (1/1/13)</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid</td>
<td>$211,775</td>
<td>$9,445</td>
<td>$221,220</td>
</tr>
<tr>
<td>Administrative Expense</td>
<td>$211,775</td>
<td>$9,445</td>
<td>$221,220</td>
</tr>
</tbody>
</table>

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair
Richard Bostwick
Dr. Aaron Best, M.D.
Dr. Connie Winter, D.D.S.
James Rooney

Louise Peet, Vice Chair
Mike Rundle
Dr. Deidra Peterson, DVM
Judith Wade
Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 5-0.

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $9,445 in Federal Aid for the Health Department’s water quality program. No County matching funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 63.94(3)(a), Wis. Stats.

Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
Accepting Prevention Grant and Amending the 2013 Rock County Health Department Budget

EXECUTIVE SUMMARY

The Rock County Health Department applied for and was awarded a $9,445 Prevention Grant from the State of Wisconsin Department of Health Services to identify and make recommendations to ameliorate environmental health risks to the ground water in one town in Rock County.

Of the approximately 13,000 private wells in Rock County, estimates indicate only 1 to 2% are tested for bacteria and nitrates each year. Of these wells, 15% test unsafe for bacteria and 25% test unsafe for nitrates. Cost-effective solutions exist to remedy each concern. Educating the public of these risks and providing them with practical options to reduce these risks is an important role of the Rock County Health Department.

While the main effort is to help provide a safe drinking water supply, identification of the environmental issues of concern to the citizens and policymakers in the community is the first step to their awareness of these concerns. Rock County Health Department provides local services (radon test kits, water analysis, lead testing) that can help citizens characterize the risk in their built environment. To increase interest and motivate citizens to take advantage of these opportunities, the results of previous tests through the health department will be entered into the GIS program to provide a visual representation of the risks in the community.
RESOLUTION NO. 12-12A-192

AGENDA NO. 12.A.2. (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff
INITIATED BY

Capt. Todd Christiansen
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 14, 2012
DATE DRAFTED

Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for
Armored Rescue Vehicle and
Authorizing Memorandum of Understanding with Cities of Beloit and Janesville

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
$43,000; and,

WHEREAS, the Sheriff’s Office plans to use the funds to jointly acquire an armored rescue vehicle
(ARV) with the Cities of Beloit and Janesville; and,

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this _______ day of __________, 2012 that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 10/01/12</th>
<th>Increase</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-46000</td>
<td>$142,439.00</td>
<td>$40,000.00</td>
<td>$182,439.00</td>
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<tr>
<td>Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-67171</td>
<td>$46,974.00</td>
<td>$40,000.00</td>
<td>$86,974.00</td>
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<tr>
<td>Capital Assets-$1,000/More</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Chair of the Rock County Board of Supervisors and the
Sheriff of Rock County are hereby directed to execute a Memorandum of Understanding with the
Cities of Beloit and Janesville that specifies the parties’ rights and responsibilities for the acquisition,
operation, and use of an Armored Rescue Vehicle.

Respectfully submitted,
Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill

Mary Beaver

Brian Kramdon

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 Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of $50,755.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.30(9)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Emerson
County Administrator
Executive Summary
Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds for
Armored Rescue Vehicle and
Authorizing Memorandum of Understanding with Cities of Beloit and Janesville

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 $40,000.
The Sheriff’s Office plans to use the funds to jointly acquire an armored rescue vehicle (ARV) with the
Cities of Beloit and Janesville.

The City of Beloit has negotiated for the purchase of an ARV from Lenco Armored Vehicles for a
purchase price of $160,000.00. The ARV is 2009 model year Bearcat Rescue Vehicle reconditioned by
the factory. The estimated delivery date is January 2013.

The City of Beloit will advance all of the funds for the initial acquisition of the ARV. The City of
Janesville and the County of Rock will each reimburse the City of Beloit $40,000 upon delivery of the
ARV to the City of Beloit.

An Armored Rescue Vehicle is the primary platform for public safety tactical units to utilize for officer
and citizen rescue situations. The ARV is the platform that is consistent with best practices of SWAT
teams in the United States.

The ARV provides the safety needed for officers to safely manage situations involving persons that are
typically armed and barricaded, or are engaging in high risk behavior in the community with a weapon,
and are typically armed with higher capacity weapons and often have prior military experience.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

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

Diane Michaelis
DRAFTED BY
November 13, 2012
DATE DRAFTED

Authorizing Funding to Pay for Gasoline for Sheriff Vehicles

WHEREAS, the Sheriff's Office budgeted $300,000 for Gasoline and Other Fuel in 2012; and,

WHEREAS, gasoline was budgeted at $3.00 per gallon; and,

WHEREAS, the average price for gasoline for the past three months was $3.56 per gallon; and,

WHEREAS, actual expenses in Gasoline and Other Fuel are projected to exceed budget by $46,000; and,

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of ___________, 2012, that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>19-1921-0000-47010</td>
<td>$3,000</td>
<td>$46,000</td>
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<tr>
<td>Supplemental Appropriation</td>
<td>From General Fund</td>
<td>$3,000</td>
<td>$46,000</td>
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<tr>
<td>Use of Funds</td>
<td>21-2100-0000-63501</td>
<td>$300,000</td>
<td>$46,000</td>
</tr>
<tr>
<td>Gasoline and Other Fuel</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Reviewed and approved on a vote of 5-0

Mary Mawhinney, Chair

Ivan Collins, Chair
Mary Beaver
Henry Brill
Brian Knudson
Larry Widenfeld
FISCAL NOTE:

This resolution authorizes a $46,000 transfer from the General Fund to the Sheriff’s Office budget for gasoline. The audited, unassigned General Fund balance at January 1, 2012 was $19,865,358.

Sherry Oul
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

Jeffrey B. Kuylisch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
Executive Summary

Authorizing Funding to Pay for
Gasoline for Sheriff Vehicles

The Sheriff’s Office has the responsibility of patrolling throughout Rock County. The Sheriff’s Office uses gasoline and other fuel for the operation of patrol squads, command vehicles, transport vans, boats, snowmobiles, and a bus.

The Sheriff’s Office budgeted $300,000 for gasoline and other fuel in 2012. The budget was based on 100,000 gallons at $3.00 per gallon. The average price for gasoline for the past three months was $3.56 per gallon. The average usage per month was 8,500 gallons per month. Based on the average price of fuel and the average gallons used, we project a budget shortage of $46,000.

The Sheriff’s Office is requesting that the 2012 budget be amended to transfer $46,000 from the General Fund to the account Gasoline and Other Fuel in the amount of $46,000.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

Diane Michaels
DRAFTED BY

November 9, 2012
DATE DRAFTED

AUTHORIZING ACCEPTANCE OF COMMUNITY FOUNDATION GRANT

WHEREAS, the Karl A. and Bemice E. Samek Charitable Fund is a component of the Community Foundation of Southern Wisconsin, Inc.; and,

WHEREAS, the Karl A. and Bemice E. Samek Charitable Fund is a resource for area nonprofit organizations whose programs and services are working for the betterment of our communities; and,

WHEREAS, the Rock County Sheriff's Office is eligible to receive a grant of $1,000 from the Samek Charitable Fund; and,

WHEREAS, the grant funds will be used to support the Rock County Education and Criminal Addiction Program (RECAP) garden project.

NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this ______ day of _______ 2012, that the Rock County Sheriff is authorized to accept funds from the Community Foundation; and,

BE IT FURTHER RESOLVED, that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Budget at 01/01/12</th>
<th>Amount Due (Decr)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other Grants and Contracts</td>
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<td></td>
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<tr>
<td>21-2143-2012-46002</td>
<td>$0</td>
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<td>Use of Funds</td>
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<td>Sundry Expense</td>
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<tr>
<td>21-2143-2012-64904</td>
<td>$0</td>
<td>$1,000</td>
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Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Mary Beavers

Harry Bull

Brian Kmondson

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of 5-0

Mary Mawhinney, Chair
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of a $1,000 grant from the Semek Charitable Fund. No County matching funds are required.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.32(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

Jeffrey J. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Smitsen  
County Administrator
The Rock County Sheriff’s Office has received a grant from the Karl A. and Bernice E. Semek Charitable Fund, a component of the Community Foundation of Southern Wisconsin, Inc. The Karl A. and Bernice E. Semek Charitable Fund is a resource for area nonprofit organizations whose programs and services are working for the betterment of our communities.

The grant is for $1,000 and will be used to support the Rock County Education and Criminal Addiction Program (RECAP) garden project. Various tools, supplies, and building materials will be purchased with the funds.

The RECAP garden provides food to local food pantries, county facilities, Echo, Salvation Army, senior centers, and community centers. The garden is maintained by volunteers and RECAP participants from the Rock County Jail. In 2012 the RECAP participants harvested over 15,000 pounds of produce.

RECAP participants gain valuable skills as they assist in maintaining, cultivating, and harvesting produce from the garden. The participants take pride in their hard work and are afforded an opportunity to fulfill their community service requirements.

No local match is required.
RESOLUTION NO. 12-12A-195

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez
INITIATED BY

Randy Terronez
DRAFTED BY

December 4, 2012
DATE DRAFTED

GENERAL SERVICES
COMMITTEES

AUTHORIZED ADDITIONAL CONTINGENCY FUNDING AND AMENDING BUDGET
FOR ROCK HAVEN FACILITY REPLACEMENT PROJECT

WHEREAS, the County awarded the Rock Haven Facility Replacement Project to C. G. Schmidt, Inc. and established contingency funds to cover unforeseen conditions and necessary changes that may arise throughout the course of the project as contained in Resolution #11-9A-455; and,

WHEREAS, two separate contingency funds were established, one to address the soil conditions in the amount of $515,000, and the other to address unforeseen conditions and owner-directed changes in the amount of $773,830; and,

WHEREAS, both contingency accounts were depleted and approval was given at the November 15, 2012 Rock County Board of Supervisors meeting increasing the fund by $31,842 (refer to Resolution #12-11D-181); and,

WHEREAS, the new facility is scheduled for substantial completion on or before January 31, 2013 with occupancy scheduled for March 18, 2013; and,

WHEREAS, pending change orders and other project-related costs will result in a need for additional funding as recommended by the Summers Group; and,

WHEREAS, funding is available from unallocated funds in the Rock Haven Project budget in the amount of $31,061 and the balance of $255,000 from the Net Assets (Fund balance) of the Rock Haven Operations account, the latter will require a budget adjustment.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this __________ day of ____________________, 2012, does hereby increase the project contingency in the amount of $255,000 with funds to come from the Rock Haven Net Assets and that the 2012 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 11/01/12</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
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<tbody>
<tr>
<td>Source of Funds</td>
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<td></td>
<td></td>
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<tr>
<td>00-0000-0030-46400</td>
<td>-0-</td>
<td>$255,000</td>
<td>$31,095,000</td>
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<tr>
<td>Net Assets-Rock Haven</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-1851-0000-67200</td>
<td>$30,840,000</td>
<td>$255,000</td>
<td>$31,095,000</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the project contingency be increased by an additional $31,061 with funds to come from the unallocated funds in the Rock Haven Project budget.

BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over $10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.
Respectfully Submitted,

General Services Committee:

Phillip Owens, Chair
Henry Brill, Vice Chair
Ivan Collins
Jason Herderreich
Edwin Nash

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes a transfer of $255,0000 from Rock Haven's Net Assets to the Rock Haven capital project account. Rock Haven's Net Assets are estimated to be $4,070,900 at 12/31/12. This resolution also authorizes the project contingency funding be increased by $31,031 using currently budgeted, but unallocated project funding.

Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & sec. 59.51 WI Stats. As an amendment to the adopted 2012 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

ADMINISTRATOR'S NOTE:

Recommended.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

In September 2011 the County awarded the Rock Haven Facility Replacement project bid to C.G. Schmidt, Milwaukee, WI in the amount of $25,685,000 with funding from two separate bonds.

The resolution (#11-9A-455) awarding the project also established two contingency accounts:

1. $515,900 addressed the soil conditions and
2. $775,850 addressed unforeseen conditions (other than soils) and necessary changes that were discovered throughout the course of the project recommended by the project team—including staff from Rock Haven and County Administration—that in their opinion were necessary to improve the project's functionality.

Last month, the Rock County Board approved Program Request #20 in the amount of $96,416.44. This action depleted the remaining $64,574.54 of Contingency funding and required $31,841.90 from unallocated funds available in the Rock Haven Project budget. (Refer to Resolution #12-11D-181.)

Please note that the project to date has identified $191,000 in construction credits that have been applied back to the project.

In regard to the Soils, the project contingency will be exceeded by $107,000.

The original project schedule had substantial completion at September 30, 2012 but due in part to coordination issues, substantial completion is now targeted at January 31, 2013. Actual occupancy of residents is scheduled for March 18, 2013.

In order to keep the project on target for completion on or before January 31, 2013, it is necessary to request additional funding. Based upon a projection from the Samuel’s Group, a pending change order and other project related costs required to keep the project on schedule will amount to $235,000 and consist of the following major items:

<table>
<thead>
<tr>
<th>Item</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Program Request #21—Including:</td>
<td></td>
</tr>
<tr>
<td>1. Fire stopping walls</td>
<td></td>
</tr>
<tr>
<td>2. Soil conditions</td>
<td></td>
</tr>
<tr>
<td>3. Plumbing fixtures</td>
<td></td>
</tr>
<tr>
<td>4. Mezzanine Plans &amp; Stairs</td>
<td></td>
</tr>
<tr>
<td>5. Other</td>
<td></td>
</tr>
<tr>
<td>6. Credits - Stone Sill Substitute</td>
<td></td>
</tr>
<tr>
<td>7. Credits - Existing parking Lot</td>
<td></td>
</tr>
<tr>
<td>Total Program Request #21</td>
<td>$193,585</td>
</tr>
<tr>
<td>B. Other</td>
<td></td>
</tr>
<tr>
<td>1. Professional Services — Soil Testing</td>
<td>5,000</td>
</tr>
<tr>
<td>2. Builders Risk Insurance — 2nd Year</td>
<td>37,376</td>
</tr>
<tr>
<td>3. Fire Damper — Commons</td>
<td>14,359</td>
</tr>
<tr>
<td>4. Fire Dampers — Other</td>
<td>4,280</td>
</tr>
<tr>
<td>Total — Other</td>
<td>$ 61,015</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$235,000</td>
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</table>

In regard to the Builders Risk coverage, the 2nd year's premium of $37,376 is due. Upon the County occupying the facility, the coverage will be cancelled and the County will receive a refund of $15,675. Consequently, the net premium will be $21,701, representing 6.6 months or 58.1% of a full year coverage.

Funding is available from the Net Assets (fund balance) of the Rock Haven Operations account. The latter will require a budget adjustment. The Rock Haven Net Assets are projected to grow by $639,000 at the end of 2012.

As there may be further project costs that need to be addressed over the next several weeks, it is recommended that the remaining balance of unallocated funds $31,061 in the Rock Haven Project budget also be added to the project contingency.
RESOLUTION NO. 12-12A-196

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Planning and Development Agency
INITIATED BY

Planning and Development Agency
SUBMITTED BY

Paul Benjamin
DRAFTED BY

November 27, 2012
DATE DRAFTED

Authorizing Contract with the Department of Administration in the amount of $381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

WHEREAS, the Wisconsin Department of Administration offers Community Development Block Grant (CDBG) capital expenditure funding for the purpose of constructing physical facilities that will add or prevent the loss of basic services that benefit low- and moderate income persons and are perceived to enhance a community’s quality of life. This funding is made available only to local units of government in non-entitlement areas of the State of Wisconsin; and,

WHEREAS, Edgerton Community Outreach (ECO) provides programs and services to low income families in northern Rock County and works to improve funding and services for all human service agencies in Rock County; and,

WHEREAS, the City of Edgerton, through the adoption of the Downtown Master plan and the creation of the Downtown Redevelopment District, a Redevelopment Authority and a TIF district, has invested significant time and resources into downtown redevelopment. Two stated objectives of the City of Edgerton Downtown Master Plan are, to preserve the historic tobacco warehouses, and to retain institutional uses in the downtown. Edgerton Community Outreach, located in a tobacco warehouse which was donated to them by the City, is an invaluable local institution providing services to northern Rock County citizens and vibrancy to Edgerton’s downtown; and,

WHEREAS, on February 10, 2012 the Rock County Planning and Development Agency received a request by the City of Edgerton and Edgerton Community Outreach, Inc. to submit a CDBG Public Facilities grant application as part of ECO’s process to renovate the building at 106 South Main Street; and,

WHEREAS, CDBG funds will be utilized to renovate the historic tobacco warehouse into usable space to expand the Food Pantry, Client Service offices, and Thrift Store as well as to make the building accessible according to the Americans with Disabilities Act; and,

WHEREAS, in a letter dated July 3, 2012, the Wisconsin Department of Administration informed Rock County that it was awarding Rock County $381,000 for the above mentioned project; and,

WHEREAS, ECO has partnered with Cedar Corporation, an agency with extensive knowledge of the CDBG Program, to write the grant application and to assist with all aspects of the grant administration to minimize expenses incurred by Rock County. Rock County will not be held responsible for compensating Cedar Corporation; and,

WHEREAS, ECO agrees that it shall administer the CDBG grant in accordance with the terms and conditions of the CDBG grant contract between the Department of Administration and Rock County and that this includes ECO ensuring that it fulfills the responsibilities described in the DOA/County contract at its own expense and holds the County harmless from any additional expenses, expected and unexpected arising from the implementation of the funded projects, in addition to other conditions specified in the Memorandum of Understanding including the right to inspection and periodic audit of the project.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this day of , 2012, does hereby authorize its County Board Chairperson and County Clerk to sign a contract with the Department of Administration for the receipt and administration,
Authorizing Contract with the Department of Administration in the amount of $381,000 and entering into agreement with Edgerton Community Outreach as the Agent for Rock County in the Administration of the Public Facilities Grant

Page 2

in accordance with the Department of Administration Implementation Manual of a Public Facilities Grant in the amount of $381,000 for the renovation of the building at 106 South Main Street, Edgerton owned by Edgerton Community Outreach and noted the 2013 Planning Department Budget as follows:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Description</th>
<th>Budget at 01/01/13</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
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<td>Source of Funds</td>
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<td>$381,000</td>
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<tr>
<td>64-6414-0000-63110</td>
<td>Federal Aid</td>
<td>-0-</td>
<td>$381,000</td>
<td>$381,000</td>
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<td>64-6414-0000-64604</td>
<td>Administration Expense</td>
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<td>64-6414-0000-64604</td>
<td>Program Expense</td>
<td>-0-</td>
<td>$375,800</td>
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BE IT FURTHER RESOLVED that the County Board Chair and the County Clerk are also hereby authorized to sign a Memorandum of Understanding between Rock County and Edgerton Community Outreach so that Edgerton Community Outreach may act as the agent for Rock County in administering the above mentioned Public Facilities Grant.

Respectfully submitted,

Rock County Planning and Development Committee

Purchasing Procurement Endorsement and Finance Committee Endorsement

Reviewed and approved on a vote of ______.

Mary Mawhinney, Chair

Mary Mawhinney, Vice Chair

Wayne Gartina

Marilyn Jensen

Phillip Owens

Administrative Note:
Recommended:

Craig Kavetson
County Administrator

Fiscal Note:
The resolution authorizes the acceptance and expenditure of $381,000 in Federal Aid for the rehabilitation of one of the City of Edgerton’s historic warehouses. The resolution also authorizes an MOU between the County and Edgerton Community Outreach, Inc. for the administration of the grant.

Sherry Ora
Finance Director

Legal Note:
The County Board is authorized to take this action by Wisconsin Statutes sections 59.01, 59.51(2) and 59.52(19).

Eugene R. Dumas
Deputy Corporation Counsel
Executive Summary
Rock County/Edgerton Community Outreach Public Facilities Grant
Contract with the State of Wisconsin, Department of Administration/Wisconsin Economic Development Corporation

Rock County has been awarded $381,000 of Community Development Block Grant funds to be used to help complete the rehabilitation of one of the City of Edgerton’s historic tobacco warehouses. The County will pass funds on to Edgerton Community Outreach (ECO), owner of the warehouse and a non-profit that helps low and moderate income persons in need. Its services include the provision of a food pantry, thrift clothing store, emergency housing assistance and providing counseling and guidance to its clients who are located throughout northern Rock County.

The City of Edgerton supports the adaptive reuse of its few remaining historic warehouses. The warehouse that is the subject of this grant award at 106 South Main Street was at one time in jeopardy of being demolished for its materials. The City purchased the building to prevent that from happening and found in Edgerton Community Outreach the perfect user for the building. The City of Edgerton then donated the tobacco warehouse to ECO. Within the past few years, ECO invested substantially in upgrading the building’s structural and mechanical systems and put on new roofing. ECO did some modest rehab work inside to create space for the food pantry, thrift store, and a few offices. The demand for ECO’s services has increased greatly, necessitating the need for rehabbing remaining 12,000 square feet of its building to provide space for its expanding operations.

This grant requires matching funds. ECO has raised funds and will continue to do so through an active fund-raising campaign, the honorary chairperson of which is professional golfer and Edgerton native Steve Stricker. No Rock County funds will be involved in this project. Rock County Planning, Community and Economic Development will receive a small administration of $5,200 for accounting work.
RESOLUTION NO. 12-12A-197

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 DEC. 3, 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Amount</th>
<th>Claim Amount</th>
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<tr>
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<td>SHERIFF</td>
<td>JAS CIT GRANT 20120930</td>
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<tr>
<td>PICTOMETRY INTERNATIONAL CORP</td>
<td>ISF-CS</td>
<td>INFORMATION T INFORMATION T</td>
<td>INVQ07297</td>
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<td>43,637.50</td>
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CLAIMS IN THE AMOUNT OF 136,541.97
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. KOBLITZ
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERIY QJA
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

[Signatures]

ADMINISTRATIVE NOTE
RECOMMENDED

[Signatures]

CRAIG KWAPIONS
COUNTY ADMINISTRATOR
RESOLUTION NO. 12-12A-198
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 
DEC 13, 2012, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND 
COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name
ROCK COUNTY GENERAL SERVICES

Fund Name
CPF-GS

Department Name
GENERAL SERVICES ROCK HAVEN PROJ

Program Name

PR Number
R1203310

Claim Amount
37,376.00

CLAIMS IN THE AMOUNT OF

HAVE BEEN APPROVED AND 
CHECKED BY THE GOVERNING COMMITTEES.

FINANCE COMMITTEE

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

JEFFREY S. KURILITSCHE 
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA 
FINANCE DIRECTOR

RECOMMENDED

CRAG, KINSLEY 
COUNTY ADMINISTRATOR
RESOLUTION NO. ____________   AGENDA NO. ____________

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 DEC 18 2012, 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>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Claim Amount</th>
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<td>GENERAL SERVICES</td>
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CLAIMS IN THE AMOUNT OF $1,046,009.82
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. KOLLITSCH
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY QUINN
FINANCE DIRECTOR

FINANCE COMMITTEE

Mary Anderson

Leif Kragt

Mark Beene

Burt Fox

ADMINISTRATIVE NOTE
RECOMMENDED

CRAIG KNIGHTSON
COUNTY ADMINISTRATOR
RESOLUTION NO. __________________________ AGENDA NO. __________________________

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 ____________, 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>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Cln Amount</th>
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<td>CESA 2</td>
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<td>D.D.BOARD</td>
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<td>717,552.00</td>
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<td>CESA 2 VOA</td>
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<td>RIVERFRONT INC.</td>
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<td>D.D.BOARD</td>
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CLAIMS IN THE AMOUNT OF $22,127,073.00

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. KURLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY DIA
FINANCE DIRECTOR

FINANCE COMMITTEE

D. Knight

M. Barnum

R. Rodghe

ADMINISTRATIVE NOTE

RECOMMENDED

CRAIG WILSON
COUNTY ADMINISTRATOR
PURCHASE ORDER NUMBER P1103172  PEID 051278

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 11-27-12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE $96,416.44

INCREASE FROM $17,470,305.96 TO $17,566,722.40

ACCOUNT BALANCE AVAILABLE $235,571.34 SB 11/28/12

REASON FOR AMENDMENT CHANGE ORDER #27

APPROVALS

GOVERNING COMMITTEE
Chair  12/4/12 Date

FINANCE COMMITTEE
Chair  12/6-12 Date

COUNTY BOARD
Resolution # Adoption Date

AMENDFORM 10/12
PURCHASE ORDER NUMBER  P1200494  PEID  039742

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.rook.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rook.wi.us) and Jodi Millis in Purchasing (jodi@co.rook.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  11/30/12

DEPARTMENT  Sheriff

COMMITTEE  PS & J

VENDOR NAME  Aramark

ACCOUNT NUMBER  21-2200-0000-64125

Funds Description  Board of Prisoners - Correctional Facility

AMOUNT OF INCREASE  $ 12,000.00

INCREASE FROM  $ 520,700.00  TO  $ 532,700.00

ACCOUNT BALANCE AVAILABLE  $12,514.35  Pending transfer  SB 12/03/12

REASON FOR AMENDMENT  Average daily inmate population was higher than anticipated.

APPROVALS

GOVERNING COMMITTEE  
Chair  
Date  12-3-2012

FINANCE COMMITTEE  
Chair  
Date  12-4-12

(If over $10,000)

COUNTY BOARD  
Resolution #  
Adoption Date  

AMENDFORM 10/12
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY

Ronald D. Bartlett, Airport Director
DRAFTED BY

October 30, 2012
DATE DRAFTED

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

WHEREAS, the County Board of Supervisors, Rock County, Wisconsin, hereinafter referred to as the Sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by law (sec. 114.11, Wis. Stats.) to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport; and

WHEREAS, the Sponsor desires to develop or improve the Southern Wisconsin Regional Airport, Rock County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, airport users have been consulted in formulation of the improvements included in this Resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Chapter 114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, By the Sponsor that a petition for Federal and (or) State Aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with Federal and State Aid or State Aid only, in accordance with the applicable State and Federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.

2. That the character, extent, and kind of improvements desired under the project are as follows:

Purchase replacement snow removal vehicle; Update the Airport Improvement Plan including surveying and clearing the approaches; Construct deicing containment system; replace Airport Rescue and Fire Fighting vehicle; Reconstruct the terminal area access roads and auto parking; Reconstruct the southwest apron.

3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the Sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter...
refused to as the Secretary) to be held in trust for the purposes of the project; any unneeded and
unspent balance after the project is completed is to be returned to the Sponsor by the Secretary; the
Sponsor will make available any additional monies that may be found necessary, upon request of the
Secretary, to complete the project as described above; the Secretary shall have the right to suspend or
discontinue the project at any time additional monies are found to be necessary by the Secretary, and
the Sponsor does not provide the same; and

WHEREAS, the Sponsor is required by law (sec. 114.32(2), Wis. Stats.) to designate the Secretary
as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the
Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its
agent for other purposes.

“DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR’S AGENT”

THEREFORE, BE IT RESOLVED, by the Sponsor that the Secretary is hereby designated as its
agent and is requested to agree to act as such in matters relating to the airport development project
described above, and is hereby authorized as its agent to make all arrangements for the development
and final acceptance of the completed project whether by contract, agreement, lease or otherwise;
and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either
public or private, for the acquisition, construction, improvement, maintenance and operation of
the airport; and, to acquire property or interest in property by purchase, gift, lease, or eminent domain
under Chapter 32 of the Wisconsin Statutes; and, to supervise the work of any engineer, appraiser,
negotiator, contractor or other person employed by the Secretary, and, to execute anyurances or
other documents required or requested by any agency of the federal government and to comply with all
federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the Sponsor requests that the Secretary provide, per Section 114.33(8)(a) of the Wis.
Stats., that the Sponsor may acquire the required land or interests in land that the Secretary shall find
necessary to complete the aforesaid project.

“AIRPORT OWNER ASSURANCES”

AND BE IT FURTHER RESOLVED that the Sponsor agrees to maintain and operate the airport in
accordance with certain conditions established in Chapter Trans 55, Wisconsin Administrative Code, or
in accordance with Sponsor assurances enumerated in a Federal Grant Agreement.

AND BE IT FURTHER RESOLVED THAT THE County Board Chair and County Clerk be
authorized to sign and execute the Agency Agreement and Federal Block Grant “Owner Assurances”
authorized by this Resolution.

CERTIFICATION

I, ___________________________ Clerk of Rock County, Wisconsin, do hereby certify that the foregoing
is a correct copy of a Resolution introduced at a ________ meeting of the
on _______________ 2012, adopted by a majority vote, and recorded in the minutes of said
meeting.

__________________________
Clerk
PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Betty Jo Russia, Vice-Chair

Absent
Eva Arnold

Absent
David Brown

Brent Fox

FISCAL NOTE:

If any of the petitioned projects are granted, Rock County would be responsible for the local share, which could be 2 ½% to 20% of the projects cost, depending upon the type of Federal and/or State grant funding available for the project.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.02 and 114.33(2), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Edelson
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

WHEREAS, Rock County, Wisconsin, hereinafter referred to as the Sponsor, desires to
sponsor an airport development project to be constructed with federal aid and/or state aid, specifically,
the Southern Wisconsin Regional Airport project to:

  Purchase replacement snow removal vehicle; Update the Airport Improvement Plan
  including surveying and clearing the approaches; Construct deicing containment system; replace
  Airport Rescue and Fire Fighting vehicle; Reconstruct the terminal area access roads and auto
  parking; Reconstruct the southwest apron.

WHEREAS, the Sponsor adopted a resolution on ___________, 2012, a
copy of which is attached and the prescribed terms and conditions of which are fully incorporated into
this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set
forth in the Resolution, and agreeing to maintain and operate the airport in accordance with certain
conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the
Sponsor until financial closing of this project;

NOW THEREFORE, the Sponsor and the Secretary do mutually agree that the Secretary
shall act as the Sponsor's agent in the matter of the airport development as provided by law and as set
forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal
services to the Sponsor.

Secretary of Transportation

_________________________________________
David M. Groce, Director
Bureau of Aeronautics

Date: ____________________________
WHEREAS, the Sponsor does agree to the conditions established in Trans 55, Wisconsin Administrative Code, and for projects receiving federal aid, to the attached Federal Sponsor Assurances which are a condition of a Federal Grant of Funds.

The Federal Block Grant: Owner Assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the Finding:

ACCEPTANCE:

The Sponsor does hereby accept the Agency agreement and the Federal Block Grant Owner Assurances.

SPONSOR
Rock County, Wisconsin

__________________________  ____________________________
Name                        Name

__________________________  ____________________________
Title                       Title

__________________________  ____________________________
Date                        Date

Respectfully submitted,

PUBLIC WORKS COMMITTEE

__________________________
Kurtis L. Yankee, Chair

__________________________
Betty Jo Fussie, Vice-Chair

__________________________
Absent
Eva Arnold

__________________________
Abscent
David Brown

__________________________
Brent Fox
FISCAL NOTE:
If any of the petitioned projects are granted, Rock County would be responsible for the local share, which could be 2 ½% to 20% of the project’s cost, depending upon the type of Federal and/or State grant funding available for the project.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.02, 59.52(19) and 114.33(2), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Tuchton
County Administrator
RESOLUTION NO. 12-12A-201

AGENDA NO. 12-B.3. (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY
The General Services Committee
SUBMITTED BY

Robert Lee
DRAFTED BY
November 21, 2012
DATE DRAFTED

Retaining Engineering Firm to Complete a
Courthouse Security System Upgrade Assessment

WHEREAS, the Courthouse addition was completed 14 years ago; and,

WHEREAS, security cameras, recording, door controls and duress alarms were installed into the
building, and were considered state of the art for that time; and,

WHEREAS, the security systems in place are becoming difficult to repair, and should be replaced with
new technology; and,

WHEREAS, the first step towards upgrading the security systems is the completion of an engineering
assessment with option development.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this _____ day of _____________, 2012, that Arnold & O'Sheridan of Madison be retained to
complete a Security System Upgrade Assessment for the Courthouse in the amount of $15,000.00.

Respectfully submitted,

General Services Committee:

[Signatures]

Phillip Owens, Chair
Henry Brill, Vice Chair
Ivan Collins
Jason Heidereich
Edwin Nash
FISCAL NOTE:
The 2013 budget includes $550,000 in account 18-1855-0000-57200 for Courthouse security system assessment and improvements.

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. Professional services are not subject to bidding requirements of § 59.52(29), Stats.

Jeffrey S. Eglisiek
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Kehoe
County Administrator
Executive Summary

Completing a Courthouse Security System Upgrade Assessment

As stated in the resolution, the security systems in the Courthouse are becoming obsolete due to their age and advances in technology. Before upgrading and expanding the systems in place, an engineering assessment is needed. The goals include replacing outdated equipment, increasing life safety, and increasing security.

Video surveillance, security door control, mass notification, and digital intercom, are among the systems that will be studied. The engineering firm will provide upgrade options and cost estimates. The County can then decide what options will be implemented, as one project, or in phases. At that point, the engineering firm will be re-hired to write the technical specifications needed for bidding and implementation. The timeframe leading up to implementation will depend upon a number of factors that include: assessing the needs of the user groups, and the time needed to decide what options will be implemented. Funding is in place for system implementation to begin in 2013.
RESOLUTION NO. 12-12A-202

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert Spodea
INITIATED BY

Public Safety and Justice
Committee
SUBMITTED BY

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Cam G. Gruelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 27, 2012
DATE DRAFTED

AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN
CONTRACT FOR THE ROCK COUNTY SHERIFF'S OFFICE

1. WHEREAS, funds are included in the 2013 budget for the purchase of vehicles to be used by the
2. Rock County Sheriff's Office, and,
3. 
4. WHEREAS, Section 19.08(4) of the Purchasing Ordinance does allow Rock County to purchase
5. these vehicles through a cooperative purchasing agreement with the State of Wisconsin under
6. Contract #15-07006-201; and,
7. 
8. WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for
9. Chevrolet Impalas, Dodge Chargers, and Dodge Grand Caravans; and,
10. 
11. WHEREAS, The Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid
12. specifications and recommend purchasing one Chevrolet Impala, ten Dodge Chargers, and one
13. Dodge Grand Caravan from Ewald Automotive.
14. 
15. NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this
16. _______ day of ____________, 2012, that a Purchase Order be issued as follows:
17. 
18. $20,808.50 to Ewald Automotive for 1 Chevrolet Impala
19. $22,608.50 to Ewald Automotive for 1 Dodge Charger
20. $206,815.50 to Ewald Automotive for 9 Dodge Chargers
21. $21,522.50 to Ewald Automotive for 1 Dodge Grand Caravan
22. 
23. BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and
24. acceptance by the Rock County Sheriff.

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Mary Beaver

Larry Wiedenfeld

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

3-0 12-12-12

Vote Date

Absent

Brian Knudson

Larry Wiedenfeld
AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN CONTRACT FOR THE ROCK COUNTY SHERIFF'S OFFICE
Page 2

FISCAL NOTE:

$311,000 is included in the Sheriff's Vehicles 2013 budget, A/C 21-2190-0000-67105, for the purchase of replacement vehicles.

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(22), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Mistison
County Administrator
EXECUTIVE SUMMARY

Funds are included in the 2013 budget for the purchase of vehicles to be used by the Rock County Sheriff’s Office. Under Section 19.08(4) of the Purchasing Ordinance, Rock County can utilize State of Wisconsin bids to purchase vehicles through cooperative purchasing agreement #15-0706-201.

The Sheriff’s Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Sheriff’s Office’s needs. The total cost breakdown for the vehicles is as follows:

- $20,828.50  1 Chevrolet Impala
- $22,008.50  1 Dodge Charger
- $206,613.50  9 Dodge Charsers
- $21,925.56  1 Dodge Grand Caravan
- $271,155.06

We are exporting trade in allowances to be approximately $22,000.
RESOLUTION NO. 12-124-203

AGENDA NO. 12-29-5 (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety and Justice
Committee
SUBMITTED BY

Sat. Aaron Bardiek
DRAFTED BY

November 27, 2012
DATE DRAFTED

Awarding Bid for Spectratek Recording Equipment

1.

WHEREAS, the Sheriff's Office's current recording/transmitting equipment was tested by General
Communications for suitability with the new digital radio system implemented throughout Rock County;
and,

2.

WHEREAS, General Communications found the current recording/transmission equipment was not
compatible with the new digital radio system; and,

3.

WHEREAS, Spectratek equipment will replace the current recording/transmitting device currently used
by the Sheriff's Office; and,

4.

WHEREAS, the Rock County Purchasing Division did advertise and solicit bids for the equipment with
the results attached.

5.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this day of __________, day of __________, 2012, issue a purchase Order to TermIntel LLC of
Stevensville, Michigan, the lowest bidder, in the amount of $10,275 to provide the equipment.

Respectfully submitted,

Public Safety and Justice Committee

Purchasing Procedural Endorsement

Ivan Collins, Chair

Mary Heaver

Henry Bill

Brian Knaub

Larry Wiedenfeld

S-O

[Signature]

[Signature]
FISCAL NOTE:

In 2011 a Purchase Order for $335,263 was issued to General Communications for the purchase of necessary mobile and portable radio equipment for various County departments as part of the Digital Radio Project. The Sheriff's Office recording/transmitting equipment was included in that original Purchase Order. Therefore, the TeamIntel equipment will be paid for using refunds received from General Communications.

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. Kuglisch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Larson
County Administrator
Executive Summary

Awarding Bid for Spectratek Recording Equipment

The Sheriff’s Office’s current recording/transmitting equipment was tested by General Communications for suitability with the new digital radio system implemented throughout Rock County. General Communication’s technician stated that the current recording/transmission equipment was not compatible with the new digital radio system.

The purchase of the Spectratek equipment will replace the current recording/transmitting device currently owned by the Rock County Sheriff’s Office.

The low bidder for the Spectratek recording equipment was TeamIntel LLC with a bid of $10,273.00.
# BID SUMMARY

**PROJECT NUMBER**: 2012-79  
**PROJECT NAME**: SPECTRATEK RECORDING EQUIPMENT  
**BID DUE DATE**: OCTOBER 18, 2012 – 1:30 P.M.  
**DEPARTMENT**: SHERIFF'S OFFICE

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<th>SPECTRATEK LET LLC</th>
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<td>CAMPBELL, CA</td>
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<td>SHIPPING &amp; HANDLING</td>
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<td><strong>TOTAL BID PRICE</strong></td>
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<td><strong>$ 10,315.00</strong></td>
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<td><strong>WARRANTY PERIOD</strong></td>
<td>ONE YEAR</td>
<td>ONE YEAR</td>
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Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

SpectraTek #20 is a Covert Cellular Recording Device.  
SpectraTek #235 is a Cellular/VHF Repeater Command Unit.

**PREPARED BY**:  
[Signature]

**DEPARTMENT HEAD RECOMMENDATION**: Team Intel

[Signature]  
**DATE**: 11-27-12

**GOVERNING COMMITTEE APPROVAL**:  
[Signature]  
**DATE**: 1-01-12

**PURCHASING PROCEDURAL ENDORSEMENT**:  
[Signature]  
**DATE**: 1-26-12
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans & Aging Services Committee
INITIATED BY

Education, Veterans & Aging Services Committee
SUBMITTED BY

Jayce Lubben
DRAFTED BY

November 26, 2012
DATE DRAFTED

APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES

1 WHEREAS, the Council on Aging received a 5310 Capital Acquisition grant from the
2 Wisconsin Department of Transportation to purchase three buses for the Specialized Transit
3 fleet; and,
4
5 WHEREAS, the vehicles were purchased through the Wisconsin Department of Transportation
6 contract # 406956; which was awarded to Atlas Bus Sales; and,
7
8 WHEREAS, federal funds pay for 80% of the vehicles with a 20% local match; and,
9
10 WHEREAS, additional costs are required for vehicle titles and conversion costs.
11
12 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
13 assembled this _______ day of ___________, 2012 does approve that Purchase Orders be
14 issued to the State of Wisconsin in the amount of $25,117.20 for the local match and to Atlas
15 Bus Sales in the amount of $21,273.75 for vehicle titles and conversion costs for three
16 specialized transit vehicles.
17
18 BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and
19 acceptance by the Rock County Council on Aging Director.

Respectfully submitted,

Education, Veterans & Aging Services

Purchasing Procedural Endorsement

Terry Thomas, Chair

Mary MaWhinney, Chair

Dave Brown

Vote

Wayne Gustina

Date

Steve Howland

Edwin Nash
APPROVAL TO PURCHASE SPECIALIZED TRANSIT VEHICLES
Page 2

FISCAL NOTE:
Sufficient funding is available in Council on Aging's Elderly and Handicapped Transportation motor
vehicle account, A/C 30-3905-0000-67105, for the local match and the conversion costs. The local
match and the conversion costs are being funded by a transfer from the E&H Vehicle Trust Fund,
which has a current balance of $91,946.

Sincerely,
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 S. Wegleitner
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Komeson
County Administrator
EXECUTIVE SUMMARY

The Rock County Council on Aging was awarded a federal 5310 grant to purchase three new Specialized Transit buses through a bidding process conducted by the Wisconsin Department of Transportation (contract # 406955). This grant provides 80% of the funding for the purchase of each vehicle, with the 20% local match and conversion costs coming from the E&H Trust Fund.

Conversion costs include: additional wheelchair position with wheelchair securements, a more durable driver's seat, a Rionon wheelchair lift, foldaway seats to make room for the additional wheelchair position, signage, an upgraded suspension system and a seat belt extension.

Cost breakdown for the vehicles:

$100,468.80 ($33,489.60 each) – Federal 5310 funding
25,117.20  ($8,372.40 each) – 20% local match from the E&H Trust Fund
21,273.76  ($7,091.26 each) – vehicle title and conversion costs from the E&H Trust Fund
$146,859.76 ($48,953.26 each)
RESOLUTION NO. 12-12A-205
AGENDA NO. 12-D-7 (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Sara Moore
DRAFTED BY
November 27, 2012
DATE DRAFTED

Awarding Contract for Food Services at the Youth Services Center

WHEREAS, the Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in 2012; and,

WHEREAS, Rock County requested sealed proposals from qualified vendors for contracted food services with meals made off-site and delivered to the Youth Services Center; and,

WHEREAS, each meal needs to meet the minimum requirements as to the nutritional content as specified by the National School Lunch Program and School Breakfast Program Meal Patterns; and,

WHEREAS, two vendors responded to RFP #2013-09 but only one could be considered (see attached results); and,

WHEREAS, Human Services Department staff did review the application from Aramark and determined they did meet the required qualifications; and,

WHEREAS, Aramark has significant expertise and experience in delivering high quality, cost effective food service operations.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors, duly assembled this _______ day of __________, 2012, that a contract for food services commencing January 1, 2013, be awarded to Aramark of Downers Grove, Illinois for comprehensive food service operations for the Youth Services Center.

BE IT FURTHER RESOLVED, that it be a one-year contract with an option for four additional one-year renewal periods upon the approval of the Human Services Board.
Awarding Contract for Food Services and the Youth Services Center

Page 2

Respectfully submitted,

Human Services Board

Brian Knudsen, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grabh

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

PURCHASINGPROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Meuh Didn, Chair

FISCAL NOTE:
Sufficient funding is included in the 2013 Human Services Department Budget for the cost of this contract.

Sherry Ota
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to sec. 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 E. Engelsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Eriksen
County Administrator
Executive Summary

Awarding Contract for Food Services at the Youth Services Center

The Human Services Department contracts for food services for the Youth Services Center (YSC). The Youth Services Center will provide an estimated 21,000 meals and 7,000 snacks in 2012. Meals need to be prepared off-site and delivered to YSC 365 days a year for breakfast, lunch, and dinner.

The Youth Services Center is enrolled in the National School Lunch and Severe Need Breakfast Programs, which are administered by the United States Department of Agriculture and the Wisconsin Department of Public Instruction. Each meal needs to meet the minimum requirements as to the nutritional content as specified by the National School Lunch Program/School Breakfast Program (NSLP/SBP) Meal Patterns to receive the authorized reimbursement rates for weekday lunch, breakfast and snacks.

Rock County Purchasing requested sealed proposals from qualified vendors for contracted food services. Two vendors responded. However, one vendor submitted a proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their proposal could not be considered.

Billing for food services is based on “cost per meal”. The total annual cost will be based on the actual number of meals and snacks served in 2013. Aramark was the successful applicant with a $3.844 cost per meal and $0.50 cost per snack. Meals will be made on-site at the Rock County Jail and delivered to YSC.

Human Services Department staff did review the proposal from Aramark for both qualifications and cost. Aramark has significant expertise and experience in delivering high quality, cost effective food service operations. Aramark is the current provider of food services to YSC. This will be a one-year contract with the option to renew for up to four additional one-year periods.
COUNTY OF ROCK

PURCHASING DIVISION

PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
PROJECT #: 2013-09
PROPOSAL DUE DATE: OCTOBER 18, 2012 – NOON
DEPARTMENT: HUMAN SERVICES – YOUTH SERVICES CENTER

<table>
<thead>
<tr>
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<th>ARAMARK DOWNERS GROVE IL</th>
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<tbody>
<tr>
<td>COST PER MEAL-BREAKFAST / LUNCH / DINNER</td>
<td>3.844</td>
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<tr>
<td>COST PER MEAL-SNACK</td>
<td>.50</td>
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</table>

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond. One vendor submitted a Proposal contingent upon being awarded the Jail food service contract. Since they were not awarded that contract, their Proposal could not be considered.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK FOOD SERVICES

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE
RESOLUTION NO. 12-12A-206

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Chairman Kayne
INITIATED BY
Human Services Board,
General Services Committee,
Finance Committee
SUBMITTED BY

Paul Bootwell
& Jennifer Thompson
DRAFTED BY
December 5, 2012
DATE DRAFTED

Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

WHEREAS, the State of Wisconsin has asked that all counties have an Aging and Disabilities Resources Center (ADRC) and is willing to reimburse counties for the actual cost of construction of their ADRC; and,

WHEREAS, in September 2012, the Rock County Board of Supervisors authorized an Application to the State to operate an ADRC; and,

WHEREAS, the design team for renovating space in the Job Center for the ADRC, composed of the architectural firm of Angus Young and Associates, the owner’s representatives from the Samuel’s Group, and staff from the Rock County Human Services Department completed construction documents for the projects; and,

WHEREAS, bids were solicited for the project; and,

WHEREAS, seven general contractors submitted bids for the project that were reviewed by the Purchasing Division and Human Services; and,

WHEREAS, Scherrer of Burlington, Wisconsin, was determined to be the lowest qualified bidder; and,

WHEREAS, contingency funds are included in the project budget to cover unforeseen conditions and necessary changes that may arise throughout the course of the project.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ___ day of __________, 2012 does hereby award a contract for renovation of space in the Job Center for the ADRC to the lowest qualified bidder, Scherrer of Burlington, Wisconsin, in the amount of $181,668; and,

BE IT FURTHER RESOLVED, that progress payments be made to the vendor upon approval of the Human Services Board; and,

BE IT FINALLY RESOLVED, that the General Services Committee be delegated authority to approve all change orders for the renovation of space in the Job Center.
Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC
Page 2

Respectfully submitted,

General Services Committee

Phillip Owens, Chair
Henry Brill, Vice-Chair
Ivan Collins
Jason Heideprecht
Edwin Nash

Human Services Board

Brian Knutson, Chair
Sally Jean Weaver-Landers, Vice-Chair
Terry Fell
William Gahn
Ashley Kleven
Phillip Owens
Terry Thomas
Shirley Williams
Marvin Wopat

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 94.32(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Zuglisch
Corporation Counsel

FISCAL NOTE:
Sufficient funds are available in the 2013 ADRC capital improvement account, A/C 36-3683-0000-67200, for the cost of this contract.

Sherry O'Dea
Finance Director

Purchasing Procedural Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:
Recommended.

Craig Ammon
County Administrator
Executive Summary

This resolution awards a construction contract to the lowest qualified bidder to renovate space within the Rock County Job Center. Bids were due November 29th and seven (7) contractors submitted bids. Scherrer from Burlington, Wisconsin submitted the low bid. The total amount of the bid award is $181,688. That figure includes the base bid of $178,600 and the alternate of $3,088. The alternate replaces the fluorescent light fixtures called for in the base bid with L.E.D. light fixtures. The L.E.D. fixtures provide better light, lower energy costs, and longer life (less maintenance).

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a storage room, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. Funding to pay for the construction is included in the 2013 County Budget.

The project will start early in January 2013 and should be completed by early March. It is an aggressive project schedule. County staff will work closely with the Architect, the Contractor and the Committees of the County Board to stay on track.
# ROCK COUNTY, WISCONSIN
# FINANCE DIRECTOR
# PURCHASING DIVISION

## BID SUMMARY FORM

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<th>BID NUMBER</th>
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<td>AGING &amp; DISABILITY RESOURCE CENTER</td>
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<td>BID DUE DATE</td>
<td>NOVEMBER 28, 2012 – 1:30 P.M.</td>
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<td>DEPARTMENT</td>
<td>HUMAN SERVICES – JOB CENTER</td>
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<tr>
<th></th>
<th>SCHERRER BURLINGTON WI</th>
<th>DRAEWINING BELOIT WI</th>
<th>BAUER &amp; RAETHER MADISON WI</th>
<th>CREATIVE CONSTRUCTORS MENOMONEE FALLS WI</th>
<th>CORPORATE CONTRACTORS BELOIT WI</th>
<th>GILRANK BELOIT WI</th>
<th>MAGILL ELKHORN WI</th>
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<td>182,900.00</td>
<td>188,000.00</td>
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<tr>
<td>START DATE</td>
<td>1/2/13</td>
<td>1/2/13</td>
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Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Alternate E-1: Provide LED light fixtures in lieu of Type A fluorescent light fixtures.

PREPARED BY: JODI MILLS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ____________________________

SIGNATURE: ____________________________

GOVERNING COMMITTEE APPROVAL: ____________________________

CHAIR: ____________________________

PURCHASING PROCEDURAL ENDORSEMENT: ____________________________

CHAIR: ____________________________
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY

Benjamin Coopman, Jr.
DRAFTED BY

December 11, 2012
DATE DRAFTED

APPROVING PURCHASE OF USED EMERGENCY RESPONSE VEHICLE FOR SOUTHERN WISCONSIN REGIONAL AIRPORT

WHEREAS, Rock County owns an airport known as the Southern Wisconsin Regional Airport; and,

WHEREAS, the 2012 Department of Public Works’ Budget authorized the replacement of the emergency response vehicle at the Southern Wisconsin Regional Airport; and,

WHEREAS, the Rock County Department of Public Works (DPW) did research on used vehicle sites and advertisements for used emergency response vehicles throughout the Midwest; and,

WHEREAS, the Airport Director and DPW Shop Superintendent did review all listings to select vehicle(s) of any interest and did inspect the recommended emergency response vehicle as the most cost effective and best value for Rock County.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled on this day of __________, 2012, that a purchase order be issued to the Wilmington, Illinois Fire Department in the amount of $20,560.00 for a used 2004 Ford Horton emergency response vehicle; and,

BE IT FURTHER RESOLVED, that payment may be made to the vendor upon acceptance by the Director of Public Works.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Purchasing Procedural Endorsement:

Kurtis L. Yankee, Chair

Chair:

Betty Jo Bussie

Vote: Date:

Eva Arnold

Dave Brown

Brent Fox
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

FISCAL NOTE:
Sufficient funding remains in the 2012 Department of Public Works Cost Pool Capital Equipment account, A/C 41-4350-4280-67110, for the cost of this purchase.

Sherry Ojs
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator
Executive Summary

Rock County's Southern Wisconsin Regional Airport has a 1969 GMC van it uses as an emergency response vehicle at the airport. This vehicle is equipped to hold rescue tools and other equipment used to respond to aircraft emergencies and other mass casualty responses. Because of its age, this vehicle has become unreliable and is difficult to find repair parts for. Money to replace this vehicle was approved in the 2012 County Budget.

The Airport Director and Department of Public Works' Shop Superintendent have been searching dealers, advertisements and web sites throughout the Midwest that may have newer vehicles available. The main sources of this type of vehicle are fire departments, rescue squads and ambulance companies.

At least four used vehicles were located and investigated. No units were available in Wisconsin or Minnesota. Several units were found in eastern Ohio or central to southern Illinois. Rather than buying a unit from an advertisement, the list of available units was shortened and some units in central Illinois were inspected.

The Airport Director and Shop Superintendent inspected the recommended used ambulance from the Wilmington, Illinois Fire Department. Staff feels this is the best value available at this time. The purchase price is $26,500. This exceeds the amount budgeted by $500. The difference will be covered by reallocation of savings on other vehicles and equipment purchases within the DPW budget.
RESOLUTION NO. 12-115-189

AGENDA NO. 12-R (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 14, 2012
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 those additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2013.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of __________, 2012 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 (3)(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 assure 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.

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

Sec. 3.

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.

Sec. 4.

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.
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 Resources Policies and Procedures

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 this Ordinance and Human Resource Policies and Procedures.

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 retain 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.

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.

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, 1995; 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

Amendments.

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

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(d)(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.
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.

**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 restoral changes in title or organization, encourage the reemployment 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 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) ensure 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 18.804 and 18.806, and consistent with applicable State Statutes and in favor of the 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 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 a 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

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.

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.

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.

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.

Reclassification Requests.

A reclassification is the re-assignment 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 for one-year; unless the next budget includes 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 re-assignment 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. With approval of the Human Resources Director and the County Administrator, an employee may be advanced a step over and above the next highest dollar amount.

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 Underooting.

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 Upgrades.

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 the next budget cycle.

An upgrade may occur after a re-evaluation of the duties of a position indicates that a higher level of skills or duties is required to perform the duties of the position. An upgrade may be to an existing classification or position or requires the creation of a new classification or 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 and will be consistent with merit selection hiring.

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 filling 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 elapsed.

18.302 **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.
18.303 **Selection.**

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 consult 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.

18.304 **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 employees 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 notify the Human Resources Director each candidate’s unsuitability if they are bypassed on the list. Such notification 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 regular positions shall be made with a Probationary Period of at least one calendar month/year, except when the nature of the work or employee cannot be evaluated effectively in six months, the Probationary Period may be for a period of one 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 reasons 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.

(5) 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, except as mandated under Section 18.304.

(6) Probationary employees will be permitted to apply for other positions after six months.

(7) 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.
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.

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.

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.

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

Pay Plan.

The Pay Plan shall include the schedules of pay ranges for all unitary 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.

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.

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.

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 for 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 increases) 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 classifies to recommend the denial of an in-range 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.

18.407 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.

18.408 Temporary Employment

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

18.409 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.

(c) 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.

(e) 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. 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 unilateral 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 of the employee's choice.
(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.

Employees normally granted time and one-half, the Director of Nurses, the Assistant Director of Nurses, and Nursing Supervisors working in Rock Haven and the 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 Communications Center, who are required to work a holiday, they will be paid or granted compensatory time off at a rate of time and one-half for all hours worked between 7:30 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

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 (pro-rated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 AM 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 Floating from the previous year.

The floating holiday may be taken upon at least twenty-four hours notice prior to the beginning of the shift. A Floating Holiday with less than 24 hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 Health and Dental Insurance.

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 FTB position and hired after September 1, 2009 the employee shall contribute toward health coverage prorated to the FTB 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 WKS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

E. Dental coverage will be provided consistent with coverage and co-payments 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, 2012, shall earn vacation according to the following schedule:

<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Unilateral A &amp; B</th>
<th>Unilateral C</th>
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<tbody>
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<td>10 Days</td>
<td>15 Days</td>
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<td>19 years</td>
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</table>

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 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 6 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 linked 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 hour or more vacation 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-comparable 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.

All vacation shall be utilized in not less than one-hour increments.

18.507
Workers' Comp

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.
Rock County strives to ensure 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 work compensation. All on-the-job accidents must be reported to the Human Resources Director or his/her designate immediately and proper forms must be completed in full.

Any employee, who is resuming work after compensation, may at the employer'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.

18.508 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 each 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 required 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 one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days 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, 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 and/or make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" after a divorce. The appointing authority may require an obituary to substantiate the leave.

a. Up to three days 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 for an employee’s stepparent, stepchild, grandparents, or grandchildren.

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

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 pro-rated 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 service. 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 Procedures. 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 ten 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 wages. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director at least two weeks 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 wages. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 3 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 (4) 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 (4). The effect of this subsection is retroactive to January 1, 2004, and is subject to the right 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 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 per month on a pro-rata 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 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 child through age 26 (includes step-child, 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 step-parents 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.
employees who are absent from duty 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.

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 from sick leave when: a) it occurs before or after a holiday, b) it occurs before or after a scheduled day off, c) for sick leave in excess of three days which has not been reported to FMLA, or d) when an employee has a record of repeated sick leave history of using short periods of sick leave repeatedly over a period of time. 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.

A 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.

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.

Sick leave shall be debited in no less than quarter hour units.

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

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.

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.

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 non-profit 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 can not 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.

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 employee's 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 compensated by the County and such employment, business activity or service shall not involve 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.

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. Disciplinary 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.

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 (Corrective) 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 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. Personnel administering corrective discipline shall systematically document the case. Records of verbal reprimand, written reprimand, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee’s personnel files. 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.

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.

18.608 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 slow-downs.
(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.
(i) Use of official position or authority for personal or political profit or advantage.
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Disregard or repeated violations of safety rules and regulations.

Incompetence or poor work performance.

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

Violations of section 18.601 "Communications and Confidentiality".

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

18.609 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 employees shall use their position to solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, service, 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 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.)

18.612 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 Section 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.

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

(b) Break Time.

Employees may leave their workstations 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 workdays 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.

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. This written assurance shall not be binding in any management disciplinary decision.

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 while 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 bi-weekly 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.

No employees are precluded from engaging in political activity provided that such activity does not interfere with their normal work performance and is not conducted during hours for which the employee is being remunerated paid by the County. Employees may not for actually performing his/her duties and does not involve the not use of 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 soliciting any person to hold or contribute money or other types of assistance to any political candidate, party or purpose.

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 15 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 Guide).

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.

18.624 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 re-enter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

18.623 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.

18.626 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 tips) 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
- Lunch - up to $10.00 including tip, may be claimed when the employee is out of the County between 11:00 a.m. and 2:00 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 above are maximums and it is not the intent that the employee 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 of what was purchased shall be required for reimbursement. Some meals are required. No reimbursement shall be authorized for alcoholic beverages.
The breakfast rate will be paid for meals prior to 10:30 a.m.
The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
The dinner rate will be paid for meals after 2:30 p.m.

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, re-employment, 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 or 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.

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.

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 a denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

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 66.0309 (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 quit; 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, thought 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 59.25(4) 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.

18.805 Discussion of Problems 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.

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 working days of the event giving rise to the grievance or within ten working 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 working days meet and discuss the grievance with the employee and then reply in writing within three working 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 working days present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the employee and then reply in writing within five working 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 working days present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten working 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 working 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.
In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven working days, request a hearing before an impartial hearing examiner and pay the filing fee (if not is established) by the County Board.

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with a list of hearing examiners. The employee may, within 10 calendar days rank the hearing examiners in order of preference and return the list to the HR Director the name of a hearing examiner.

b. The HR Director will contact the hearing examiners in order of the employee's preference and schedule a hearing. If the employee does not return the list or rank the hearing examiners, the HR Director may select one from the list.

c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.
d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.

e. The hearing examiner, 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 hearing examiner 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 hearing examiner 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 hearing examiner 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 Wyo. 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 examiner's 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 10 calendar days following the County Board's decision.

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

18.897 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 employees 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.

18.902 Public Inspection.

Information as to the names, 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.

18.903

**Section 10**

**Definitions**

18.1001

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.

18.1002

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.

18.1003

Allocation.

The assignment of a position to a pay range.

18.1004

Anniversary Date.

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

18.1005

Appointing Authority.

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

18.1006

Board.

The Rock County Board of Supervisors.

18.1007

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.

18.1008

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.

18.1009

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.
18.1010 Classification Plan.
The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.

18.1011 County Administrator.
The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.

18.1012 Demotion.
The assignment of an employee from one class to another class with a lower pay range.

18.1013 Department Head.
A County official with the responsibility for the operation of a County department.

18.1014 Disciplinary Action.
The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.

18.1015 Deferred Benefit.
Those benefits that employees have on the books which are currently available to use (e.g., vacation after reaching an anniversary date, sick leave earned a day a month, etc.).

18.1016 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.

18.1017 Eligibility List.
A list of Eligible Candidates to fill positions in a particular job class.

18.1018 Employee.
An individual who is employed by the County and is paid in part or in whole through the County payroll.

18.1019 Entrance Pay Rate.
The rate of pay of a newly hired employee is assigned at commencement of employment.

18.1020 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.
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 the position is equivalent to a full-time position, while an FTE of 0.5 means the position is only half-time. FTE is measured in tenths from 0.1 to 1.0.

**12.4.1022**

**12.4.1023**

Grievance.

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

**12.4.1024**

Human Resources Director.

The Director of the Rock County Human Resources Department and the person responsible for implementing all county personnel policies and procedures.

**12.4.1025**

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, grandfather, grandfather 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” after a divorce.

**12.4.1026**

In-Range Increment.

A pay step within a pay range.

**12.4.1027**

Layoff.

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

**12.4.1028**

Limited Term Employee (LTE).

An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinable amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.

**12.4.1029**

Part-time Employee.

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.

**12.4.1030**

Pay Plan.

A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.

**12.4.1031**

Pay Range.

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.

**12.4.1032**

Position.

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.

**12.4.1033**

Position Description.

A written document that describes the individual employee’s duties and responsibilities and is specific to that position.
Probationary Employee.

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.

Probationary Period.

The probationary period is a try out time for the employee. It is also used for determination of certain benefits.

Promotion.

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

Reallocation.

The re-assignment of a position from one pay range to another to correct an error in the original assignment or 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 (e.g., 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.

Reclassification.

The re-assignment of a position or individual from one existing class to another class to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment (e.g., a position is currently assigned to a Planner II and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

Regular Appointment.

An assignment of an eligible candidate to a budgeted County position.

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 (QRS).

Seasonal Employee.

An employee who is hired for a limited term, 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 if anticipated to work enough hours in a year to qualify for 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 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick leave.
The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full-time County employee.

18.1047 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.

18.1048 Termination.

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

18.1049 Transfer.

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

18.1050 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 11:00 a.m. and 2:00 p.m.

18.1051 Underwriting.

The filling of a vacant position at a lower classification.

18.1052 Unilateral Employees

Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals 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.

18.1053 Upgrade.

The re-assignment 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 (sog. HR Secretary to HR Office Coordinator).

The result of a re-evaluation of the duties of a position that indicates that a higher level of skills or duties are required to perform the duties of a classification or position.

18.1054 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.
AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 38

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/ Russell Podzinski
Russell Podzinski, Chair

/S/ Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Eva Arnold

/S/ Henry Brill
Henry Brill

/S/ Betty Jo Bussie
Betty Jo Bussie

/S/ Marilyn Jensen
Marilynn Jensen

/S/ Mary Mayhany
Mary Mayhany

/S/ Louis Peer
Louis Peer

/S/ Kurtis Yankee
Kurtis Yankee

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.

Jeffrey Kugliczek
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Knecht
County Administrator
RESOLUTION NO. 12-12A-207

AGENDA NO. 12.F.(1)

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE
INITIATED BY

FINANCE COMMITTEE
SUBMITTED BY

HUGENE R. DUMAS
DRAFTED BY

NOVEMBER 29, 2012
DATE DRAFTED

AUTHORIZING AGREEMENT WITH CITY OF BELOIT FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 232 SHIRLAND AVENUE IN THE CITY OF BELOIT, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

WHEREAS, see. 75.365 of the Wisconsin Statutes provides that counties may enter into agreements with any local municipality for the purpose, among other things, of limiting the liability of the County in taking tax title to lands or otherwise acting pursuant to such agreement; and

WHEREAS, the above-described property is believed to be contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

WHEREAS, the property taxes on this parcel are delinquent and Rock County has initiated tax lien foreclosure proceedings against this parcel, but obtained a stay of judgment as to this parcel, prior to obtaining judgment of title, pursuant to Rock County’s established policies regarding delinquent tax delinquent properties; and

WHEREAS, the City of Beloit and Rock County have reached an agreement whereby the County shall obtain title to the property and convey the same to the City of Beloit for $10,552.90 which amount reflects the payments made by the County to the City of Beloit in settlement of delinquent property taxes owed for the years, 2007-2011, inclusive; and

WHEREAS, as further consideration for said property, the City of Beloit agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and to indemnify, hold harmless, and defend Rock County from any and all liability including claims, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City of Beloit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors duly assembled this ___ day of ________, 2012, that the County Board Chair and County Clerk are hereby authorized to enter into the attached Agreement with the City of Beloit for the acquisition and sale of the property located in the City of Beloit and described as 202 Shirlad Avenue, Beloit, Wisconsin, more particularly described as,

"LOTS 150, 151 & 152 GOODHUE SUB, ALSO COM 3 FT ELY OF T HE NE CORNER L 152, TH CONT ELY 50.21 FT M/L, THSLY 100

Rock County, Wisconsin, according to the recorded plat thereof.

Beginning at the Northeast corner of said Lot 15, running thence North 79° 20' East, 60.00 feet to a point; thence South 13° 42' 05" E. 113.31 feet to an iron pipe on the South line of said Lot 15; thence West, along the South line of said Lot 15, 85.79 feet to an iron pipe at the southwest corner of said Lot 15; thence North, along the West line of said Lot 15, 98.58 feet to the place of beginning."
AUTHORIZING AGREEMENT WITH CITY OF BELOIT FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 202 SHIRLAV AVENUE IN THE CITY OF BELOIT, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Saddam Kraft, Vice Chair
Mary Bevan

Brant Fox
D. Russell Podzinski

LEGAL NOTE:
The County Board is authorized to take this action by Wisconsin Statutes Section 75.365.

Eugene R. Dumas
Deputy Corporation Counsel

FISCAL NOTE:
This resolution authorizes the sale of a foreclosed property to the City of Beloit. Proceeds will be used to settle the delinquent taxes.

Sherry Oh
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Knitson
County Administrator

City of Beloit Property Purchase 2012, Res.
AGREEMENT

REGARDING THE PURCHASE OF THE PROPERTY LOCATED AT:

202 Shirland Avenue, Beloit, Wisconsin
(Rock County Tax Parcel No. 206 13540020)

THIS AGREEMENT is made between the County of Rock, a political subdivision of the State of Wisconsin, with its principal place of business at 51 S. Main Street, Janesville, Wisconsin 53545 (hereinafter “County”) and the City of Beloit, a municipal corporation with its principal place of business at 100 State Street, Beloit, Wisconsin 53511 (hereinafter “City”).

1. The following described property (hereinafter “Property”), is currently subject to foreclosure by the County for unpaid taxes, plus applicable interest and penalties: 202 Shirland Avenue, Beloit, Wisconsin (Rock County Tax Parcel No. 206 13540020)

2. The City and the County are advised and do believe that the Property was contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

3. The County has the right to judgment vesting title to the property in the County, pursuant to sec. 75.521(8), Wis. Stats. However, in the past the County has stayed proceedings with regard to the Property in accordance with its policies directed at avoiding any possible liabilities which may be imposed on parties having an ownership interest in contaminated properties.

4. The City would like to acquire the property from the County pursuant to the applicable provisions of section 75.365, Wis. Stats., and has requested the County to acquire title to the property for the purpose of selling it to the City.
THEREFORE, the City and County agree as follows:

1. Upon final disposition of the foreclosure process, the County will sell the Property to the City for a total sum of $10,552.90, which amount reflects the payments made by the County to the City in settlement of the City's local share of delinquent property taxes owed for the years, 2007-2011, inclusive.

2. The City agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and indemnify, hold harmless, and defend the County from any and all liability including claims, awards, damages, demands, settlement costs, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City, pursuant to this Agreement.

3. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein, and no Agreements or promises shall be recognized which are not embodied in this Agreement.

CITY OF BELoit
By: ________________________________
   Larry N. Axt, City Manager
Dated: 11-21-2012

Attest:
By: ________________________________
   Rebecca S. Houseman, City Clerk
Dated: 11-26-2012

ROCK COUNTY
By: ________________________________
   J. Russell Podzilni, County Board Chair
Dated: _____________, 2012

Attest:
By: ________________________________
   Lori Stottler, County Clerk
Dated: _____________, 2012
RESOLUTION NO. 12-12A-208

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE
INITIATED BY

FINANCE COMMITTEE
SUBMITTED BY

AGENDA NO. 12.6.1

EUGENE R. DUMAS
DRAFTED BY

DECEMBER 5, 2012
DATE DRAFTED

AUTHORIZING AGREEMENT WITH CITY OF JANESVILLE FOR THE ACQUISITION AND SALE OF TAX DELINQUENT PROPERTY LOCATED AT 1114 ROCKPORT ROAD IN THE CITY OF JANESVILLE, IN ACCORDANCE WITH SECTION 75.365 OF THE WISCONSIN STATUTES

WHEREAS, sec. 75.365 of the Wisconsin Statutes provides that counties may enter into agreements with any local municipality for the purpose, among other things, of limiting the liability of the County in taking tax title to lands or otherwise acting pursuant to such agreement; and

WHEREAS, the above-described property is believed to be contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

WHEREAS, the property taxes on this parcel are delinquent and Rock County has initiated lien foreclosure proceedings against this parcel, but obtained a stay of judgment as to this parcel, prior to obtaining judgment of title, pursuant to Rock County's established policies regarding contaminated tax delinquent property; and

WHEREAS, the City of Janesville and Rock County have reached an agreement whereby the County shall obtain title to the property and convey the same to the City of Janesville for $559.75 which amount reflects the payments made by the County to the City of Janesville in settlement of delinquent property taxes owed for the years, 2010-2011, inclusive, and

WHEREAS, as further consideration for said property, the City of Janesville agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and to indemnify, hold harmless, and defend Rock County from any and all liability including claims, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City of Janesville;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Rock County Board of Supervisors duly assembled this _______ day of _________, 2012, that the County Board Chair and County Clerk are hereby authorized to enter into the attached Agreement with the City of Janesville for the acquisition and sale of the property located in the City of Janesville and described as 1114 Rockport Road, Janesville, Wisconsin, (Rock County Tax ID Number 241 013500129), more particularly described as,

“CITY OF JANESVILLE SMITHS ADD. L 12, 13, 14, & 15 B2
EX. R.R.RY. LP: 1114 ROCKPORT RD”
Respectfully submitted,

FINANCE COMMITTEE

Mary Mavrich, Chair
Sandra Kuhn, Vice Chair
Mary Benner
Brent Fox
J. Russell Podzialni

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes Section 75.365.

Eugene R. Dumas
Deputy Corporation Counsel

FISCAL NOTE:

This resolution authorizes the sale of a foreclosed property to the City of Janesville. Proceeds will be used to settle the delinquent taxes.

Sharon Opa
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Kauzban
County Administrator

City of Janesville Property Purchase 2012.doc
AGREEMENT

REGARDING THE PURCHASE OF THE PROPERTY LOCATED AT:
1114 Rockport Road, Janesville, Wisconsin
(Rock County Tax Parcel No. 241 0135300129)

THIS AGREEMENT is made between the County of Rock, a political subdivision of the State of Wisconsin, with its principal place of business at 51 S. Main Street, Janesville, Wisconsin 53545 (hereinafter “County”) and the City of Janesville, a municipal corporation with its principal place of business at 18 North Jackson Street, Janesville, Wisconsin 53548 (hereinafter “City”).

1. The following described property (hereinafter “Property”), is currently subject to foreclosure by the County for unpaid taxes, plus applicable interest and penalties

1114 Rockport Road, Janesville, Wisconsin
(Rock County Tax Parcel No. 241 0135300129)

2. The City and the County are advised and do believe that the Property was contaminated with hazardous substances, as defined in section 292.01(5), Wis. Stats.; and

3. The County has the right to judgment vesting title to the property in the County, pursuant to sec. 75.521(8), Wis. Stats. However, in the past the County has stayed proceedings with regard to the Property in accordance with its policies directed at avoiding any possible liabilities which may be imposed on parties having an ownership interest in contaminated properties.

4. The City would like to acquire the property from the County pursuant to the applicable provisions of section 75.365, Wis. Stats., and has requested the County to acquire title to the property for the purpose of selling it to the City.
THEREFORE, the City and County agree as follows:

1. Upon final disposition of the foreclosure process, the County will sell the Property to the City for a total sum of $859.73, which amount reflects the payments made by the County to the City in settlement of the City's local share of delinquent property taxes owed for the years, 2000-2011, inclusive.

2. The City agrees to cancel all outstanding charges for special assessments, to assume liability for any 2012 real estate taxes assessed against said parcel, and indemnify, hold harmless, and defend the County from any and all liability including claims, awards, damages, demands, settlement costs, legal expenses and costs of every kind related to the taking of tax title to the property and the sale of the property to the City, pursuant to this Agreement.

3. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein, and no Agreements or promises shall be recognized which are not embodied in this Agreement.

CITY OF JANELVILLE

By: ____________________________
    Eric J. Levitt, City Manager

Dated: ____________, 2012

Attest:

By: ____________________________
    Jean Wulf, Clerk-Treasurer

Dated: ____________, 2012

ROCK COUNTY

By: ____________________________
    J. Russell Podzilni, County Board Chair

Dated: ____________, 2012

Attest:

By: ____________________________
    Lori Stottler, County Clerk

Dated: ____________, 2012
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 12-134-209

ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS

WHEREAS, the legislature of the State of Wisconsin enacted legislation providing for allocation
to the respective counties in that state on an acreage basis for the county fish and game projects,
including conservation of resources and habitat, on the condition that the counties match the state
allocation; and,

WHEREAS, Rock County made application to participate in county fish and game projects
pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by county board
resolution 12-7A-081; and,

WHEREAS, matching grant funds totaling $3,000 are available from the Wisconsin DNR and a
resolution accepting the same is required by the County.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of ______, 2012 does hereby approve the acceptance of these funds.

BE IT FURTHER RESOLVED that the Parks Director be authorized and directed to sign the
grant agreements and that these documents be submitted to the Wisconsin Department of Natural
Resources.

BE IT FURTHER RESOLVED, that the Parks Director be authorized to file all necessary
documents for administration and reimbursement of this program.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtia Yankee, Chair

Betty Jo Bausle, Vice Chair

Eva M. Arnold

Brent Fox

Dave Brown

PARKS ADVISORY COMMITTEE

Tom Presny

Floyd Finney

Dean Paynter
FISCAL NOTE:

This resolution authorizes the acceptance of $3,000 in DNR grant funds for County fish and game projects. The grant is included in the Parks' 2013 budget appropriations. The match requirement will be met using in-kind sources. No additional County funding is required.

Sherry O'd
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 39.52(19), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Thutson
County Administrator
- EXECUTIVE SUMMARY -

ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTRY FISH AND GAME PROJECT GRANT FUNDS

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. Rock County was originally allotted $1,927 in 2013, but additional funds were distributed on a first come, first serve basis. Rock County Parks applied for an additional $1,073, for a total grant of $3,000.

Parks plans to access this funding source to help pay for invasive species control at Carver-Roehl Park. Though this funding source requires a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match. The Friends of Carver-Roehl Park and the Sheriff Department’s Workender Program (people who owe community service) have assisted with this project in the past and have expressed a strong interest in continuing the effort.

The main species to be targeted using this grant is garlic mustard. For the past two years, the contractor hired has also treated dames rocket, and last year they discovered and treated a few Japanese barberry plants.

For the past few years, we have used these funds for garlic mustard control in Carver-Roehl Park, and we’re starting to achieve a noticeable reduction of the invasive species. However, we still have a long way to go in eradicating this invasive in Carver-Roehl Park, so it is imperative that we continue these control efforts at Carver-Roehl, especially now that it is a State Natural Area.

Respectfully submitted by,

Lori Williams

Lori Williams, Director
Rock County Parks
RESOLUTION NO. 12-12A-210
AGENDA NO. 12.1

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Criminal Justice Coordinating Council
INTEGRATED BY
Public Safety & Justice Committee
SUBMITTED BY

Elizabeth Pelham McQuilken/National Center for
DUI Courts (NCDOJ)
DRAFTED BY

November 15, 2012
DATE DRAFTED

PROCLAIMING DECEMBER 2012 IMPAIRED DRIVING PREVENTION MONTH

1. WHEREAS, impaired driving kills thousands of individuals every year; and,

2. WHEREAS, research has shown that repeat drunk drivers pose the greatest risk of death on our roads; and,

3. WHEREAS, OWI Courts target the repeat drunk driver; and,

4. WHEREAS, OWI Courts are an effective tool in the criminal justice system for saving money and reducing impaired driving by the repeat drunk driver by addressing the underlying addiction; and,

5. WHEREAS, OWI Courts facilitate community-wide partnerships, bringing together public safety and public health professionals in the fight against alcohol and drug abuse and impaired driving; and,

6. WHEREAS, results of several studies have yielded important evidence that OWI Courts significantly improve substance-abuse treatment outcomes, substantially reducing alcohol abuse and repeat drunk driving and do so at less expense than any other justice strategy; and,

7. WHEREAS, OWI Courts demonstrate that when one person rises out of alcohol, drugs, and crime, we ALL Rise; and,

8. WHEREAS, the time has come to put an OWI Court within reach of every eligible person in need; and,

9. WHEREAS, Rock County started its OWI Court in October 2012 for third offense OWI offenders; and,

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this day of December 2012 declares that Impaired Driving Prevention Month be established during the month of December 2012; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors recognizes the significant contributions OWI Courts have made toward reducing substance abuse and impaired driving, while saving valuable resources.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

[Signatures]

Ivan Collins, Chair
Henry Brill, Vice Chair
Mary Beaver

Absent
Brian Kaudson
Larry Widenfeld

12-12A-210
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee

Health Services Committee

TITRE

RECOGNIZING BARB MAUSEMAN FOR SERVICE TO ROCK HAVEN

1. WHEREAS, Barb Mauseman has served the citizens of Rock County over the past 22
   years, 9 months as a dedicated and valued employee of Rock County; and,

2. WHEREAS, Barb Mauseman began her career with Rock County Health Care Center/Rock
   Haven on March 30, 1990 as a Registered Nurse on Rock Haven fourth floor. She
   spent the next 10 years there until the closing of that unit. At that time she
   was reassigned to the Health Care Center; and,

3. WHEREAS, Barb Mauseman worked in the Health Care Center as a Registered Nurse
   until all nursing home residents were moved to Rock Haven in 2003 and when she
   moved with the residents to Rock Haven second floor; and,

4. WHEREAS, Barb Mauseman has worked diligently in that position until her
   retirement on January 4, 2013; and,

5. WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock
   County, wishes to commend Barb Mauseman for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
assembled this of 2013 does hereby recognize Barb
Mauseman for her 22 years, 9 months of service and extend their best wishes to
her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to
furnish a copy of this resolution to Barb Mauseman.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

J. Russell Pecdah, Chair

Mary Beaver, Vice Chair

Betty Jo Busby, Chair

Terry Beil

Billy Bob Brill

Steve Howland

Eva Arnold

Mary Mawhiney

Mark Hughes

Kurtis Yankos

Hank Brill

Louis Peer
RECOGNIZING RITA LEYES

WHEREAS, Rita Leyes has served the citizens of Rock County for over thirty-seven (37) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Rita Leyes began her career on July 21, 1975 as a limited term employee working in the guardianship program. After a brief six-months in that role, Ms. Leyes took a position in the Adult Services Division working in the Supportive Homecare Program. While working in this program, Ms. Leyes received intake calls and made referrals to the homemakers for the program. Her German speaking background helped in one specific case where she was able to translate for a German-speaking client and helped her receive the home care services she needed from the program. Ms. Leyes also performed welfare checks on individuals who were on the home care program, thereby assuring the health and safety of the clients. In addition to this full-time position, Ms. Leyes worked additional hours by taking the after-hours pager and answering calls to help children in need of county services. In the early 1980’s Ms. Leyes took her final position in the County as the Adult Family Home Coordinator. Starting with a program of approximately only 10 homes, Ms. Leyes reached out into the community and promoted this worthy program. The Rock County Adult Family Home program now has over 80 certified homes and has the capability to serve over 140 adults. Ms. Leyes extensive knowledge of the Adult Family Homes has been an invaluable asset to the Rock County staff she works with, to the homes she certifies, and to the clients who benefit from the program. Ms. Leyes has helped to match hundreds of clients to good homes in Rock County and has encouraged long-lasting relationships. Ms. Leyes has supported the work of Adult Family Home owners through trainings, seminars, coordinator meetings, and “simple” telephone conversations. The Rock County Adult Family Home program is what it is today because of Ms. Leyes passion to make this program larger, her devotion to advocate for both residents and Adult Family Homes, and her love of the job. Ms. Leyes will be retiring from Rock County Department of Human Services on December 28, 2012; and,

WHEREAS, Rita Leyes has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Rita Leyes for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of __________, 2012, does hereby recognize Rita Leyes for her 37 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Rita Leyes.
RECOGNIZING RITA LEYES
Page 2

Rock County Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Pódźlinski, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Bill

Betty Jo Buskie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee
RECOGNIZING CYNDY GARCIA

WHEREAS, Cyndy Garcia has served the citizens of Rock County for over twenty-six (26) years as a dedicated and valued employee of Rock County; and,

WHEREAS, Cyndy Garcia began her career on October 7, 1986 as a nurse in the Rock Haven Nursing Home. After a brief time there, Ms. Garcia began her career path working with individuals with mental illness as a psychiatric nurse in the Long-term Psychiatric Unit in the Health Care Center. Ms. Garcia assisted with group therapy, care plans, medications, and provided one-on-one care to individuals living at the facility. In 1989, Ms. Garcia changed her role and moved to the 5th floor to work with individuals with acute mental illness, often being held on emergency detentions. In addition, Ms. Garcia assisted the Adult Services Division by completing the COP assessments on individuals referred due to a mental illness and/or drug and alcohol addictions. After one year in that role, Ms. Garcia took another position in the Acute Psychiatric Unit as a Charge Nurse meeting with the psychiatric teams to develop care plans for discharge and making referrals to the community for resources. Two years later, Ms. Garcia moved to the Beloit Community Support Program to assist mental health clients with medication administration. Ms. Garcia worked in the Community Support Program for three years before taking a position in the Juvenile Detention Facility in 1994 to work with children in the facility who presented symptoms of illness. She also had infection control functions in the Acute Psychiatric Unit by administering TB tests, assisting with physicals and managing quality assurance with staff. In June 2002, when the Psychiatric Hospital closed, Ms. Garcia transitioned into the Detox Unit to assist individuals through their addictions and direct them to services. Ms. Garcia continued in this role until the Detox Unit was closed in 2006 and then moved to the Long Term Support Division to work with elderly and physically disabled clients with severe medical conditions.

Ms. Garcia advocated and worked on behalf of her clients; going above and beyond her role at times, to search for services and provide good care for her clients. Ms. Garcia’s passion to help and understand individuals with chronic mental illness has benefited hundreds of people in the community. Ms. Garcia will be retiring from Rock County Department of Human Services on January 1, 2013; and,

WHEREAS, Cyndy Garcia has proven herself to be a compassionate and caring employee, advocating on behalf of Rock County residents; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Cyndy Garcia for her achievements and significant contributions to the citizens of Rock County and her lifelong and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ______ day of ______, does hereby recognize Cyndy Garcia for her 26 years of service and extend best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Cyndy Garcia.
RECOGNIZING CYNDY GARCIA
Page 2

Rock County Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fall

William Grahn

Ashley Klaven

Phillip Owens

Terry Thomas

Shirley Williams

Marvin Wopat

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Marilynn Jensen

Louis Peer

Kurtis L. Yankee
RESOLUTION
ROCK COUNTY PUBLIC WORKS COMMITTEE

WHEREAS, Wisconsin's transportation infrastructure is a fundamental component of its ability to attract and retain business and produce jobs; and,

WHEREAS, gas tax and vehicle registration fees comprise over 85% of the state's segregated transportation account. Revenues from these two user fees have been declining and are inadequate to meet the existing transportation needs in this state; and,

WHEREAS, Wisconsin's past practice of transferring money from the segregated transportation fund to the general fund has eroded the public's confidence that the "user fees" they pay through the state gasoline tax and vehicle registration fees will be used for their intended purpose; and,

WHEREAS, Wisconsin's practice of replacing the dollars transferred from the state's segregated transportation fund with General Obligation (GO) bonds put our state in the precarious position of bonding to fund ongoing operations; and,

WHEREAS, the debt service for these bonds are being paid for out of the state's general fund which hinders its ability to fund other programs like Shared Revenue, Youth Aids, Community Aids and courts in the future; and,

WHEREAS, Rock County placed an advisory referendum on the November 2010 ballot asking "Should the Wisconsin Constitution be amended to prohibit any further transfers or lapses from the segregated transportation fund?"; and,

WHEREAS, the people of Rock County voted overwhelmingly in favor of this constitutional amendment - just over 70% "yes"; and,

WHEREAS, Fifty-three other counties in Wisconsin also asked the same advisory referendum question and the support was similar across the state with an average "yes" vote of 70%; and,

WHEREAS, first consideration of this constitutional amendment passed the Wisconsin State Legislature overwhelmingly last session, on a bipartisan basis; and,

WHEREAS, the 2012-13 session of the Wisconsin State Legislature has the opportunity to pass second consideration of this constitutional amendment and in so doing will give the citizens of the entire state the opportunity to vote for amending the state constitution to ensure transportation revenues are spent for transportation purposes; and,

WHEREAS, providing constitutional protection for transportation user fees will align Wisconsin with our neighbors in Minnesota, Iowa and Michigan.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors strongly urges our state representatives to vote in favor of second consideration of the joint resolution to protect the transportation fund, thereby giving voters across this state the opportunity to vote on a binding referendum to amend the constitution and ensure the transportation user fees they pay will be spent for transportation purposes.
URGING STATE LEGISLATORS TO VOTE IN FAVOR OF TRANSPORTATION DOLLARS FOR TRANSPORTATION
Page Two

Respectfully submitted,

PUBLIC WORKS COMMITTEE

________________________
Kurtis Yankee, Chair

________________________
Betty Jo Bussie, Vice Chair

________________________
Eva M. Arnold

________________________
Brent Fox

________________________
Dave Brown

FISCAL NOTE:

This resolution addresses a legislative policy issue and has no direct fiscal impact on Rock County operations in and by itself.

________________________
Sherry Oja
Finance Director

COUNTY BOARD STAFF COMMITTEE

________________________
J. Russell Podzilni, Chair

________________________
Sandra Kraft, Vice Chair

________________________
Eva Arnold

________________________
Henry Brill

________________________
Betty Jo Bussie

________________________
Marilyn Jensen

________________________
Mary Mawhiney

________________________
Louis Peer

________________________
Kurtis Yankee

LEGAL NOTE:

Advisory only.

________________________
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

________________________
Craig Parkinson
County Administrator
- EXECUTIVE SUMMARY -
Support for Second Consideration of the Constitutional Amendment to protect the Transportation fund

WCHA continues to work with TDA to garner support for passage of second consideration of the constitutional amendment to protect the transportation fund. This has been a top priority of both associations and working together 54 counties placed advisory referenda on the 2010 ballot. Another 10 counties passed resolutions of support. As a result of the overwhelming support by the public to the advisory referenda – 70% statewide – the legislature responded positively last session.

First consideration of the constitutional amendment (SJR 23) passed 82-11 in the Assembly and 26-6 in the Senate. If this legislature passes the same resolution under second consideration then a binding referendum question will be placed on a statewide ballot asking voters if they want to amend the constitution to protect the transportation fund. It is up to the legislature as to which general election the question would appear on the ballot. The earliest possible date would be the April 2013 general election. If that would be the desired choice for the legislature they would have to pass the joint resolution out before January 23th. The legislature could pass the joint resolution out any other time during the legislative session after that date and have the question placed on the ballot in either the spring or fall general election in 2014.

The Rock County Board of Supervisors passed a similar resolution of support on September 9, 2010. Passage of this second resolution of support will assure our state legislators of our continued interest and support for this funding guarantee effort.
RESOLUTION NO. 12-12A-215

AGENDA NO. 12-H (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Paul Benjamin
INITIATED BY

Steve Schraufnagel, Planner III
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

November 1, 2012
DATE DRAFTED

APPROVAL OF EXPANSION TO TURTLEVILLE CEMETARY PLAT

WHEREAS, Section 157.07 of the Wisconsin Statutes provides that “no cemetery plat or map shall be recorded unless laid out and platted to the satisfaction of the County Board of such County”; and,

WHEREAS, the proposed “Expansion to Turtleville Cemetery Plat” in the Town of Turtle is adjacent to the south and east of existing Turtleville Cemetery Plat on Creek Road is consistent with cemetery design standards, and the County Comprehensive Development Plan; and,

WHEREAS, the proposed “Expansion to Turtleville Cemetery Plat” provides the necessary platting information as provided in S.157.07 of the Wisconsin Statutes; and,

WHEREAS, the proposed “Expansion to Turtleville Cemetery Plat” will provide needed cemetery plots for current and future generations.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled on this ___ day of ___ 2012 does hereby approve the “Expansion to Turtleville Cemetery Plat”, primarily located in the S.E. ¼ of the S.W. ¼ of Section 4, & Part of N.E. ¼ of Section 9, T.1 N, R. 13 E. of the 4th P.M., Turtle Township, Rock County, Wisconsin.

Planning and Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Phil Owens

Marilynn Jensen

Wayne Guertina

FISCAL NOTE:
No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Cory Matsumura
County Administrator

LEGAL NOTE:
The County Board is authorized to take this action pursuant to § 157.07(1), Wis. Stats.

Jeffrey S. Kulgitsch
Corporation Counsel
EXECUTIVE SUMMARY

EXPANSION TO TURTLEVILLE CEMETERY PLAT
November 1, 2012

The Town of Turtle is herein requesting the Rock County Board of Supervisors to review and approve the “Expansion to Turtleville Cemetery”, which is an addition to the existing Turtleville Cemetery. The Turtleville Cemetery and the proposed addition are located in portions of Section 4 & 9 in the Town of Turtle, Rock County, Wisconsin. The proposed cemetery expansion includes 8,562 sq. ft.

Section 157.07 of the Wisconsin State Statutes requires all land to be used for cemeteries be platted by a registered land surveyor, reviewed and approved by the County Board, prior to being recorded in the Register of Deeds Office.

The Rock County Planning and Development Agency Staff have reviewed the “Expansion to Turtleville Cemetery” located in Section 4 & 9 of the Town of Turtle. The staff finds the “Turtleville Cemetery Addition” consistent with cemetery design standards, and the Rock County Comprehensive Development Plan. The Planning and Development Committee has reviewed and recommends this Turtleville Cemetery Expansion for approval by the Rock County Board of Supervisors.